

FARMERS MARKET AT IMPERIAL PARK POLICIES

About our Market

Farmer's Market at Imperial Park is a vibrant gathering of local artisans, food producers, and crafters. Our market is a cherished community event, and we are eager to support existing vendors and welcome new vendors who can contribute to the diversity and quality of our offerings.

Our mission is to cultivate a vibrant, community-centered marketplace that connects local farmers, artisans, and small businesses with consumers seeking fresh, sustainable, and locally-produced goods.

The predominant product emphasis will be on farm products from the region, but the market will also feature value-added products, processed foods, prepared foods, specialty items and select artisans. The Farmers Market Manager has the discretion to determine the optimal mix of vendors at the market.

Market Details

The market is located in the parking lot of the Imperial Park Recreation Center (234 Matlage Way) and takes place on Saturdays year round from 9am to 1pm rain or shine.

Each vendor booth is a 12' x 12' space that is clearly marked by a number to make it easy and efficient for vendors to find their space and setup.

Application Process

Prospective vendors must complete an application on the City of Sugar Lands website using the following URL: <https://www.sugarlandtx.gov/FormCenter/Parks-Recreation-19/Farmers-Market-Application-194>

An incomplete form will delay the review process.

Vendors offering our most in-demand or niche products will undergo a more rigorous selection process to ensure the highest standard of quality at the market. To maintain a balanced variety of products at the market, certain categories and products may be put on hold in the approval process.

Not all applications will be approved and there is no exclusive vendor preference for any product.

To qualify to sell products at the Farmers Market at Imperial Park, vendors must grow, cook, and/or make the products themselves.

If an approved vendor would like to sell products that differ from their originally approved category, they must first receive approval from farmer's market staff. For approved food vendors, any new food related products not listed in their original application or not previously approved by the City Food Inspections Department must first be approved by farmer's market staff. After market staff approval, the vendor must then contact City Food Inspections to update their current food permit application.

The market does not accept franchise or chain businesses as all products sold must be independently owned and operated on a local, handmade or homemade basis.

If a non-profit or for-profit business would like to attend the market, a farmers market application will need to be submitted. Our farmers market team will provide more information on market guidelines for the inclusion of non-profit and for-profit businesses that do not qualify for vendor spaces due to selling products outside of handmade goods or produce. Participating businesses may only promote their goods

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or services; sales of tangible items is not permitted.

Selling products featuring logos, characters, designs, or images that are copyrighted or that you do not have express permission to use commercially (unless you can prove fair use or you can show that you have the proper commercial licensing) is not allowed.

Beginning January 2026, any vendor selling a consumable food product MUST complete a Farmer's Market Annual Permit for the City of Sugar Land. All vendors are required to fill out the application even those that may be Cottage vendors. Any vendor that will be handling out samples meant for human consumption MUST also complete a Food Permit Application or update their current application by contacting City Food Inspections.

https://energovweb.sugarlandtx.gov/EnerGov_Prod/SelfService#/permit/apply/277/0/0

A Texas Sales Tax ID is required for many products being sold at the market including physical products such as: jewelry, tumblers and some ready-to eat or snack food products. Refer to the Texas Comptroller's office for specific questions regarding your products.

<https://comptroller.texas.gov/taxes/publications/96-211.php>

Once the form is received, the review process will vary depending on the product being sold and may take approximately 10 business days. Once the process is completed and an application is approved, a written approval will be sent to the vendor via email along with an invitation to begin participating in the market.

Market Participation

Once approved, vendors will then be added to the Approved Vendors list. Approved vendors are encouraged to view available booth spaces via the online reservation portal. The online portal can be found using the following URL: <https://secure.rec1.com/TX/sugar-land-tx/catalog>. From this page you will click on "Facility Rentals" tab, then click on "Farmers Market".

Vendors that have been participating in the market on regular weekly basis (every Saturday) prior to October 2023 and were approved by the Farmers Market at Imperial Park by the end of October 2023, will be considered grandfathered. **Only grandfathered vendors have the opportunity to pre-book their booth space up to 12 months in advance.** Grandfathered vendors can lose the "Grandfather" designation if the vendor does not comply with all vendor policies including booth fee payment due dates. Booth spaces occupied by grandfathered vendors will be made available when the vendor will not be attending a particular market date.

