



Crescent Court Farmers Market Required Permits and Fees

All vendors must receive a “Market Vendor Permit” to participate in the Crescent Court Farmers Market. Food vendors must meet additional Health Department requirements and submit an additional fee.

Market Vendor Permit

You will need to provide a copy of:

A) Food Manufacturers License

Or

B) Temporary Food Establishment Permit. This permit is only required if food is being sampled. The Crescent will reimburse your fee for this permit upon receipt

Market Code of Conduct

The Crescent Court Farmers Market is a privately owned and operated facility. The advisory board’s minimum expectations for all market vendors are that they be reliable, be set up to greet customers for the opening of market by 9am. Market vendors are expected to meet these expectations, and to remain open until the end of day at 2:00pm

Concerns or complaints may be discussed with the market representative on-site before or after market hours. If for any reason they are unable to resolve the issue, they will contact the Market Managers to discuss possible solutions.

1. The market is a family friendly environment.
2. Smoking is prohibited on the premises
3. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothing and present a professional appearance.
4. Possession of firearms is not permitted

Space Assignment

The floorplan of the market will be determined by the market manager and advisory board. The layout will be determined based upon electrical needs, type of goods, and services. The advisory board will do their best to ensure fairness as to set vendors up for a successful market, with a cohesive layout.

Our goal is to provide the residents of uptown a wide variety of goods at the market. The following rules will apply to space assignment:



1. Vendors with a proven track record will receive priority placement in the floorplate. The advisory board reserves the right to revoke and replace reserved spaces not occupied 30 minutes prior to the opening of the market.
2. Each vendor will be assigned one 10 X 10 space.
3. CO-OP's will be assigned one 10 X 10 space.
4. Requests for additional spaces will be left to the discretion of the advisory board
5. There will be no cooking permitted inside the atrium. If you are cooking, your booth space will be located along Cedar Springs Road
6. There are no reserved booth spaces. Each market will be different, as the vendor lists are subject to change

Vendor Rules

1. All vendors must complete and submit a Vendor Application which includes acceptance of the Market Rules and Regulations
2. Vendors must provide their own table, chairs, signs, and refrigeration (if needed). (10 X 10 tents)
3. All vendors must submit a photo of boothspace no later than 10 days prior to the market opening day
4. Required applications, permits, licenses, and fees must be complete before vendors will be allowed to participate in the market.
5. Electricity is available in some booth spaces and will be accessible on a first come – first serve basis. If electricity is available, vendors must supply their own extension cords and mats or tape to cover any portions of the cord that lie in any walking area used by market customers.
6. Vendors who require electricity to comply with health department requirements have priority over electrical uses not required to ensure product safety.
7. Vendors who will be cooking will be responsible for clean up of area after the market. Vendors will not dispose of grease, or any other liquid in the grass of premisis. Vendor will adhere to the cleanup guidelines as outlined by the city of Dallas:
http://dallascityhall.com/departments/codecompliance/restaurantandbar/DCH%20Documents/pdf/restaurant_bar/TemporaryFoodGuidelines.pdf
8. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues from the City of Dallas Health Department or other authorities.
9. Manufactured food products must meet City of Dallas Health Department requirements, including licensing and permitting rules.



10. Foods and food products produced by “Cottage Food Producers” may be sold at the farmers’ market pursuant to the rules and regulations established by the State of Texas Department of Health.
11. All foods must be properly labeled. No un-labeled packaged or processed foods are allowed.
12. For information on the sale of manufactured canned or other processed foods contact the City of Dallas Health Department at 214.670.8083.
13. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
14. Vendors will adhere to the move in schedule that will be delivered no later than 5 days before the opening day of market.
15. Artisans and vendors who offer unique and quality handmade or handcrafted work or products are welcome to perform or sell at the farmers’ market, however we have limited space for artisans, so approval will be left to the advisory board’s discretion
16. The Crescent Court Farmers Market advisory board will determine eligible participation. All decisions are subject to change
17. 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 any and all returns required by the State of Texas with respect to sales tax collection. The Crescent Court Farmers Market will not involve itself in collection, audit, or other related sales tax activities.
18. Trash must be placed in suitable containers. The market provides trash barrels for vendor convenience. Boxes that are left at the market for disposal must be broken down and placed near the trash receptacles. No trash should be left in the market area.
19. Restrooms are available on site.
20. The market offers space, when available, to city and community organizations at no cost for educational and outreach purposes only.
21. Twenty-Five Dollars from each booth space will be put aside in a pool set up for the philanthropy that is hosting the market for each month. Vendors are welcome, but not required to donate any additional monies to the cause.
22. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork and fees. Incomplete packets will not be processed.

