



Non-Inspected Food Vendor Application  
**Pre-Packaged Food Only**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

(City/State/Zip): \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

State of Texas Sales Tax ID Number: \_\_\_\_\_

Food Handlers License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Type of Food Sold:**

- |  |  |  |   |                                |
|--|--|--|---|--------------------------------|
| <input type="checkbox"/> Baked Goods               | <input type="checkbox"/> Candy/Nuts                                      | <input type="checkbox"/> Butters/Jams      | <input type="checkbox"/> Fruits and Veggies | <input type="checkbox"/> Herbs |
| <input type="checkbox"/> Coffee/Teas               | <input type="checkbox"/> Canned plant-based foods with pH of 4.6 or less | <input type="checkbox"/> Fermented Veggies |   |                                |
| <input type="checkbox"/> Pickled fruits/vegetables | <input type="checkbox"/> Dry mixes/rubs                                  | <input type="checkbox"/> Popcorn           | <input type="checkbox"/> Salsas/Sauces      |                                |

**Please Attach to Application**

- ☐ Food Handler's License
- ☐ Copy of all food labels
- ☐ State of Texas Sales Tax ID Certificate

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



### Acknowledgement of Policy and Procedures

The Parks, Recreation and Special Events Department's goal is to provide an attractive, safe and clean environment for food vendors and customers alike. This goal is accomplished through the policies and procedures applied for every event organized by the department. In order to become a food vendor at these events, you must complete the information below acknowledging that you have read, understand, and agree to operate within those policies and procedures, and are in compliance with State of Texas Sales Tax Guidelines. In addition, other policies, fees and forms may apply from the City of Weatherford's Consumer Health Department, as this application is only for the use of the Parks, Recreation and Special Events Department.

***Please initial next to the following statements:***

- \_\_\_\_\_ I have received, read, understand, and will follow City of Weatherford, Parks and Recreation Department Policies and Procedures, and understand that if I do not follow these Policies and Procedures, I jeopardize my privileges as a vendor.
- \_\_\_\_\_ I understand that any failure to comply with City of Weatherford, Parks and Recreation Department Policies and Procedures may result in removal from the premises at management discretion without refund, as well as loss of rental space.
- \_\_\_\_\_ I understand that the City of Weatherford, Parks and Recreation Department reserves the right to reject any requests for reservations and/or decline renewal to any vendor.
- \_\_\_\_\_ I understand that in order to be a vendor at Weatherford's First Monday Trade Days I am required by the State of Texas to have an active Sales Tax Identification number on file with the Comptroller's office.
- \_\_\_\_\_ I understand that the City of Weatherford, Parks and Recreation Department reserves the right to update the Policy and Procedure Guidelines as necessary without prior notice to ensure the integrity and safety of the City at large to include City facilities, City employees, City property, the community, citizens, vendors, customers, and the general public.
- \_\_\_\_\_ I understand I am only allowed to sell approved pre-packaged Cottage Food Law items. All sample items must be prepackaged and approved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

☐ Approved    ☐ Denied    ☐ Pending    Notes: \_\_\_\_\_

\_\_\_\_\_  
First Monday Trade Days Coordinator

\_\_\_\_\_  
Date

# Reminders

1. There is a Non-Inspect fee of \$15 in addition to the vendor fee of \$30, due upon monthly rental. (Non-inspect fee due per event, not per space)
2. All items MUST be pre-packaged prior to arriving to event and remain packaged until given to consumer.
3. Only pre-approved food samples are allowed, and they must be prepackaged and labeled.
4. Any new items or ingredient changes MUST be approved before sale. Please send all updated labels to add to vendor application.

## Cottage Food Law Website Information

<https://texascottagefoodlaw.com/>

1. As of September 1, 2019, you may sell the following homemade food items:
  - Baked goods that do not require refrigeration, such as cakes, cookies, breads, and pastries
  - Candy
  - Coated and uncoated nuts
  - Unroasted nut butters
  - Fruit butters
  - Canned jams and jellies
  - Fruit pies
  - Dehydrated fruits and vegetables including dried beans
  - Popcorn and popcorn snacks
  - Cereal, including granola
  - Dry mixes
  - Vinegar
  - Mustard
  - Roasted coffee or dry tea
  - Dried herbs or herb mixes
  - Whole (uncut) frozen fruits or vegetables
  - Canned acidified plant-based foods with a pH of 4.6 or less
  - Fermented vegetables with a pH of 4.6 or less
  - Pickled fruits or vegetables with a pH of 4.6 or less
2. Your food must be packaged in your home kitchen in a way that prevents the product from becoming contaminated.
3. Your food must be labeled according to the [labeling requirements](#).
4. You must obtain a [Food Handler's Card](#) prior to selling your food. Link: [www.dshs.texas.gov](http://www.dshs.texas.gov)
5. You may not sell any food which requires time and temperature control to prevent spoilage. However, you may use potentially hazardous products as ingredients in your food (like milk, eggs, and cream) as long as your FINAL PRODUCT does not require refrigeration (cakes, cookies, candy, etc).

# Acidified Fruits/Veggies

If selling acidified fruits/veggies like salsas, fruits/veggies preserved in vinegar, brine or a similar solution at an equilibrium pH value of 4.6 or less (with the exception of pickled cucumbers):

- You must test each batch with a calibrated pH meter to confirm the finished product has an equilibrium pH value of 4.6 or less. The label will need a batch number that correlates with the pH test.

<https://texascottagefoodlaw.com/pickle-can-ferment/>

Calibrated digital pH meters are widely available and inexpensive online.

## Labeling and Recording

(A) Packaging and labeling requirements for cottage food production operations. All foods prepared by an operator shall be packaged and labeled in a manner that prevents product contamination.

(1) The label information shall include:

- the name and physical address of the cottage food production operation.
- the common or usual name of the product.
- disclosure of any major food allergens, such as eggs, nuts, soy, peanuts, milk, wheat, fish, or shellfish used in the product; and
- the following statement: "This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department."

(2) Labels must be legible.

(3) If selling acidified fruits/veggies, the label must contain a batch number.



*EXAMPLE THAT MEETS REQUIREMENTS*