



Wrightstown Farmers Market Rules

1. **Purpose** The purpose of the Wrightstown Farmers Market (the Market) is to provide a thriving outlet to connect consumers and producers of local, sustainably grown food products so that it strengthens community and the local farming economy.
2. **Registration** All vendors must submit a fully completed application form to the Wrightstown Farmers Market, P.O. Box 105, Newtown, PA. Prior to selling any products, vendors **must** submit organic certification, if claimed, and a certificate of insurance (See Paragraph 5(h) below).
3. **Eligible Vendors and Products**
 - a. **Vendors:** Producers from within a 60 mile radius from the Market are eligible to sell. Except as noted below, the Market is a producer-only market: producers, their family members and employees familiar with the farm/business' practices and the products being sold may sell. **Farms:** Priority will be given to farms that grow organically and without pesticides, herbicides and synthetic fertilizers, sell pastured animal products, fill gaps in the Market and are geographically closest to the Market. **Craft Vendors:** Only craft vendors who sell handmade products they produce themselves and that use locally grown farm products or are intended for food service will be accepted to sell at the Market. Priority will be given to vendors using sustainably grown or produced materials. No more than 15% of vendors may be craft vendors. **Baked and Prepared Foods Vendors:** Only vendors who sell vendor-produced baked goods and/or prepared foods will be accepted to sell at the Market. Priority will be given to vendors selling foods made with organic, sustainably grown ingredients from local farms and filling a niche desired by customers.
 - b. **Products:** Vendors may only sell products that they grow and produce themselves, except as noted below. Baked goods, prepared foods and crafts produced directly by the vendor that use products obtained locally and sustainably may be sold. In addition, the Market Manager may authorize other vendors to sell certain products as noted below. The Market reserves the right to limit the percentage of crafts sold.
 - c. **Exceptions:**
 - i. **Cooperation:** Farmers may sell items cooperatively (taking turns) for other farms in the region whose applications have also been accepted for the Market. Farmers selling must be familiar with the growing practices of all products they are selling and must clearly indicate by signage the name(s) of the farm(s) producing the product. However, other products can only comprise up to 15% of the total products sold by the farmer at the Market.
 - ii. **Products:** After consultation with the Market Committee, the Market Manager may approve applications for vendors to offer food and agricultural products for resale directly from a farm or producer so as to add diversity to the Market and fill a niche desired by customers. These items must be (i) grown and/or produced locally and sustainably and supplement the producer's own products or (ii) in instances where an item is not available locally, produced in a sustainable manner. Vendors will be required to display signage that identifies the source of their products. However, these items can only comprise up to 15% of the total products sold by the vendor at the Market.

- iii. **Special Events:** Periodically special events may be scheduled during which other non-food vendor exceptions may be made.

4. **The Market**

- a. **Hours, Season and Location** The Market is held Saturdays (9 am to 1 pm) from May through Thanksgiving and is open rain or shine. Sales begin at the established opening time and not before. Vendors must arrive no later than 8:40 a.m. and must be set up and ready to sell at opening time. Vendors must notify the Market Manager by 8:00 AM, if they know they will be late in order to hold their reserved space. Vendors arriving late without prior notification may lose their assigned space. Vendors are required to stay during the entire time the market is open. The Market is located on the grass field adjacent to the parking lot at the Wrightstown Township Municipal Offices, 2203 Second Street Pike (Rt. 232) in Wrightstown, 18940. During rainy or muddy conditions, the Market is held on the parking lot.
- b. **Fees** See Vendor Application
- c. **Space** The Market Manager will assign spaces at the Market. Vendors cannot lease or lend Market stalls. Vendors' displays must not limit the view or access of customers to other stalls. Each space is 12 ft. x 12 ft. on the grass or 10 ft. x 10 ft. on the pavement. Extra width must be requested. A portable restroom is available May through Thanksgiving.
- d. **Electricity:** There is limited access to electricity. Vendors must request access to electricity at the time they apply. Vendors are responsible for bringing their own power cords.
- e. **Advance Notice of Cancellation:** Vendors must notify the Market Manager NO LATER than 7 days prior to a planned absence from the Market in order to include the cancellation in the weekly E-newsletter, website and/or other social media sites. A vendor that is scheduled to be at the Market, but is unable to attend for unplanned reasons, must notify the Market Manager as soon as possible. Vendors who are advertised to be present and who then do not show on Market day can be detrimental to our Market's reputation and cause a disruption to the Market lay out and opening of the Market.