NOTE: Your permit to participate in the Crescent Court Farmers Market is valid only for the area designated for that use



Vendor Categories

The Crescent Court farmers' market groups vendors into three categories. Those categories are listed below and include examples of the type of products each can sell at the farmers' market.

General Vendors: are those selling fresh garden produce and other items not considered food products.

Examples: Fruits, Vegetables, Garden Produce, Flowers, Arts & Crafts, Herbal Tinctures, Herbs, Soaps, Body Care, Bath products, Seeds, Plants and Pet Products (not all inclusive)

Cottage Food Producers: are those "home based" vendors selling food products cooked and prepared in their kitchen and meeting the special requirements established by the Texas Department of Health.

Examples: Dehydrated fruit or vegetables, including dried beans, popcorn and popcorn snacks, cereal - including granola, dry mixes, vinegar, pickles, mustard, Baked goods, breads, rolls, biscuits, sweet breads, muffins, Cakes, pastries, cookies, candy, coated and uncoated nuts, unroasted nut butters, fruit butters, canned jams or jellies, fruit pies, roasted coffee or dry tea, dried herbs and dried herb mixtures (not all inclusive)

Temporary Food Establishments: are those vendors selling manufactured or prepared food products considered potentially dangerous. These require a special permit and are subject to special requirement by the City of Dallas Health Department.

Examples: Fresh or dried meat or meat products including jerky, canned fruits, vegetables, vegetable butters, salsas etc., kolaches with meat, fish or shellfish products, canned pickled products such as corn relish and sauerkraut, raw seed sprouts, bakery goods which require any type of refrigeration such as cream, custard or meringue pies and cakes or pastries with cream cheese icings or fillings, milk and dairy products including hard, soft and cottage cheeses and yogurt, fresh fruits dipped or coated in chocolate or similar confections; fresh vegetables, and juices made from fresh fruits or vegetables, ice or ice products, barbeque sauces and ketchups, foccaccia-style breads with vegetables or cheeses, chocolate covered graham crackers, rice krispy treats, dried pasta, sauerkraut, relishes, salsas, sorghum, lemonade, juices, hot chocolate or similar beverages. (not all inclusive)

Questions about requirements for specific food items should be directed to the City of Dallas Health Department

Cottage Food Production Operations:

<http://texascottagefoodlaw.com/> -- Must sign a copy of the texas food law and return to market manager 10 days prior to market if goods fall under cottage foods.



Temporary Food Establishments

Website:

http://dallascityhall.com/departments/codecompliance/restaurantandbar/DCH%20Documents/pdf/restaurant_bar/TemporaryFoodGuidelines.pdf

General Guidelines

Temporary Food Service Establishment means a food products establishment that operates at a fixed location for a limited period of time in conjunction with a single event or celebration (i.e. Taste of Dallas, July 4th, etc.); or a concessionaire operating under a seasonal contract with either the park and recreation department or the municipal produce market.

Food means any raw, cooked, or processed edible substance; ice; any beverage; or any ingredient; used or sold or intended for use or for sale in whole or part for human consumption, except tobacco or a drug as defined by the Texas Food, Drug and Cosmetics Act.

FAILURE TO MEET PROVISIONS OF THESE REGULATIONS WILL RESULT IN A MUNICIPAL COURT CITATION AND FINES OF UP TO \$2,000 FOR EACH VIOLATION.

1. An operator of a Temporary Food Service establishment, must apply for a Temporary Food Establishment. The Crescent Court Farmers Market will reimburse merchants upon presenting their permits for the entirety of 2016
2. The permits must be obtained from the City of Dallas Health Department at 7901 Goforth Road, Dallas TX, 75238. The applications should be submitted at least 10 days prior to the event. Each application is reviewed with the applicant to ensure that they are aware of all requirements. Guidelines as well as comments and approved menu items are printed on the application.
3. Food Manufacturers must submit a copy of the state manufacturers license along with the application.
4. Food Manufacturers must submit a copy of the state manufacturers license along with the application.
5. Only certain foods, which are pre-approved and require minimal handling, will be considered. *No slicing, dicing or cutting of food products onsite (cooked hamburgers and fajitas may be sliced on the cooking surface). Potentially

Hazardous Foods (PHF) will be limited to only three (3) types of meat.

