

UNIVERSITY OF HOUSTON MAKERS' MARKET RULES AND REGULATIONS

The University of Houston Makers' Market has implemented the following guidelines in order to comply with the Texas Department of State Health Services and the University of Houston Temporary Food Dealer's Policies and Procedures for vendors.

Vendor Application Process

All potential food vendors must contact University of Houston dining services provider for a Makers' Market Food Permit/Request Form. **The request form must be submitted for approval a full week prior to a scheduled makers' market.** Requests forms submitted after the deadline will be reviewed for the following scheduled date. A vendor will be allowed to participate in the University of Houston Makers' Market upon approval from the University of Houston Fire Marshal's Office (henceforth referred to as UH FMO). Approvals are only valid for a semester and each vendor must reapply for continued participation. All items with the potential to be sold must be listed on the request form. Only items listed on the request form may be sold during the applicable makers' market dates. If a vendor chooses to add additional items, then they must submit a new request form for review at least a week before the date of the event.

Packaged foods may only be processed or manufactured by a vendor in a licensed food establishment and packaged and labelled according to all applicable laws. Vendors of packaged or processed foods must hold a current Food Manufacturer's License from the Texas Department of State Health Services and any other appropriate licensing and are responsible for maintaining a current manufacturer's license. Licenses and any other documents must be submitted with the request form for verification. A vendor will be notified if any additional information will be required. All packaging processes must be reviewed by the UH FMO in order to be approved.

Please note that participation in other farmers'/makers' market and completion of the request form does not guarantee approval. Each application and specific items requested will be reviewed as a case by case basis.

Food Safety

With the University of Houston falling under state jurisdiction, the UH FMO will ensure all regulations and food safety practices are followed. The UH FMO will inspect the makers' market to ensure compliance with the guidelines. If a vendor is found to be out of compliance, they may be subject to removal from participating in future scheduled makers' markets. Each vendor will be held responsible for making any required corrective actions. Each vendor must make certain they follow the applicable requirements laid out in the relevant chapters of the [City of Houston Food Ordinance](#) and the [UH FMO's Temporary Food Dealer's Policies and Procedures](#).

Packaged products must be clearly labeled indicating all required information. Required information includes, but is not limited to ingredients, date of manufacture, and the manufacturer's name and address. All food items must be kept at the appropriate temperatures at all times. If a cooler will be used to keep items below 41°F, then a calibrated thermometer must be provided to ensure this temperature is being met. All products that are food related must be stored in a safe and sanitary manner.

Sampling of prepackaged food and fresh produce may be allowed once *written* sampling practices have been reviewed and approved by the UH FMO. Vendors who provide fresh produce samples are responsible for setting up their own temporary hand washing station. This can be comprised of a plastic water jug with a spigot that provides running water, a form of soap dispenser, paper towels and a bucket to catch used water.

No animals are allowed in any of the vendor tents. The only exception will be for service animals. The UH FMO must be notified in advance that a service animal will be present.

Tents

Vendors may provide their own tents to use during the makers' market. It is the responsibility of each vendor to secure their tents down. Weights are the preferred method; however, stakes may be used for locations where grass is the prominent flooring. For tents larger than 10x10, a University of Houston Tent Permit must be submitted for approval. All tents will be subject to an inspection during the makers' market. Each vendor will be held responsible for making any required corrective actions immediately. For more information, please see the links provided below.

Procedures for the Use of Commercial Tents and Tents Over 10x10

<http://www.uh.edu/ehls/about/manuals/UH%20DPS%20Tent%20Procedures%20over%2010x10.pdf>

Tent Permit:

<http://www.uh.edu/ehls/about/forms/Tent%20Permit.pdf>

Open Flames

Vendors requiring the use of open flame devices must first obtain a permit from the UH FMO. For more information please see the link below:

<http://www.uh.edu/fire/forms/OpenFlamePermit.pdf>

Generators

Vendors must notify the University of Houston dining company and UH FMO upon submitting their request form of electrical requirements of any planned equipment usage. Vendors are responsible for providing their own equipment, such as generators. Generators must be properly grounded prior to the start of the makers' market and may be subject to an inspection by the UH FMO. Each vendor will be held responsible for making any required corrective actions.

Hours, Dates and Location(s)

The University of Houston Makers' Market hours, dates and locations will vary per semester. Contact the University of Houston dining company for more information.

Weather may interfere with the Makers' Market if deemed unsafe. Updates will be provided when need be by the University of Houston dining company.

Smoking Policy

The University of Houston is a tobacco-free campus. Use of any tobacco product including e-cigarettes is prohibited.

I have read and understand the University of Houston Makers' Market rules and agree to abide by them.

Printed Name

Signature

Farm or Business Name

Date