

Hamilton Main Street Market

Rules and Regulations

VISION: Establish and support activities in the downtown area that create a sense of community, social gathering and foster economic growth.

MISSION: Establish and operate a “Farmers Market” located downtown beginning June 2024.

PURPOSE: A farmer’s market in the Hamilton, Texas Main Street District brings fresh produce, supports local businesses, creates a community gathering place, and attracts visitors, all of which contribute to a more vibrant and economically healthy downtown area.

General Vendor Guidelines

1. The market is located in the Main Street district. Location may change from time to time. Vendors and the community will be notified of any change of location. Location possibilities will include but not be limited to JL Hamilton Plaza (located across from Wenzel Lonestar Meat Co.) or around the County Courthouse.
2. Hours of operation are 9 am to 12 pm on the second Saturday of April through December (weather permitting). (These rules will apply for other special market events, such as the Spring Fling in March if you choose to participate.)
3. Vendors should arrive no earlier than 7:30 am and should be set up and ready to greet customers for the opening of the market at 9 am.
4. Vendors not complying with the rules and regulations of the market will be considered in material breach and default of the agreements and may be asked to vacate the premises immediately.
5. Vendors agree to comply with the rules of the market and abide by the final decisions of the City of Hamilton.
6. The Hamilton Historic Main Street Board reserves the right to reject any application.
7. Vendors shall sell only items that have been approved on the application submitted. The market has sole discretion to add or delete items from the list, and unacceptable merchandise quality will not be sold at the market.
8. No produce purchased at any retail outlet, even at a reduced cost, can be sold at the market.
9. All vendors, without exception, must sign the Indemnity Agreement before they can sell at the market.

Market Code of Conduct

The Hamilton Main Street Market is on city-owned property. The City’s minimum expectations for all market vendors are that they be reliable, be set up to greet customers for the opening of market by 9 am, and keep a good, positive attitude for the duration of the market hours.

Market vendors are expected to meet these expectations, in addition to complying with the market rules and regulations, to be allowed to continue to participate at the market. Incidents of unruliness and verbal disdain will not be tolerated and will result in immediate and permanent expulsion from the market.

Concerns or complaints may be discussed with the representative on-site before or after market hours. If for any reason they are unable to resolve the issue, they will contact the Main Street Director and/or the City Administrator to discuss possible solutions.

1. The market and immediate vicinity is a “Family Friendly” area, and all are expected to act appropriately.
2. Vendors are required to always wear shoes and shirts.
3. Vendors may not smoke in any vendor area.
4. Foul language, profanity, or other rude behavior is not permitted.
5. Possession of firearms or consumption of alcohol or use of drugs or operating under the influence is not permitted and is grounds for permanent eviction from the market.

Space Assignment

The Hamilton Main Street Representative will work to ensure all vendors have an appropriate booth space. Our goal is to provide the citizens of Hamilton a wide variety of goods at the market. The following rules will apply to space assignment:

1. Each vendor will be assigned one 10 X 10 space on a first come-first served basis.
2. Requests for additional and/or larger spaces will be contingent on history with the market and demonstrated sales.

Vendor Rules

1. All vendors must complete and submit a Vendor Application which includes acceptance of the Market Rules and Regulations and indemnity agreement.
2. Required applications and forms must be complete before vendors will be allowed to participate in the market.
3. Vendors must provide their own canopy (10 X 10 tents), table, chairs, signs, and refrigeration (if needed). Tents must be anchored to prevent blowing away.
4. Electricity is not available and will not be provided.
5. Vendors who require electricity must provide their own generator and electrical cords to do so. Electrical cords may not be placed in customer traffic areas to prevent trip hazards. Generators will be approved on a case-by-case basis as this is a farmer's market with live music.
6. Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
7. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues from the Texas Department of State Health Services.
8. All foods must be properly labeled. No un-labeled packaged or processed foods are allowed.
9. For information on the sale of manufactured, canned or other processed foods, contact Texas Department State Health Services at 254-386-4443.
10. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
11. Vendors must supply all materials and containers for customer sales.
12. Artisans and vendors who offer unique and quality handmade or handcrafted work or products are welcome to perform or sell at the farmers' market.
13. The Hamilton Main Street Board will determine eligible participation. All decisions are final.
14. Vendors are responsible for obtaining a Sales Tax Number, if required, by the State of Texas and collecting and paying any sales tax that may be assessed on their products. The vendor shall be responsible for filing all returns required by the State of Texas with respect to sales tax collection. The Hamilton Main Street Market will not involve itself in collection, audit, or other related sales tax activities.
15. Trash must be placed in suitable containers. NO trash should be left in the market area. Boxes that are left at the market for disposal must be broken down and placed near the trash receptacles.
 - a. The market provides trash barrels for vendor convenience. Vendors that fail to clean up their space will be prohibited from future markets.
16. The market offers space, when available, to city and community organizations at no cost for educational and outreach purposes only.
17. Fundraising opportunities are also available for nonprofit organizations. Items offered for sale will be by approval only. Community and Non-profit organizations must still complete, sign, and return all paperwork.
18. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork. Incomplete packets will not be processed.