

Northampton Farmers' Market
Rules and Regulations
May to September 2024
Contact Patricia Knopf, Farmers Market Manager
At 610-417-4506 or Paknopf57@gmail.com

1. PURPOSE

- a. To provide consumers with fresh locally grown or produced products at a convenient location.
- b. To provide local farmers and producers with improved marketing opportunities.
- c. To attract visitors to the Borough of Northampton and its Atlas Museum.

2. PARTICIPATION/ORGANIZATION

- a. The Northampton Farmers' Market (NFM) is currently a branch of Borough of Northampton municipal government.
- b. **Vendors** must be full or part-time producers of accepted products that are permitted for sale at the market.

3. VENDOR CATEGORIES

Vegetables	Fruits	Art and Craft items made by vendor
Baked goods	Cut flower	Public service group operating in the Borough of Northampton
Live plants	Meat/animal products including bee honey	
Beverages	Prepared foods & Other individually approved	Church and not for profit groups

3. APPLICATION FOR VENDORS

Application to become a vendor:

- a. Anyone wishing to sell in the NFM must, prior to participation in the market, file an application with the market committee (currently NFM) verifying that they are the actual grower or producer of the specific items which they intend to sell. Vendors must apply to sell at the market under one of the above categories, based on their primary products.
- b. The NFM will strive for a balance of vendor categories. New vendors will be selected to fit the needs of the market.
- c. Additional vendors will be added to the market at the beginning of each season, or as need arises, provided that the new vendor agrees to these rules and regulations and is recommended by a majority vote of association members. The Market Manager shall make the final decision. Reasons for adding a new vendor may include: a shortage of a product, adding diversity to the mix of products at the market, or the overall growth of consumer demand.

4. MARKET MANAGER: The market manager supervises the daily activities of the market and enforces the market rules, collects and maintains applications and copies of insurance coverage, serves as a contact for vendors and outside groups, collects fees, pays bills, keeps financial records and makes a financial report of the association's activities at the end of the year.

5. MEETINGS: Meetings of the association will be called for on an as-needed basis. Meeting minutes will be kept by a volunteer from the membership.

6. GENERAL RULES

- a. Permitted Items for Sale:

- i. **Farm/garden Items:** Items allowed for sale shall include all types of locally grown or produced items including fruits, vegetables, plants, herbs, cut flowers, baked goods, preserves, honey, cider, juice, meat, animal products (cheese and yogurt) art and crafts, not flea market items. The resale of items purchased by the vendor shall not be permitted without prior approval of the committee and could result in expulsion from the market.
- ii. **Crafts:** Crafts generated from farm-raised products are desirable. Examples would be wool products, dried-flowers and bees wax candles. Vendors must be the producers of these items. Other art and craft items may be permitted as decided by the Market Manager.
- iii. **Cider/juice:** Cider and juices are only permitted if it is pressed/extracted by the vendor or is custom pressed/extracted using exclusively the vendor's fruit/vegetables. Associate vendors may produce these items in association with a market approved vendor.
- iv. **Preserves:** Preserved items such as jams, jellies, sauces, canned goods, etc. must be custom made. Vendors are encouraged to use as much local product as possible.
- v. **Baked Goods:** Baked goods must be produced by the vendor. This rule does not apply to processed products. Vendors are encouraged to use as much local product as possible. Associate vendors may produce these items in association with a market approved vendor
- vi. **Alcoholic beverages:** Brewed by a local craft brewers and/or local vintner (wine maker).

b. **NORTHAMPTON BOROUGH HEALTH DEPARTMENT APPROVAL WILL BE REQUIRED FOR ANY BAKED OR PROCESSED FOODS OR DRINKS. PLEASE CONTACT THEODORE J. VERESINK, NOTHAMPTON HEALTH OFFICER AT 610-262-2576 OR tjv8145@yahoo.com**

7. **MARKET FEES:** The 2024 NFM provides for 20 weeks rain or shine. Market vendor fees for this year shall be \$165.00 to \$185 or \$20/week. Checks should be made payable to "Borough of Northampton".

8. **PAYMENT SCHEDULE:** Payment Schedule:
the vendor fee for the 2024 season of the Northampton Farmers' Market (*Church and not for profit organizations fees will be negotiable*) (**note all basic fees shall be paid by 5- 1- 2024 –if total fee not paid then weekly applies. Weekly fees are due at time of set up for that day. Note: for 2024 Art and Craft Vendors shall only pay 50% of the appropriate fee.**)

If Paid by	Long Term - Vendor Fee		One-week Vendor Fee	
	No electric	With electric	No electric	With electric
May 1 th	\$165.00 basic	\$185.00 basic	\$20.00 weekly	\$22.00 weekly

9. **Checks** should be made **payable to "Borough of Northampton."**

Note: **If space is available and a vendor desires to use two vendor spaces, then a fee shall be negotiated between the Borough and the Vendor based on the number of weeks that the additional stall space shall be used. Typically a second table or tent would add 50% to fee.**

- 1. **REGULATORY COMPLIANCE:** Vendors are personally responsible to be in compliance with local, state, and federal regulations that apply to their business. These include but are not limited to:
 - a. Pesticide licensing and safe use
 - b. Certification of scales by the department of weights and measures.
 - c. Organic certification for products claimed to be grown organically.
 - d. State sales tax collected as required.
 - e. Health and labeling regulations that apply to preserves, honey, cider, baked goods, canned goods, eggs, dairy products, beverages of all types, and meats, etc.

