

# North Pocono Public Library Farmer's Market

## 2023 Vendor Application Package

*Welcome and Thank You for participating in the North Pocono Public Library Farmer's Market.*

The market will operate on Saturday, August 26, and Saturday, September 30, from 9:00 am to 1:00 pm, rain or shine. The Market will be located in the North Pocono Public Library Parking Lot; 1315 Church Street in Moscow.

For all vendor inquiries, please contact Lisa Cummings or Rena Wilson by email or phone.

Lisa Cummings – email: [mtcobbpa@aol.com](mailto:mtcobbpa@aol.com), cell: 570.983.8946

Rena Wilson – email: [rwilson7333@gmail.com](mailto:rwilson7333@gmail.com), cell: 570.470.2266

### **Policies, Procedures, and Guidelines**

#### **Membership Eligibility**

- All vendors selling products at the Market must be paid in full in order to participate.
- All vendors must live and produce their goods in or near the North Pocono community.
- Vendors of prepared food must follow the regulations set forth by the PA Department of Health and the Department of Agriculture.
- All Vendors must produce proof of appropriate licenses to operate a farm stand. Licenses must be clearly displayed during Market operating hours.
- Compliance with all applicable regulations and/or licensure is the sole responsibility of the vendor.
- Collection and submission of all state and federal sales tax on all taxable items is the responsibility of the vendor. Information regarding PA sales tax and how to obtain a PA Sales Tax license can be found at <https://www.taxjar.com/blog/register-sales-tax-permit-in-pennsylvania>
- All Vendors must abide by, and all products must comply with, federal and local regulations governing health, packaging, labeling, etc., and adhere to the highest standards in safe food production and handling.

## Range of Origin of Products

- The Vendor application must clearly identify and describe what produce and/or products are to be sold.
- All products must be grown, made, produced, etc. by the Vendor. No third-party sales will be permitted.
- The Vendor shall sell from their space only produce and/or products that have been pre-approved by the North Pocono Public Library Farmers Market. Produce and/or products not pre-approved may be removed as required.
- All fruits and vegetables must be produced, grown, and processed in or near the North Pocono community.
- The sale of any animals and/or livestock will not be permitted.

## 2023 Participation

- Daily rate: \$25.00 paid in full by July 25. Cash or Check made payable to North Pocono Public Library. This is a non-refundable fee.
- Subletting of space is NOT permitted.

## Allocation of Space

- Each vendor space will consist of 2 parking spaces (17' x 17'). This will provide room for a 10'x10' tented vendor space with additional space for patron access to three sides of the booth.
- For the regular season, booth space is allocated using the following priority:
  - \* Spaces are allocated on a first-come, first-served basis
  - \* Only paid seasonal vendors will receive designated vendor spaces.
- Washroom facilities are located through the front door of the Library building.

## Vendor Guidelines, Requirements, and Expectations

- Vendors must be set up BEFORE 8:30 am. Once set up is complete, vehicles must be moved to a parking space, away from the flow of foot traffic, prior to selling time. Closing will take place NO EARLIER than 1:00 pm each operating day.
- Vendors must show up on time. There will be no refunds issued for no-shows and/or late arrivals if space is no longer available.
- Vendors are required to ensure their area is neat, clean, and professional at all times. Vendors must also ensure that no trash or items are left behind following departure.
- Vendors must stay within the space allocated to them and shall not block or infringe upon walkways, fire exits, and/or another vendor's allocated space.

- North Pocono Public Library and North Pocono Public Library Farmer’s Market, a sub-committee of the CAC, shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- The Market Managers, or their designate, shall have the right to approve or disapprove any signs, decorations, or displays in the Vendor’s space and to request changes or removal.
- All vendors are REQUIRED to have a tent and/or full canopy covering for their booth. Tents, canopies, umbrellas, tables, and chairs are the responsibility of the vendor and will not be provided.
- All tents must be anchored with a MINIMUM of 40 points per leg, for a total of 160 lbs per tent in order to ensure the safety of the public, as well as compliance with fire and safety standards. Failure to comply with weighted tent requirements will result in the need to take down the tent due to safety issues.
- The market does not provide electrical power. Any items needing to be kept at a frozen or refrigerated temperature are the sole responsibility of the vendor.
- Vendors with on-premises prepared food and baked goods are to be wrapped. A list of ingredients must be available on request.
- Vendors should have signage clearly identifying their business.
- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the Market as a result of negligence or willful default on the part of the vendor or their employees.
- Vendors shall label their items and produce clearly by type and price. A certificate must be provided for all organic produce.
- Vendors agree not to practice distress selling, as it is unfair to the balance of the Vendors.
- No hawking, calling attention to produce, or selling products in an aggressive manner.
- A visually attractive presentation is appreciated and plays a large role in the success of our market.
- No vendor shall play any radio or other sound instrument at a sound level that may disturb or annoy vendors or customers.
- Pets and live animals are prohibited for vendors and buyers with the exception of service animals in accordance with the ADA.
- Behavior that is threatening, abusive, or harassing shall constitute a violation of the market policies and is grounds for immediate dismissal from the Market at the sole discretion of the Market Managers.
- The use of selling space for political campaigning or religious proselytizing is prohibited.

**Vendors are responsible for bringing:**

- Tent (sidewalls strongly recommended, in case of inclement weather)
- Tent weights for every tent leg
- Table for displaying goods
- Chairs (if needed)
- Display items
- Business Cards
- Trash Bags AND Bags for recycling (or own recycling bin), composting
- Clean-up supplies (broom & dustpan, etc.)
- Single or multiple event licenses

- Retail food service license, if applicable
- Sunblock, rain gear
- Retail customer bags

## **Penalties**

Any Vendor who contravenes the provisions of these Guidelines and Regulations is subject to the cancellation of their permit without refund.

## **Managing the Market**

- The North Pocono Public Library Farmer's Market may employ or select one or more Market Managers whose duty will be to supervise the Market and carry out the above guidelines.
- All incidents should be directed immediately to the Market Manager located on the grounds.
- The Market Manager shall have the right to inspect booths to see that the area meets health and safety guidelines and product legitimacy.