New vendors can pre-book spaces up to 90 days in advance. Vendors can request the dates in writing via email at farmersmarket@sugarlandtx.gov. **New vendors are not guaranteed a recurring booth space and are expected to be flexible in the event that a booth space relocation is needed.** Farmers market staff can move or relocate a vendor's booth at any time for any reason, including but not limited to accommodating gaps, no-shows, or other adjustments on the day of the market. Vendor will be notified of any booth relocation via text or email.

Booth fee is \$25 per market day. Vendors can make payments online, via emailed invoice or by contacting our team at the Imperial Park Recreation Center (281-275-2885).

Booth space fee is due no later than the Wednesday prior to the market date. If the booth space is

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reserved online, the fee is due at checkout.

Vendors are not allowed to reserve any parking spaces for their personal vehicles. Vendors can arrive to begin unloading and setting up their booth as early as 7:30am on the market day.

It is the responsibility of each vendor to supply their own tent, tent weights, tables and chairs.

All vendors MUST remove their vehicles from the market area before 8:15am. The market area will be closed to vehicles at this time. Vehicles can re-enter the market area for breakdown no earlier than 1:15 p.m. unless approved by farmers market staff.



Signs are permissible but should be relevant to the vendor's product and must only be displayed within the 12x12 booth space and/or within the designated area (see map). Signs must only be displayed the morning of the market and it is the vendor's responsibility to retrieve their signs once the market ends. Signs left behind will be disposed of properly in accordance to City of Sugar Land Permit regulation.

If electricity is needed, vendors must provide their own power source (e.g. generator). If using a generator, noise level from the source must be minimal to prevent noise pollution and to reduce disruption. Generators must be pointed away from people and buildings.

Vendors should be completely setup at 9am, the official market opening time. Vendors must occupy their booth space for the duration of the market unless approved in advance. If a vendor arrives after 9am, they are subject to forfeiting their booth and will not have the option to transfer the payment to another market date. The vendor will also be considered a no show and after 3 late cancellations and/or no shows, the vendor will be removed from the approved vendors list.

If a vendor needs to leave before the market officially ends, the vendor will be ineligible to receive a refund or transfer their payment to a future date. Vehicles will not be allowed in the market area for early breakdown.

If issues or concerns arise during the market hours, our team at the Imperial Park Recreation Center is available for onsite assistance. Vendors can also send questions or concerns via text during market hours (281-245-4266) or email anytime (farmersmarket@sugarlandtx.gov).

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Late payments and Cancellations

As the market grows, it is imperative that we make space available for approved vendors to participate as often as possible.

Late/Nonpayment of Fee

Any vendor who has pre-booked and whose payment is not received by the end of day Wednesday prior to the market date will lose their booth space. Unpaid booth spaces will be made available for approved vendors to book no later than Thursday at 8am. Once a booth space is made available, any approved vendor can book, pay and utilize the space for the selected market day. **Booth spaces will not be held for any one vendor.**

Cancellations

We understand that at times plans may change and it is necessary to cancel. Vendors must inform the farmer's market team via email (farmersmarket@sugarlandtx.gov) or text (281-245-4266) of their absence as soon as possible, but not later than 9am on Friday (day prior to the market date). If the cancellation request is received within the given timeframe, the vendor may choose to receive a full refund of the paid booth fee or apply the payment to their next market date. If a vendor fails to inform the team by 9am Friday (day before the market date) or is a no show, the vendor will forfeit the booth fee and will not have the option to transfer the payment to another market date. After 3 late cancellations and/or no shows, the vendor will be removed from the approved vendors list.

Weather

The Farmers Market at Imperial Park is open rain or shine every Saturday. The farmer's market team will monitor weather conditions and make decisions on whether to open, delay market start time or close the market. It is the vendor's responsibility to decide whether to attend their scheduled market date, taking into account any forecasted precipitation or adverse weather conditions. If the market proceeds as scheduled but must suspend operations due to inclement weather before 11 a.m. or less than 2 hours from when the market opens, vendors participating will be eligible for a refund or payment transfer to a future market date.

