

North Atherton Farmers Market

MARKET RULES

1. Market Licenses, Insurance and Fees

- a. Vendors must pay fees as part of the membership process. Fees are applied to expenses as it relates to running the market. Fees will be determined prior to the start of each market season based on expense projections. Fees are due in one lump sum prior to the start of the market or split into two payments. Checks are to be made to "North Atherton Farmers Market".
 - i. Fees for full time members for 2014 are \$324.00 (\$12/week)
 - ii. Fees for part time members for 2014 are twice the weekly rate for full-time members for the first four weeks and then the regular rate for full-time members for the remaining weeks with a minimum of 8 week part-time membership (minimum \$144.00)
- b. Vendors must carry individual \$1 Million (liability)/\$2 Million (overall coverage) insurance policies. Proof of insurance showing a current date and the appropriate coverage is required prior to participation in the market. Vendors are responsible for providing updated copies of proof of insurance when their policy is renewed. Amish or Mennonite vendors are required to show proof from their elders that their Community will back them in the case of need for insurance in lieu of a formal insurance policy summary.
- c. Vendors are required to (1) maintain certification from the state or (2) obtain certification through the State College Borough Department of Health for verification of cleanliness and safety of their food establishment based on requirements set at the local, state and/or federal level for the product being created and sold. Vendors are responsible for determining if the State or the Local office has jurisdiction over the inspections based on the location of their business. Fees may apply to these certifications and must be paid for and maintained by the vendors. Certifications and their subsequent renewals must be provided to the Secretary prior to a vendor's participation in the market.
- d. Vendors are required to be in compliance with all applicable local, state and federal regulations as it relates to the requirements for the products grown or sold. These include but are not limited to: organic certifications for products claimed to be grown organically, state sales tax, labeling regulations for food products, weights and measures for use of scales, etc. Farmers or producers selling non-edible products, such as wreaths, yarn, soap/skincare, cut flowers or other items that are subject to sales tax, must comply with sales tax regulations.

2. Setup and Tear down of the Market

- a. Vendors are expected to be ready for sales at 10:00am (the start time of the market) and are welcome to arrive as early as they wish to set up.
- b. Sales must not begin before 10:00am. A market bell will ring to mark the start of each market day.
- c. Vendors are required to remain set up until the end of the market at 2:00pm. Vendors may leave early if advance notice and arrangements have been made with the market managers. Vendors that consistently leave early may be suspended or terminated.

3. Market Safety

- a. Vendors using tents or awnings on trucks must safely secure these items to prevent them from

becoming projectiles in the case of windy conditions. Safety of the market vendors, market customers and Home Depot customers must be of primary concern.

- b. Vendors must make every effort to keep their market site safe and clean for customers and other vendors.

4. **Market Space Assignments**

- a. Vendors are expected to utilize the amount of space needed for their market stand as determined in the planning stages of each market season or at the annual member meeting. The market strives to have no open spaces between vendors for the purpose of a cohesive market circle and to fit as many vendors as possible within reason into the space allotted by Home Depot.

5. **Vendor Identification**

- a. Vendors must display the name of their farm/entity clearly and visibly.
- b. Vendors must display the number of their farm/entity as provided to them by the market Officers for the food safety inspector.

6. **Vendor Conduct**

- a. Vendors are expected to strive for attendance at every market. Absences, planned or unexpected, must be reported to an Officer. Continual no shows may result in suspension or termination.
- b. Vendors are expected to maintain high standards of courtesy and kindness with each other and towards customers.
- c. Vendors are expected to work collaboratively with the Home Depot staff, Patton Township officials and health and safety inspectors.
- d. Vendors are expected to assist with set up and tear down of common tents, tables, chairs and trash as time and resources allow.
- e. Vendors must remove any trash created during the market day from their space. The parking lot is to be left free and empty of trash and items brought the market by the vendor by the end of the market.
- f. Vendors are expected to sell their products at market value and must not partake in distress pricing.
- g. No smoking, alcoholic beverages, drugs or firearms are permitted at the market. No pets, with the exception of seeing-eye or service dogs. Owner is responsible to clean up after dog.

Effective Date: April 2, 2020