

Ferry Street Growers' Market 2018 Registration Form

Farm/Business Name _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone Number () _____ Other Phone () _____

Email Address: _____

Type of Vendor (choose one): _____ Full Time _____ Part Time (Up to 12 weeks)

PRODUCT PLAN: You must list ALL products you intend to sell during the market season – attach additional sheet if necessary. **ALL PRODUCTS MUST BE GROWN, RAISED OR PRODUCED BY THE VENDOR – NO EXCEPTIONS!**

If you have any questions, please contact:

Amanda Ballengee
(570) 939-1528
ballengeefarm@gmail.com

Please mail registration form and payment (*payable to Ferry Street Growers' Market*) to:

David Knoebel
PO Box 312
Elysburg, PA 17824

I hereby acknowledge I have read and understood the enclosed market guidelines and agree to abide by these in consideration of obtaining a vendor space at the Ferry Street Growers' Market.

Signed: _____

Date: _____

All Insurance and Certificates pertaining to your operation must be attached. These may include, but are not limited to:

- Certificate of Liability Insurance
- PDA Kitchen Certificate
- ServSafe Certification
- USDA Organic Certification
- Certified Naturally Grown Certificate

Request for additional space: Y / N *Additional space is not guaranteed. The Board of Directors reserves the right to limit the number of additional space requests granted.

FULL TIME VENDORS (24 WEEKS)

PAYMENT	AMOUNT	DUE DATE	MARK PAYMENT(S) INCLUDED
Full Season Payment	\$360		
1 st Installment Payment	\$200	May 1st	
2 nd Installment Payment	\$160	August 1st	
Extra Space Fee	\$120	May 1st	

PART TIME VENDORS (Up to 12 Weeks)

WEEKLY PAYMENT	# WEEKS REQUESTED	DUE DATE	PAYMENT AMOUNT
\$20		May 1st	

Please specify date(s) requested: _____

Office Use ONLY
Assigned Space: _____
Vendor Type: _____
Approved: Y / N
Insurance Certificate Received: Y / N
Required License/Permit Copies Received: Y / N
Market Dues Received: _____

Ferry Street Growers' Market

Registration and Operating Guidelines

Mission of the Growers' Market

To promote and support local Pennsylvania agriculture through the sale of fresh, high quality fruits, vegetables, herbs, cut flowers, bedding and potted plants, meat and dairy products, farm fresh eggs, as well as a variety of farm produced value added products. This mission shall be advanced by operation of a market that brings together local growers and producers with complimentary vendors such as ready-to-eat food trucks and services, as well as community-oriented groups and local musical and visual artists.

- Fruits and vegetables must be locally grown by the vendor.
- Products such as jellies, jams, honey, and salsas must be predominantly made of products grown by local farmers.
- Baked goods must be made from scratch by the vendor/farmer.

Registration

All returning vendors must complete an annual registration form. Admission of new vendors to the market shall be made by submission of the annual registration form and approval by a majority vote of the Board of Directors of the market. Upon approval, new members will join the market on a prorated basis. Assignment of spaces shall be made by the Market Manager.

- **Registration Form for the 2018 Market Season must be received by April 1, 2018.**
- Spaces will be assigned to vendors for the season.
- It is recommended that vendors be present each day the market is open.
- Priority will be given to perennial vendors.
- Vendors may be accepted into the market by majority vote by the Board of Directors. Vendors will be admitted based upon their enhancement of the market through the products and/or services offered.

Operation of the Market

- Vendors must keep their display within the three (3) assigned parking spaces, regardless of open spaces that might be present. Full-time, returning vendors may request one additional space (for a total of four parking spaces). The space will be paid for the entirety of the market season, whether utilized or not, and the request must be submitted with vendor application.
- **Vendors requesting an additional space must submit an additional \$120.00 (24wks @ \$5/wk) for the regular market season by May 1, 2018. Vendors requesting an additional space for the extended market season in November must submit an additional \$15.00 (3wks @ \$5/wk) by November 1, 2018.**
- Spaces must be kept clean and orderly at all times. Receptacles for waste paper, etc. must be provided if products sold result in such a need. Spaces must be clean of all refuse, debris, trash, etc, at the close of each market day and be removed from the site.
- The regular market season shall begin the 3rd Saturday in May (May 19, 2018) until the last Saturday of October (October 27, 2018). The (optional) extended market season shall

be the first Saturday in November (November 3, 2018) thru the Saturday before Thanksgiving (November 17, 2018).

