

Downtown Hazleton Farmer's Market Guidelines

Updated 3/24/16

Vendors

1. Vendors must be actively engaged in the production of products on a full or part time basis and shall include spouse, siblings, children, parents and employees of the applicant who assist in the cultivation of the same property or assist in the production of items available for sale.
2. Vendor applications shall be accepted by Greater Hazleton Chamber of Commerce (the Market Manager). Reasons to disallow additional vendors include but are not limited to: insufficient space at the market; insufficient customer traffic; excess supply of the commodities to be sold by the new vendors; not agreeing to follow guidelines; or inability to provide necessary forms/insurance.
3. **Producer-Only:** The goal of the Downtown Hazleton Farmers' Market is to support local agriculture in Luzerne and surrounding counties. As such, all agricultural products displayed must be produced by the producer-vendor who sells them (see exception below). A "producer-vendor" shall be defined as the producer of goods sold and shall also include spouse, siblings, children, parents and employees of the applicant who assist in the cultivation of the same property or assist in the production of items available for sale.
4. **Producer-Only Exceptions:** The re-sale of agricultural products by producer-vendors is not permitted, **unless** the product is otherwise unavailable at the Market. In that case, the producer-vendor can purchase that product from another producer as a supplement as long as it is clearly labeled as such (i.e. New Jersey carrots). However, once another producer-vendor begins producing that product on her/his farm and offering for sale at the market, the vendor selling the supplemental product must stop selling that purchased product.
5. Products sold can be expanded and limited by the Market Manager. Baseline agricultural products include: vegetables, fruits, herbs, ornamental plants, meats, eggs, dairy products, jams and jellies, ciders and vinegars, syrups, honey, baked goods, wool, fleeces, hand-crafted soaps, and yarns. The Market Manager shall not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, if the Market Manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied.
6. Non-agricultural products may be sold subject to the decision of the Market Manager. Acceptable non-agricultural products may include artwork created by local artists, prepared foods from downtown restaurants featuring local foods, specialty bake-sale items from local churches or youth groups that support the goals of the market, retail flowers, etc. Non-producer vendors (such as non-profit groups providing educational services) may also be permitted to rent a vendor space subject to the decision of the Market Manager. Acceptable non-producer vendors may include health and wellness organizations, Master Gardeners, chefs providing cooking demonstrations, etc.
7. **Registration:** All vendors (producer-vendor and non-agricultural vendor) must fill out a vendor application, agree to abide by market rules, and pay the city's business license fee. License fees will not be refunded unless a vendor is denied space at the market. Non-profit organizations that are not involved in selling products shall be exempt from the license fee.
8. Vendors shall indicate the products they plan to sell on an application form to be submitted at the beginning of each season.
9. Vendors cannot transfer the right to operate a stand directly to another Vendor.

10. Vendors shall commit to and prepare to sell at all days of the market season. If a crop failure or other uncontrollable reasons prevent this participation, the Vendor should inform the Market Manager as soon as possible.

Market Rules

1. Dates of market: The Downtown Hazleton Farmers' Market will operate each Friday, beginning mid-July thru late August or early September of each year (specific dates to be determined at the beginning of each year).

2. Times for market sales: The Market will open at 10 AM and close at 2 PM. Vendors must arrive in time to be ready to sell at the official opening time. Approved vendors may set up any time after 8AM. Set-up must be complete by 10 AM.

3. Vendor attendance/Late arrival: Vendors must notify the Market Manager 48 hours in advance if they are unable to attend the Market for any reason.

4. Vendor stands/locations will be assigned at the beginning of the season by the Market Manager.

5. Vendors are responsible for bringing their own items for set-up including, but not limited to: tables, chairs, tents / umbrellas and necessary weights, signage, cash boxes, etc. The Market does not have storage available.

6. Vendors are required to have a sign with their name and location (city or town). Signs must be prominently displayed each week.

7. Two vendors may share a stand.

8. Vendors have first right of refusal for the stand location they had the previous year.

9. The Market area will be located on the sidewalk along the north side of Broad Street, between Laurel and Wyoming Streets.

10. Vendors may park their own vehicle on the street while loading and unloading, but then must move their vehicles to another location during market hours. Parking is available within the parking garage and on-street (metered spaces) throughout the downtown.

11. Vendors are responsible for their own trash, including produce debris and food items. All trash must be swept up and disposed of after each market. Vendors are responsible for cleaning their own area before leaving, and must provide their own cleaning equipment (trash bags, brooms, etc.)

12. Vendors must clean up their market area NLT 3pm, unless arrangements have been made to extend hours.

13. No smoking is permitted within the Market area.

Insurance and Regulatory Requirements

1. All vendors must carry insurance for general liability and property damage in an amount not less than \$500,000.00. The policy shall name the Greater Hazleton Chamber of Commerce and the City of Hazleton as added insurers. A copy of the Certificate of Insurance must be provided with the vendor application.
2. Vendors must comply with local, state and federal health and food safety regulations that apply to their products. Vendors are responsible for securing all necessary permits and approvals that pertain to the products they sell, as may be required, from the PA Department of Agriculture. These shall be available for inspection at the vendor's market stand upon request.
3. Non-produce vendors are responsible for collecting, reporting and paying sales tax.