

**HATBORO FARMER'S MARKET
CONTRACT RULES FOR 2017 SEASON**



The Farmer's Market of Hatboro "the Market" is proudly sponsored by the Hatboro Baptist Church "HBC", who established the market to provide a venue for residents to gather as neighbors and obtain quality, local goods while supporting area farmers, growers and craftsmen.

MARKET DETAILS

The Market will be held at the Hatboro Baptist Church from 5:30 till dusk during the months of May through October of 2017 starting May 5th and ending October 13th. The Market is located at the Hatboro Baptist Church at 32 North York Road, in the heart of Hatboro, PA.

SPACES AND FEES

Spaces will be assigned to vendors after a signed 2017 Vendor Application and Contract Rules form has been approved by the Hatboro Baptist Church

Dimensions of each space are 10 ft. x 10 ft.

Each 10 ft. x 10 ft. space will be available for a rental fee of \$25.00 per week; Prepayment for Full season is \$330 and for half season \$220. Multiple spaces should be requested on the market application.

Prepayment will be made in two installments, 50% due on or before April 15th, with the balance due by July 15th.

Non-prepaid fees (weekly payments) will be expected no later than the Monday prior to the scheduled Market day.

Vendors must supply their own table(s), canopy(s), weights and any other supplies needed to operate their business. Electrical outlets can be provided upon advanced request.

Due to space limitations at the market site, vendors shall participate in 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 a scheduled day for any reason **must** notify the HBC prior to the Market opening to allow for proper space assignments. Vendors who pay on a weekly basis will be asked to pay their rental fee by the Monday prior to a scheduled Market day. However, if they do not participate on a scheduled Friday and do not notify the HBC by the Monday prior to the scheduled date, vendors will nonetheless be responsible to pay the rental fee for the missed Friday.

Vendor displays must not limit the view or access of customers to other vendor spaces.

Vendors cannot lease or lend their market space.

VENDOR CONDUCT GUIDELINES

Vendors **must** arrive prior to the hours of operation, as early as 5 pm, with completion of set-up and removal of vehicles before pedestrians arrive at 5:30 pm.

Vendors must use the back entrance to the Church parking lot located on **MONTGOMERY AVENUE** (this entrance will be marked as "**VENDOR ENTRANCE**"). The Church daycare is located at the front of the property, with children being picked up between 4-6 pm, so we cannot use the entrance on York Road during that time.

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. Please refrain from inappropriate conversations and improper language throughout the Market.

Parking spaces in parking lot and in front of Market are not assigned and are on a first come, first serve basis. When moving vehicles or unloading and loading product within the market area, vendors should exercise 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, and must remove all trash at the close of the Market each week.

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.

GOODS ACCEPTABLE FOR SALE

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

Products from other farms or tradesman may not consist of more than 1/3 of the vendor's display.

Items may not be purchased from wholesalers or distributors for resale of the market.

The HBC retains 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 enhances the market.

HEALTH REQUIREMENTS, PERMITS, INSURANCES AND TAXES

It is mandatory that vendors with edible goods comply with the Commonwealth of Pennsylvania, Department of Agriculture Act 106 and follow Montgomery County Department of Health regulations for food handling. Vendors at the Market must hold a valid retail food facility license unless exempt. To access a copy of Act 106 visit www.eatsafepa.com. Vendors are responsible for complying with state and county 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.

Certain vendors must also provide a current Montgomery County Health Department (MCHD) Farmer's Market License if needed. Please contact the MCHD at (215) 784-5415.

Copies of all permits/registrations/licenses must be submitted to the HBC prior to selling at the Market, preferably accompanying the Vendor Application.

Certificate of Liability Insurance evidencing a general aggregate liability insurance policy of at least \$1,000,000 coverage for activities at the Farmer's Markets, naming "Hatboro Baptist Church" as additional insured must be submitted to the HBC if applicable.

Vendors are responsible for submitting all required tax information and subsequent payment directly to the Borough of Hatboro at the end of each calendar year, as dictated by the Borough Codes.

SIGNS

Vendors must display a prominent sign giving their name/business. Vendors must incorporate signs into their display listing the prices of all items offered for sale. All signs must be in place by 5:30 pm for the opening of the Market.

ORGANIC CERTIFICATION

Farmer’s selling certified organically grown products must display a sign giving their organic farm certification with certifying organization. Organic and non-organic produce for sale on the same display must be separated and clearly labeled. A copy of the product(s) official organic certification must be supplied to the HBC in order to display organic labeling.

INSPECTIONS

Upon giving advance notice, the HBC reserves the right to visit any farm or business to inspect the production of crops or other goods sold at the Market.

APPLICATIONS

All vendors must complete, sign and initial the 2017 Vendor Application and Contract Rules forms. By doing so, vendors agree to abide by the 2017 Farmer’s Market of Hatboro Rules and decisions of the HBC in case of any dispute. ***These documents and applicable check(s) should be submitted to the Hatboro Baptist Church, 32 N. York Road; Hatboro, PA 19040.***

GENERAL COMMENTS

The Farmer’s Market of Hatboro is responsible for the enforcement of these Contract Rules, assignment of spaces, collection of fees, and the operation and management of the Farmer’s Market of Hatboro. 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 HBC and one another in a respectful manner during Market hours, working toward the mutual goal of a friendly community atmosphere at the Market. We believe that this will result in a worthwhile contribution to the community as well as a productive outlet for the vendor.

Vendor Signature

Date

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