- **The market hours will be 8:00 am until 12:00 pm.**
- Location of the market will be Geisinger parking lot next to Cole's Hardware.
- **The fees for full-time vendors for the 2018 regular market season shall be \$360.00 (24wks @ \$15/wk). Payment of \$200 is due by May 1, 2018. The remaining \$160 is due by August 1, 2018.**
- **The fees for the 2018 extended market season shall be \$45.00 with payment due by November 1, 2018.**
- **The fees for part-time vendors for the 2018 market season shall be \$20.00/week. Payment is due by May 1, 2018.**
- Each vendor shall hold personal liability insurance for at least \$500,000 that covers their market activities.
- The name and location of each farmer shall be prominently displayed in the market area.
- All tents or canopies must be sufficiently weighted at all times.
- Asphalt surface must not be painted, altered or damaged for any reason. Repairs will be at the expense of the vendors.
- The middle walkway must be maintained open and unobstructed by vendor displays.

Market Management

- As of the 2015 market season, the Ferry Street Growers' Market shall have a Board of Directors consisting of 5 full-time vendors of the market. The Board of Directors shall be nominated at the time of the annual meeting. Nomination may be made by any full-time vendor of the market. The function of the Board of Directors shall be to:
 - Determine membership of the market
 - To make revision to the markets' operating guidelines as needed
 - To maintain, grow and enhance the market
- The Ferry Street Growers' Market shall have a Market Manager and an Assistant. The Market Manager and the Assistant shall be nominated at the time of the annual meeting. The role of the Assistant will be to perform all duties and responsibilities of the Market Manager in his/her absence. The duties and responsibilities of the Market Manager shall include:
 - To enforce the operating guidelines
 - To manage the daily operation of the market
- **The Board of Directors shall have the power to delegate duties to other vendors of the market, or to make payment to various contractors, interns, etc. to perform work deemed as necessary to accomplish the successful operation of the market.**
- Vendors agree to abide by the requests of the Market Manager or Assistant in the operation of the market.
- Issues or conflicts will be handled by the Market Manager as set forth in these guidelines. The Market Manager's decisions are final. If a clear resolution cannot be reached based upon the existing market operating guidelines, the matter may be submitted to the Board of Directors for review. The Board of Directors may call a special meeting to discuss and vote on the issue if deemed appropriate. The vendor under review shall have right to present their argument before the Board of Directors. The Board of Directors shall take necessary action, including a site visit, to investigate the presented issue. The Board of Directors will make a ruling on the issue, by majority vote, and shall have the power to levy penalties as outlined in the Conflict Resolution Form.

Liability and Regulations

- Vendors must comply with all applicable local, state, and federal health regulations, in the harvest, preparation, production, labeling and safety of the products brought to market.
- Vendors must submit a Certificate of Liability Insurance showing the certificate holder as Ferry Street Growers' Market. This certificate shall cover the vendors' sales and activities for the period registered.
- Members must submit a copy of all certifications and licenses pertaining to their operation, i.e., PDA Kitchen Certificate, CNG, USDA Organic Certification, as appropriate.
- The vendor shall indemnify, defend and hold harmless the Borough of Danville and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities including reasonable attorney's fees (collectively "Claims") arising out of or caused by the vendor, its employees, agents and others acting on its behalf, negligence in connection with the provision of services of the vendor. The vendor shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such Claims.

Anti-Discrimination and Anti-Harassment Statements

- The Ferry Street Growers' Market does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.
- The Ferry Street Growers' Market is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All participants in the market including members of the Board of Directors, vendors and their employees and guests of the market are expected and required to abide by this policy.

For Your Reference

Weights and Measures - If you live in Montour or Northumberland Counties, you can contact Jerry Buckley, county inspector at (570) 275-4747. If you live outside this area, you can contact Craig Fester at (570)433-2640). Weights and Measures are done yearly. **There is a nominal charge for this service.**

Kitchen Inspection Certification (for canned and baked goods) - PA Department of Agriculture, Region 2, Williamsport PA. You can contact the office at (570) 433-2640.