

2nd Annual Downtown Farmers Market



Downtown Farmers Market

Vender Application Packet Market Rules and Regulations

Thank you for your interest in joining us for the 2nd annual farmers market organized by The Oasis Project and Erie Downtown Partnership. Our goal is to establish and support activities in the downtown area that create a sense of community, social gathering and foster economic growth by enhancing the quality of life within our community.

General Vendor Guidelines

1. The market is located in Perry Square 571-601 State St. Erie, PA 16501.
2. Hours of operation are 10 am to 2 pm every Sunday June 20th- October 17th
3. Vendors should arrive no later than 9:30 am and should be set up and ready to greet customers for the opening of the market at 10 am.
4. Market Organizers will have final approval of all Vendor participation and final authority on site to interpret and enforce rules and regulations.
5. Vendors not complying with instructions or rules of the market will be considered in material breach and default of the agreements and may be asked to vacate their premises immediately.
6. The Downtown Farmers Market may at its sole discretion revise the Rules and Regulations and may alter operations of the market at any time.
9. Vendors agree to sell only items that have been approved on the application submitted. The market has sole discretion to add or delete items from the list, and unacceptable merchandise quality will not be sold at the market.
10. No produce purchased at any retail outlet can be sold at the market.

Required Permits and Fees

All Vendors must have applicable permits to participate in the Downtown Farmers Market. Food Vendors must meet additional Health Department requirements. (ENTER CONTACT INFORMATION)

Market Code of Conduct

The Downtown Farmers Market's minimum expectations for all market Vendors are that they be reliable, be set up to greet customers for the opening of market by 10 am, and keep a good, positive attitude for the duration of the market hours. Market Vendors are expected to comply with the market rules and regulations to be allowed to participate at the market.

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1. The market and immediate vicinity is a “Family Friendly” area and all are expected to act appropriately.
3. Vendors may not smoke in any Vendor area.
4. Foul language, profanity, discrimination of customers on a basis of gender, race, sexual orientation, or religion, and other rude behavior is not permitted.

Concerns or complaints may be discussed with event organizers on-site before or after market hours.

Space Assignment

The Downtown Farmers Market Organizers work to ensure all Vendors have an appropriate booth space. Our goal is to provide a wide variety of goods at the market.

The following rules will apply to space assignment:

1. Vendors who pay for the entire season will receive a regular assigned space.
2. Reserved spaces not occupied 30 minutes prior to the opening of the market may be re-assigned.

Vendor Rules

1. All Vendors must complete and submit a Vendor Application. This includes acceptance of the Market Rules and Regulations and adherence to related governmental rules and permit requirements.
2. It is the responsibility of the prospective Vendor to complete, sign, and return all required paperwork and fees.
3. Vendor application does not guarantee space. All decisions for Vendor participation is at the discretion of the event organizers.
4. Required applications, permits, licenses, and fees must be complete before Vendors will be allowed to participate in the market.
5. Electricity is available onsite. Vendors must supply their own extension cords and mats or tape to cover any portions of the cord that lie in any walking area used by market customers. Vendors who require electricity to comply with health department requirements have priority over electrical uses that are not required to ensure product safety.
6. Vendors and their employees are responsible for informing themselves about complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
7. Vendors providing samples of their products must comply with the rules of the Erie County Department of Health.

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8. All foods must be properly labeled. No un-labeled packaged or processed foods are allowed.
9. For information on the sale of manufactured canned or other processed foods contact the Erie County Department of Health
10. Vendors selling alcoholic beverages must procure their own PLCB permit and vendor license and properly identify the age of their customers. Any vendor caught selling alcoholic or otherwise age-restricted products to underage patrons will be dismissed without refund of their vendor fee and not allowed to participate in the market again.
11. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
12. Trash must be placed in suitable containers. There are trash cans throughout Perry Square for vendor convenience. Boxes that are left at the market for disposal must be broken down and placed near the trash receptacles. No trash should be left in the market area.

COVID-19 Procedure and Regulations:

All vendors must wear masks when handling their product or interfacing with customers. Masks must be worn over the mouth and nose. All vendors must provide disinfectant/sanitation for themselves, their employees, and their customers. All vendors must maintain 6 ft. of social distance when interacting with customers. All prepared foods such as baked goods must be prepackaged. No cooked or prepared food can be served without packaging unless it is cooked to order.

Vendor fees will be charged according to the scale below:

Produce vendors accepting SNAP/EBT, WIC, or market vouchers: \$10 per week, \$150 up front for 18 weeks (save \$30)

Baked goods, food and drink vendors, locally handmade goods, small businesses, vintage goods, antiques, artists, and local clothing brands: \$25 per week, \$400 up front for 18 weeks (save \$50)

Other vendors, information tables, healthcare, or outreach: \$50 per week, \$800 up front for 18 weeks (save \$100)

Vendors can choose to be provided with a 12x12 tent, one 6 ft. table, and two chairs for an additional \$20 per week.

Fees are due no later than one week prior to each market.

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Business Name: _____

Contact Name(s): _____

Address: _____

Phone: _____ Email: _____

Website: _____

Preferred method of contact: Phone ____ Email ____

Products (check all that apply): Vegetables ____ Fruit ____ Dairy ____ Meat ____

Baked Goods ____ Eggs ____ Nursery Products ____ Herbs ____ Prepared Foods ____

Value Added ____ Regionally Manufactured ____ Local Art ____ Organic ____ Crafts ____

Other (specify) _____

I accept SNAP/EBT, Farmers Market Vouchers, or WIC: Yes or No

Market Dates

Please mark which dates you are interested in joining us:

June 20	June 27	July 4	July 11	July 18	July 25	Aug. 1	Aug. 8	Aug. 15
Aug. 22	Aug. 29	Sept. 5	Sept.12	Sept.19	Sept.26	Oct. 3	Oct. 10	Oct.17

By signing this document, I agree to adhere to all rules and regulations outlined above.

Signature: _____ Date: _____