PHF include: meats, eggs, dairy products, rice, beans, potatoes, etc.



6. Potentially Hazardous Foods (PHF) will be limited to only three (3) types. PHF include meats, eggs, dairy products, rice, beans, potatoes, etc. Seafood and poultry are only allowed under two conditions:
 - a. Raw product must be pre-cut, breaded and frozen, and go from the freezer to the deep fryer or
 - b. Product must be pre-cooked.
7. The only PHF allowed to be cooked on site from a raw state are those which are fast cooking, such as:
 - a. Pre-formed hamburger patties
 - b. Beef fajitas
 - c. Sausages, hotdogs, etc.
8. All other PHF must be prepared and cooked at a permitted food facility that is inspected regularly. All cooked food products must be properly transported to the temporary site while maintaining proper temperatures. If hot and cold running water with a three-compartment sink is available, more extensive food preparation may be allowed. HOME PREPARATION OR STORAGE OF PHF IS NOT ALLOWED.
9. All temporary food establishments are required to have approved flooring, which may include concrete, asphalt, or tight-fitting plywood.
10. All stands must have a suitable overhead covering for food preparation, cooking, utensil washing and serving areas. Such covering must meet Fire Code requirements. A table skirt or other form of protection is recommended to protect food, single service articles and utensils. Booths must have barriers to protect food and prevent customers from entering into the booth. All grills must have overhead covering while in use.
11. Effective hair restraints, including hairnets, caps or hair sprays, are required in food preparation and serving areas.
12. Food handling personnel must wash their hands as frequently as necessary to keep them clean, even though disposable gloves may be used. Nails must be closely trimmed and maintained. No sculptured nails or chipped nail polish is allowed.
13. The use of tobacco in all forms are prohibited in food preparation or service areas.
14. All foods, food containers, utensils, napkins, straws and single service articles must be stored at least 6" off the floor and adequately protected from splash, dust, insects, weather or other contaminations.
15. All condiments, including onions, relish, sauces, peppers, catsup, mustard, etc., available for customer use must be in self-service packets or be dispensed from sanitary automatic dispensers.



16. All PHF requiring refrigeration must be stored at a temperature not to exceed 41°F or colder. PHF, which are required to be held hot, must maintain a temperature of 135°F or hotter to prevent bacterial growth.

17. Mechanical holding units are required in each booth to ensure that proper temperature is maintained. Canned heat (sternos) is not allowed for maintaining hot food temperatures outside. Ice chests may be used for maintaining prepackaged food cold but the chest must be self-draining into a wastewater container.

18. Open and unprotected displays of food are not allowed. When using chafing dishes, only hinged-lid types will be allowed so that at least half of the food remains covered at all times.

19. All establishments that handle or prepare unpackaged foods are required to have convenient hand washing and utensil washing facilities. The number, type and size of sinks required will be determined by the type of operation to be conducted. Disposable gloves are recommended and may be utilized.

20. Those establishments that operate for 96 hours or less and do not have conveniently available hot and cold running water and sanitary sewerage facilities MUST FURNISH THE FOLLOWING FACILITIES, when all food items are not pre-packaged.

WATER SUPPLY:

At least five (5) gallons of potable water in a durable plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing; if potable water replenishment is not readily available, additional containers of potable water may be required.

HANDWASHING:

- a. One (1) durable plastic container with spigot containing free flowing potable water.
- b. Hand washing soap and disposable paper towels.
- c. Disposable gloves are recommended but do not take the place of hand washing.
- d. Collection container must be present for wastewater. (SEE TEMPORARY: Quick Reference Checklist)

WASHING AND SANITIZING:

- a. Two (2) durable plastic tubs of at least two gallon capacity; one for washing and one with chlorine liquid bleach/water solution of fifty (50) parts per million or greater for sanitizing.
- b. An adequate size container of household liquid chlorine bleach and chlorine test strips to verify the concentration of chlorine is at least fifty (50) parts per million.
- c. All wiping cloths must be stored, between uses, in an approved sanitizer solution at the proper concentration. If chlorine is used as the sanitizer, a solution of hundred (100) parts per million is



required. Chemical test strips for the approved sanitizer being used must be maintained on site to ensure the proper concentration of the sanitizer. (SEE TEMPORARY: Quick Reference Checklist)

WATER & GARBAGE DISPOSAL:

a. A five (5) gallon plastic container with a small opening and a funnel to receive and store liquid wastes until proper disposal can be made into a sanitary sewer system.

b. Convenient solid waste containers, preferably with plastic liners and lids are required.