5. **Vendor Responsibilities**

- a. **Signs:** All vendors must display signs that: (i) show the farm or business name in a size to be clearly visible, (ii) clearly indicate where products and ingredients are locally sourced, when applicable, and (iii) list the price of every item offered for sale. Required signs must be in place before sales begin. Farms are encouraged to display signs and photographs demonstrating their production practices.
- b. **Organic Certification:** Farmers offering organically grown products must display a sign giving their organic farm certification and listing the certifying organization. Farmers must clearly separate and label organic and non-organic products offered for sale in the same display.
- c. **Supplies and Equipment:** Vendors must supply their own bags, tables and other items needed to operate their stands. If selling by weight rather than volume, scales must be licensed and inspected. Food sold by weight must identify the net weight of the contents.
- d. **Tents:** All vendors must supply their own canopy/tent(s), which must be firmly secured (for example, heavily weighted, secured to a vehicle, or a combination of methods). Vendors are responsible for damages incurred due to fly-away of their display, canopy or inventory.
- e. **Site Sanitation and Appearance:** Vendors must clean their sales and truck areas at the end of the Market, remove all product residue and refuse from the Market site, and pack up empty boxes. Vendors must keep their stall areas clean and attractive, i.e. clean table coverings, boxes and other containers placed underneath tables, and stalls kept free of product residuals and other litter. The trash and recycling containers provided at the Market are for customer use only. Vendors are responsible for their own trash. Vendors must avoid making ruts in the sod and

repair any ruts made. Failure to do so may result in fines or denial of permission to sell.

f. **Compliance with Regulations:**

- i. **Health Requirements:** Vendors must follow Bucks County Health Department regulations when handling food at the Market. Vendors are responsible for contacting and for complying with all USDA, State and local laws concerning preparation, storage and labeling of baked, processed and perishable foods. Food sampling must be done in compliance with the Bucks County Health Department requirements. All vendors offering food samples are responsible for the safety of the food samples being offered. Vendors are required to handle and display food samples properly to prevent contamination.
- ii. **Permits and Taxes:** Vendors are responsible for all licenses required to sell their farm products, such as scale permits and permits to cook and sell prepared foods. Vendors are responsible for collecting and paying sales tax on items that require payment of sales tax.
- g. **Public Safety:** Vendors must exercise caution when parking vehicles, unloading, reloading and leaving. Vendors must check their selling areas to be sure the tables, boxes, power cords, the vehicle or its contents, or any other item brought to the Market present no hazard to pedestrians, motorists or vehicles.
- h. **Insurance:** Prior to any sales, vendors accepted to sell at the Market must furnish certificates of insurance to the Market evidencing a policy for \$1,000,000 coverage of general liability, property damage and product liability insurance. Vendors must also name **BOTH** 1) The Middletown Grange, 576 Penns Park Road, Newtown PA 18940 **AND** the 2) Bucks County Foodshed Alliance, P.O. Box 401, Doylestown, PA 18901 as additionally insureds. Please email these certificates to the Market Manager at ManagerWFM@gmail.com or mail directly to: Wrightstown Farmers Market, P.O. Box 105, Newtown, PA 18940.

6. **General Items**

- a. **Farm Inspections:** The Market Committee reserves the right, after having given prior notice, to visit any farm or business to inspect the production of crops or products sold at the Market.
- b. **Grievance Policy:** Problems, complaints or concerns must be directed immediately to the Market Manager. Any grievance that cannot be resolved between a vendor and the Market Manager will be taken to the Market Committee to be resolved.
- c. **Management and Application of Rules:** The WFM Committee is responsible for overseeing the operations and management of the Market. Market Management is authorized to make operational decisions at the Market relating to the implementation and enforcement of these Market Rules and the collection of Market fees. Policy decisions regarding these rules are made by the Market Committee. Violation of rules may result in loss of permission to sell at the Market.

7. **Contact Information**

Cheryl Gilmore
Market Manager, Wrightstown Farmers Market
P.O. Box #105, Newtown, PA 18940
215.378.3284
Email: managerWFM@gmail.com

The Wrightstown Farmers Market was founded in 2006 by the Bucks County Foodshed Alliance, a 501(c)(3).
