

Trexkertown Farmers' Market @ Valley Preferred Cycling Center Vendor Information, Rules & Regulations

Trexkertown Farmers' Market is a local grower/producer market operating on Saturday mornings at the Valley Preferred Cycling Center from **May 13th until November 18th 2017 (with the exception of Oct 7th)** between the hours of 9am and 1pm. Vendors participating in the market are required to be located (farm, production or processing facility) within a 30 mile radius of the market.

Vendor Application Process:

- Submit completed application and accompanying documents via to:
Trexkertown Farmers' Market
Attn: Vendor Application
PO Box 52
Trexkertown, PA 18087
- Vendor Fee(s) must be paid when application is submitted
- Applications are due no later than **January 31st, 2017**
- Application package should include:
 - Signed application
 - Signed Rules & Regulations
 - Vendor Fee Payment
 - Proof of Insurance
 - Copies of Permits, Licenses & Certificates (if applicable)
 - List of products to be sold
 - Associate Vendor information (if applicable)
 - Submission of Application & Vendor Fee DOES NOT guarantee acceptance into the market

Operation of Market Stands: Vendors have the right to operate their stands and set pricing as they choose after meeting the following minimum standards:

- Stand locations will be assigned by the Market Manager
 - Preference given to early applicants
 - Returning vendors have right to their original location or vacated locations, if any, prior to new vendors
 - Vendor stand size is flexible and based on the needs of the individual vendor and shall be used all season long
- Vendors must be ready to conduct business by 9am and are allowed to begin setting up no earlier than 7:30am.
- Vendors may not breakdown their stand or vacate the market prior to 1pm.
- Vendors are responsible for ensuring their area is clean and free of debris before departing the market prior to 2pm.
- All Vendors are required to have canopies for their stand unless selling directly from an approved vehicle (i.e. food truck, etc)

- Canopies must be properly weighted to ensure in the event of inclement weather/wind canopies do not become airborne and create a hazard for customers/vendors. Weights in excess of 25lbs per corner are required regardless of weather conditions on any given market day.
- Full Season Vendors are expected to attend market every week. In the event any Vendor exceeds three (3) absences per market season they may be removed from the market at the sole discretion of the Market Manager.
 - Shall provide notice to the Market Manager as early as possible for absences but not later than one week prior
 - In the event of sickness or emergency vendor is responsible for notifying Market Manager as soon as possible but not later than 6am Saturday morning
- Vendors are individually responsible to be in compliance with all applicable state and federal regulations related to the products they offer for sale. These include but are not limited to:
 - Pesticide licensing and safe use
 - Certification of Scales
 - Organic certification for products claimed to be grown organically
 - State sales tax collected as required
 - Health and labeling regulations that apply to preserves, honey, cider, baked goods, canned goods, eggs, dairy products, meats, etc.
- Vendor will display a sign identifying the name and location of their farm/business.
- Vendor shall clearly display all pricing with individual price tags, signs and/or large legible sign boards
 - All pricing should reflect typical market value and shall be set by the vendor
 - End of day discounting is not permitted

Market Certification, Violations and Resolution

- 1. Market Certification:** Trexlertown Farmers' Market (the Market) is a producer/grower-only farmer's market. This is a guarantee to the consumer that this market is comprised of local farmers and producers selling only what they grow on their farms or produce locally. The Market reserves the right to inspect vendor facilities to verify "producer/grower-only" status of market vendors. The Market Manager will conduct inspections as needed or required.
- 2. Submitting a complaint:** Any complaint against any vendor regarding origin of their produce or products, violation of market rules and regulations or any other matter, must be directed to the Market Manager in writing, via email at manager@trexlertownfarmersmarket.com Vendors may submit a complaint jointly. All complaints must be accompanied with written documentation of reselling. A copy of the complaint will be given to the vendor at the beginning of the resolution process.
- 3. Complaint Resolution:** Upon receipt of a written complaint, or evidence of reselling,
 - The Market Manager will immediately review the evidence in question and determine if complaint resolution needs to be followed.
 - The Market Manager will provide the vendor with a copy of the complaint at or before the next scheduled market. The Market Manager will request the vendor to immediately remove the items in question from display.

- If vendor complies, a written warning is given
- If vendor does not comply, a facility inspection is scheduled with the Market Manager within 7 days.
- If the Market Manager believes in their sole discretion, that the vendor has been reselling or are in violation of other market rules and regulations they will be subject to the following:
 - First Offense – Written warning provided to vendor
 - Provided by Market Manager
 - Second Offense – Suspension for remainder of season
 - Third Offense – Lifetime Ban

Liability and Insurance Coverage

Although Trexlertown Farmers’ Market maintains insurance, the market does not provide any insurance to cover activities of vendors, their employees or agents. Therefore each vendor is required to carry a minimum of \$500,000 of general liability insurance. Vendors’ proof of insurance must be received by the Market Manager each year prior to the vendor being allowed to participate in the market, along with required additional insured information. The following entities must be listed as Additional Insured on Vendor Insurance Policies:

- 1) Trexlertown Farmers’ Market, PO Box 52, Trexlertown, PA 18087
- 2) Velodrome Fund, PO Box 880, Trexlertown, PA 18087

I (we), the undersigned, have received, read and understand the rules and regulations of the Trexlertown Farmers’ Market and do hereby agree to abide by said rules and regulations and the directions and decisions of the Market Manager.

I (we) fully understand that the Trexlertown Farmers’ Market is a local grower and producer market and that reselling of any items not grown or produced by the Vendor, or an approved Associate Vendor is expressly prohibited and is grounds for expulsion and termination from the market. In the event a charge of reselling is lodged against me (us), I (we) agree to submit to an on-farm inspection by the Market Manager.

I (we) further agree to operate my (our) stall and to pay all applicable fees in a timely manner, as required by the market rules and regulations.

I (we) further understand that failure to comply with the rules and regulations of the Trexlertown Farmers’ Market or the instructions and/or directions of the Market Manager could result in expulsion from the market.

<u><i>Print</i></u>	<u><i>Sign</i></u>	<u><i>Date</i></u>