

DOYLESTOWN FARMERS MARKET

VENDOR CONTRACT RULES

2019 SEASON



The Doylestown Farmers Market is a subsidiary of Bucks County Foodshed Alliance. Bucks County Foodshed Alliance has contracted with Doylestown Borough to operate the 2019 Doylestown Farmers Market according to the following rules. These rules are guided by the mission of BCFA, the regulations of Doylestown Borough, and the shared desire to have a thriving market that is an asset for the community and vendors alike.

MARKET DETAILS

The market is located on South Hamilton Avenue, between West State Street and West Oakland Avenue in the heart of Doylestown, PA every Saturday, from April 20 through November 23, excluding Sept. 7, 2019. Operating hours are from 8am to 1pm.

SPACES AND FEES

- A vendor must submit a completed, signed 2019 Vendor Application and Contract Rules in order to receive approval from Bucks County Foodshed Alliance's Doylestown Farmers Market Committee. Approvals will be given via email, including market date approvals, space assignments and accepted goods for sale.
- Dimensions of each space are 10 ft. x 10 ft. with a small aisle between stalls.
- Each 10 ft. x 10 ft. space will be available for a rental fee of \$15.00 per week pre-paid according to the payment schedule below. Multiple spaces should be requested on the Market application. Only vendors scheduled five (5) times or fewer during the season may pay week to week at a rate of \$25/week. Those vendors may get the discounted rate of \$15/week if they pre-pay all of their scheduled dates upon scheduling.
- Prepayment will be made in three installments, 1/3rd of the total due by April 1st, 1/3rd by July 1st and balance due by September 1st, 2019. THERE WILL BE NO REFUNDS.
- Non-prepaid fees will be collected each Saturday during regular operating hours.
- Vendors supply their own table(s), canopy(s), weights, table cloths, signage and any other supplies needed to operate their business.
- A canopy, with a minimum of 60 lbs. of regulation weights to anchor each structure, is mandatory per vendor space.
- Due to space limitations at the market site, vendors shall participate as many weeks as possible and only request the number of spaces necessary to display their goods.
- All vendors who are unable to attend the Market on their scheduled day must notify the Market Manager and Market Committee Chair by phone or in person prior to the date. Vendors who pay on a weekly basis are still responsible to pay their rental fee on any Saturday they are scheduled. If a vendor fails to attend a scheduled market three times without notifying the Market Manager and Market Committee Chair, the Market Committee reserves the right to prohibit further vending for that season. Contact information for the Market Manager, Market Committee Chair will be provided by a BCFA representative when the application is approved. THERE WILL BE NO REFUNDS OF MARKET FEES PAID, AND FEES ARE DUE ON ALL DAYS WHEN A VENDOR IS SCHEDULED TO ATTEND THE MARKET.
- Vendor displays must not limit the view or access of customers to other vendor spaces.

- Vendors cannot lease or lend their market space. _____(please initial)

VENDOR CONDUCT GUIDELINES

- Vendors **must** arrive prior to the hours of operation, with completion of set-up and removal of vehicles before pedestrians arrive at the opening hour of the market at 8am. Vendors may not breakdown until the market closes at 1pm.
- Due to the early morning set-up, vendors are asked to refrain from playing music, yelling and any unnecessary actions that could disturb residents nearby.
- Vendors are not permitted to breakdown displays before the market closes but are required to break down their displays as quickly as possible. Hamilton Street must re-open at 2pm.
- No alcoholic beverages or illegal substances shall be distributed or consumed within the market venue and adjacent parking area during setup, breakdown and operating hours of the Market. Non-compliance will result in immediate revocation of said vendor's contract. An exception shall be granted for sampling of vendor product if said product is an alcoholic beverage. Samples shall be no more than that required to allow patrons to taste the product and may be distributed only by the vendor's staff on that market day. Decision by the Market Committee is final.
- As a courtesy to customers, vendors are kindly asked to refrain from smoking in the market area during operating hours.
- The Market is a family environment. Vendors should refrain from inappropriate conversations and improper language throughout the Market day.
- Parking spaces in the adjoining parking lot are not assigned and are on a first come, first serve basis. The Market Manager will issue each vendor a Parking Placard to be placed on the dashboard each Saturday, while parked in the lot.
- When moving vehicles or unloading and loading product within the market area, vendors should exercise extreme caution.
- To avoid hazards to pedestrians, vendors should examine all supplies, i.e., canopy, tables, boxes, cables, vehicles and any other item brought into the market, on a weekly basis.
- Vendors must keep their stalls clear of product residue and other litter during hours of operation.
- It is imperative that vendors leave the site in the same or better condition than they found it. Violation of this will result in a withdrawal of the authorization needed to vend.
- If you are a vendor who employs someone to be your representative, please provide them with a copy of these Contract Rules.
- Certificate of Liability Insurance must be submitted to the BCFA Market Representative. **It is required that each vendor have a minimum of \$500,000 in liability insurance naming Bucks County Foodshed Alliance as additional insured. All policies should have some provision for general liability as well as property damage and medical/accident coverage.**

_____ (please initial)

GOODS ACCEPTABLE FOR SALE

- It is mandatory that vendors have grown or produced 100% to 70% of what they sell. We recognize, especially at the beginning and end of the market season, it may become necessary to supplement goods with purchased products from other local growers or tradesmen. These items may be displayed for sale with the approval of the Market Committee provided the vendor clearly indicates by signage, the name(s) of the farm(s) or vendor(s) who produced the goods. For vendors

selling value added items, preference will be given to those using locally sourced, sustainably grown ingredients.