21. Those establishments which operate more than 96 hours and serve food products other than all pre-packaged items MUST PROVIDE HOT AND COLD RUNNING WATER sufficient for employee hand washing and for the cleaning and sanitizing of utensils and equipment.

22. When self-service ice dispensers are not provided, ice scoops are required. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice storage units must be drained to a wastewater receptacle or a sanitary sewer system to prevent submergence of beverage containers into melted ice.

23. All wastewater from sinks, steam tables, buckets, etc. must be disposed of into a sanitary sewer system or in a manner that is consistent with the Liquid Waste Disposal Code Requirements.

24. Animals in the market area must be on a leash and may not be in the immediate area where food is being prepared.

25. Applicants who either operate a food business outside the City of Dallas are not regulated by this department must provide a copy of their health permit and last inspection report from the agency that regulated their facility.

Temporary Food Establishment Inspection Procedures

1. Each facility should be inspected prior to operation when the event being held has very extensive menu items containing high hazard food.

2. An inspection report should be filled out for each facility.

3. Inspectional comments may be made on the pink copy of the permit application when necessary.

4. If imminent health hazards are found to exist, close the stand immediately, and/or remain at the facility until corrections are made. Notices and/or citations may also be issued. Stands may be re-opened as soon as corrections are verified. If non-approved foods are used, immediately restrict the food and remove from use.

5. Imminent health hazards may include, but are not limited to: No water Loss of electricity Loss of refrigeration

6. If critical violations occur, issue notice(s) and/or citation(s). Achieve immediate corrections or follow-up during shift.

7. Critical violations may include:



- a. Improper food temperatures
 - b. Lack of water Improper storage of toxic items
 - c. Lack of proper sanitation Improper cleaning of equipment
 - d. No sanitization of utensils and equipment
8. Minor violations may be handled by verbal or written warning.
9. Citations may be issued for:
- a. Operating without a valid health permit
 - b. Improper temperature, source, and condition of food
 - c. Smoking, eating, drinking, or other poor hygienic practices
 - d. Repeat critical violations
 - e. Repeat non-critical violations if correction cannot be obtained
10. Food samples may be taken for reported food borne illnesses.

The purpose of these requirements is to prevent food borne illness and protect the public health by assisting operators of temporary food service establishments in meeting minimum construction standards and using safe food handling techniques when storing, preparing, displaying and serving foods.

Failure to comply with these regulations may result in the closure of the food establishment, revocation of the permit and/or municipal court citations.

The Health Department may impose additional requirements related to the operation of temporary food establishments to protect the health of the consumer and may prohibit the sale of some or all potentially hazardous foods.

All requirements are included in the State of Texas Food Establishment Rules and are available at the Retail Foods Division website at: www.dshs.state.tx.us/foode establishments/pubs.shtm



Crescent Court Market Merchant Application Form

Name: _____ Date _____

Address: _____

(Street/City/State/ZIP Code/County)

Farm/Business Name: _____

Telephone: _____ Cell: _____ Texting Available? Yes _____ No _____

E-Mail: _____

Number of spaces requested: _____ My booth will require electricity: Yes _____ No _____

Products to be sold:

Please provide photos of products and booth area; or company website.

By signing this application, I agree that I have read the rules and regulations of the Crescent Court Farmers' Market and agree to comply with them. Further, I agree to sell only those items listed in the Vendor Application form unless an additional request is granted at a later date. I acknowledge full responsibility for all my actions and activities in the Market (and for those assisting me) throughout the term of this season's market (October 29th throughout the duration of participation)

Copies of all necessary licenses and applicable vendor application fees due October 1, 2016.

Check or Money Order Booth Fee in the amount of \$25 to be made out to the philanthropy of the month. See Market Manager for questions

Applicant Signature

Date

Return this application to:

Crescent Court Farmers Market
Crescent Real Estate Equities, LLC
C/O Farmers Market Manager
200 Crescent Court, Suite 250
Dallas, Texas 75204