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Code of Conduct

Farmer's Market at Imperial Park vendors and their employees shall conduct themselves in a professional manner and cooperate with market staff at all times. Professionalism will be an ongoing factor in determinations of vendor good standing to continue doing business at the Farmer's Market at Imperial Park.

Professional standards that shall be applicable include, but not limited to, the following:

1. **Acceptance of Responsibility** – Vendors, as a condition of approval, shall accept responsibility for the conduct and actions of themselves and all persons working on their behalf at Farmer's Market at Imperial Park including, but not limited to, their employees, agents, family, and volunteers. Market policies are the standard we have all agreed on for a smooth-running market that provides a level playing field for all vendors. Please take time to understand them, and then follow them.
2. **Customer Service** – Vendors shall be responsible for responding to and reasonably addressing customer complaints. Multiple customer complaints about a vendor shall be a consideration in determinations of good standing.
3. **Communications** – Verbal and non-verbal communication of vendors and their employees shall be respectful and courteous. The use of discourteous, harassing, intimidating, threatening, insulting, abusive language, gestures, et cetera, either in-person or by electronic/digital means, shall be prohibited. Communication between vendors relating to placement, transfers, et cetera must be initially communicated through market management or staff.
4. **Honest Representation** – Vendors and their employees shall represent products and the Farmer's Market at Imperial Park in an honest manner, whether written or verbal, and not limited to, signage displays, food labels, et cetera. Vendors shall not disparage the market or other market vendors, merchants, or their products. Fraudulent, dishonest, or deceptive practices, which may reasonably upset market operations, mislead consumers, or damage other market merchants' businesses through lost sales, shall be prohibited. Vendors may only sell what was listed and approved in their market application and ensure that all required documents and or permits are up-to-date. Any vendor who attempts or completes sales of items that are not approved shall be a consideration in determinations of good standing.
5. **Courtesy and Respect** – Always be respectful of other vendors. Respect the space of other vendors and the walkway for customers. A single line of stall fronts has more visual appeal than a ragged line, and hiding your neighbor behind your stall is not fair. Downplaying other vendors is not acceptable.
6. **Physical Altercations** – Any person who engages in physically threatening behavior or violence against employees, other merchants, visitors, personnel, and contractors shall be expelled from Farmer's Market at Imperial Park property and shall remain off the premises pending the outcome of an associated investigation and determination.
7. **Reporting Issues or Problems** – Vendors must report any issues or problems in a timely manner by emailing farmersmarket@sugarlandtx.gov or by contacting (281) 275-2885 or (281) 245-4266. Matters that are not reported promptly may be difficult to address satisfactorily.
8. **Site Rules** – If there is a conflict between the code of conduct and market site rules and regulations, the code of conduct is subordinate to any site rules.

The market staff reserves the right to remove any vendor, temporarily or permanently, who violates this code of conduct.

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Contact our Team

Our team is made up of a Farmers Market Specialist and a Farmers Market Manager in addition to the Imperial Park Recreation Center staff. The Farmers Market Specialist is always available to answer questions from vendors onsite during market hours. This includes concerns, suggestions, or booking additional dates. Please feel free to reach out:

In person: 234 Matlage Way, Sugar Land, TX 77478
(during Imperial Park Recreation Center business hours)

Phone: (281) 275-2885

Text: (281) 245-4266

Email: farmersmarket@sugarlandtx.gov

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By signing below, I acknowledge that I have read and reviewed the Farmer's Market Policies. I further agree to adhere to all policies outlined above, as well as the Farmer's Market Code of Conduct.

Printed Name: _____

Business/Vendor Name: _____

Signature: _____

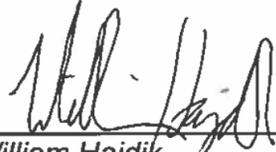
Date: _____

ENFORCEMENT

The Parks and Recreation Department is responsible for the enforcement of this policy.

APPROVALS

PARKS AND
RECREATION INTERIM
DIRECTOR APPROVAL:



William Hajdik

DATE: 1/2/26

POLICY COORDINATOR:



J.P. Awayan, Recreation Coordinator

DATE: 12/23/25