- Products from other farms or tradesmen may not consist of more than 1/3 or 30% of the vendors' display.
- Items may not be purchased from wholesalers or distributors for resale at the market.
- Craft vendors selling homemade goods they have created themselves; will be accepted in a limited number.
- The market is intended for the sale of "take home" products. It is recognized that customers cannot be prohibited from consuming a product while browsing.
- **BCFA and the Market Committee retain the sole right to select vendors on the basis of the goods they sell. In general, vendors whose goods are different or unusual from goods currently being sold may be chosen over vendors whose goods duplicate existing vendors. We believe that a variety of goods enhance the market. Preference will be given to locally sourced, sustainably grown ingredients for value added items.**

_____ (please initial)

HEALTH REQUIREMENTS, PERMITS AND TAXES

It is mandatory that vendors with edible goods comply with the Commonwealth of Pennsylvania, Department of Agriculture and Bucks County Department of Health regulations for food handling. Vendors at the market must hold a valid retail food facility license unless exempt. Vendors are responsible for complying with state laws concerning preparation, handling, and labeling of baked, processed, and perishable foods. Vendors are responsible for all licenses required to sell their products, such as scale permits and permits to cook/bake and sell prepared foods. Vendors are responsible for collecting and paying sales tax on items requiring payment of sales tax. Copies of all permits/registrations/licenses must be submitted to the Market Manager and Market Committee Chair/BCFA representative.

_____ (please initial)

SIGNS

Vendors must display a prominent sign giving their name/business and location as well as any supplemental farm product's name and location. Vendors must incorporate signs into their display listing the prices of all items offered for sale. All signs must be in place by for the opening of the market.

_____ (please initial)

PRODUCT DISPLAYS

Vendors must have a tablecloth on all display tables and make every effort to present a pleasing display of products to customers with signage, pictures and other enhancements to contribute to the overall positive look of the market. The Market Manager, Market Committee Chair and Market Committee reserves the right to ask vendors to make changes in any deficiencies noted/observed. A vendor that has been asked to make changes or improvements three times and does not comply will seriously jeopardize their ability to vend at the market. The Market Committee reserves the right to prohibit further vending for the season.

_____ (please initial)

ORGANIC CERTIFICATION

Vendors selling certified organic products must display a sign giving their organic certification with certifying organization. Organic and non-organic produce for sale on the same display must be separated and clearly labeled. A copy of product(s) official organic certification must be supplied to the Market Manager and Market Committee Chair/BCFA representative in order to display organic labeling.

_____ (please initial)

INSPECTIONS

Upon giving advance notice, BCFA and the Market Committee reserve the right to visit any farm or business to inspect the production of crops or other goods sold at the market.

_____ (please initial)

APPLICATIONS

All vendors must complete, sign and initial the 2019 Vendor Application and Contract Rules forms. By doing so, vendors agree to abide by the 2019 Doylestown Farmers Market Contract Rules and decisions of BCFA in any dispute. Vendors shall retain a copy of the 2019 Vendor Application and Contract Rules for their records. All correspondence regarding approvals and any other information for the season shall be done via email from the Market Committee Chair and/or the Market Manager. **Checks should be made payable to:**

BUCKS CO FOODSHED ALLIANCE INC. DOYLESTOWN MARKET. A signed Vendor Application, Contract, Insurance and any applicable certifications need to be received by February 6, 2019 and applicable check by April 1, 2019, mailed to: Doylestown Farmers Market Committee Chair at 4230 Wismer Road, Doylestown PA 18902.

_____ (please initial)

GENERAL COMMENTS

BCFA’s Doylestown Farmers Market Committee is responsible for the enforcement of these Contract Rules, assignment of spaces, collection of fees, and the operation and management of the Doylestown Farmers Market. Failure of a vendor to abide by the aforementioned rules will result in loss of vending privileges. It is mandatory that all vendors cooperate and interact with the BCFA Board, Market Committee, one another and customers in a respectful manner during Market hours, working toward the mutual goal of a friendly community atmosphere at the Market. We believe this will result in a worthwhile contribution to the community as well as a productive outlet for the vendor.

_____ (please initial)

Vendor Signature _____

Date _____