2. **OPERATION OF MARKET STANDS:** Vendors have the right to operate their stands as they choose after meeting the following minimum standards:

- a. Vendors must ensure the safety of their display and canopy. Canopies must be weighted or tied down securely in windy conditions.
 - b. Vendors are required to attend 75% of market days during their marketing season.
 - c. Vendors agree to only drive a vehicle and/or trailer truck vehicle into our Northampton Municipal Park Complex only at designated points of entry.
 - d. By vote of the association, individual vendors may have a different but regular attendance requirement.
 - e. Vendors will strive to sell only products of the highest quality and freshness in keeping with the market's desired image.
 - f. Vendors will display a sign identifying the name and location of their farm.
 - g. All vendors are responsible for cleaning up their market site at the end of the market day.
 - h. Prices for all items on display should be clearly marked with individual price tags, signs or large legible sign boards.
 - i. End of day discounting is not permitted.
 - j. All pricing will reflect typical market value.
 - k. All vendors are required to supply their own water supply.
 - l. No more than 40% of products sold should be from an associate vendor. Associate vendor items shall be clearly marked as to the farm, orchard, and/or source of the product.
3. **MARKET LOCATION:** – **The 2024 Farmers' Market will be located in the Picnic Pavilions in the Northampton Borough Municipal Park Complex adjacent to Smith Lane and along Laubach Avenue between the Northampton Administration Office Building at 1401 Laubach Avenue on the south and 1599 Laubach Avenue Community Swimming Pool Building on the north.**
 4. **LENGTH OF FARMERS' MARKET SEASON:** The length of the 2024 season will be from May 14, 2024 to September 24, 2024.
 5. **MARKET DAY AND TIMES:** The market operates on *Tuesdays from 3:00 pm to 6:00 pm* or dusk whichever comes first. Vendors shall be prepared to operate at the opening time. All vendors are expected to schedule their arrival accordingly. No vehicles will be able to enter the area after 2:30 pm. Selling after 6:30 PM is discouraged. Vendors shall clear the market site by 7:00 pm.
 6. **VENDOR SPACE ASSIGNMENTS:** Vendor spaces will be chosen on a first come, first served basis and perhaps on a lottery basis in future years. Individual vending space size may be flexible and is based on the needs of the individual vendor and the market. Returning vendors can return to their previous location or to occupy any available spot that retains a good product mix. Vendors will use the same space throughout the season. New vendors will be assigned spaces that are available in such a way as to create a good product mix. In the event of a major redesign of the market space, a design map with good product mix will be created and vending spaces chosen by vendor seniority in the association.
 7. **SHARING OF VENDOR SPACE:** A maximum of two growers may apply to share one vending space. Both vendors are required to follow all the rules of the market.
 8. **EDUCATIONAL AND COMMUNITY RELATED:** Space will be made available free of charge for market, educational or community promotional activities as needed. This space must be booked with the market manager at least two weeks ahead of time and will be assigned at the discretion of the market manager. This space will be made available on a first-come, first –serve basis but must be booked and approved by the NFM in advance.

9. **ASSOCIATE VENDORS:** Any vendor selling with associate vendor products must provide the appropriate form with the name of the associate vendor and address. The vendor's name, address and other contact information should post adjacent to the product being sold.

10. VIOLATIONS AND MARKET CERTIFICATIONS:

- a. **Market Certification:** The NFM is a locally grown/produced farmer's market. This is a guarantee to the consumer that this is a market comprised of local farmers and producers selling only what they grow on their farms or produce locally. This guarantee is comprised of the words and deeds of the vendors themselves. The association reserves the right to make an informal farm visit to verify the "producer-only" status of market vendors.
- b. **Submitting Complaints:** Any complaint against any vendor regarding the origin of their produce or products, violations of association rules or any other matter must be directed to the attention of the market manager in writing.
- c. **Complaint Resolution:** The Market Manager will call a meeting of the committee. The committee will determine what type of investigation, if any, shall be conducted. After an investigation, if any, a commendation shall be made to the members as to whether the vendor should receive a warning, temporary suspension or expulsion from the association.

11. **LIABILITY:** The NFM, the Borough of Northampton and sponsoring organizations do not provide any insurance to cover activities of vendors, their employees or agents. The vendors of the NFM will individually purchase liability insurance. Vendors will not be permitted to participate in the NFM without proof of at least \$500,000 liability insurance listing the Borough of Northampton, 1401 Laubach Avenue, P.O. Box 70, Northampton, PA 18067 as additional insured.

12. **TERMINATION:** The Northampton Farmers' Market may consider termination when there is less than three active members or by vote of the Northampton Borough Council.

13. **ACKNOWLEDGEMENT:** I have received and carefully read the Northampton Farmers' Market Rules and Regulations for the 2024 season. I understand that it is my responsibility to abide by said Rules and Regulations.

I acknowledge that the Rules and Regulations are not intended to be and should not be interpreted as a contract, expressed or implied. I further acknowledge that I have been given an opportunity to ask any questions that I may have regarding the policies set forth herein prior to executing this Acknowledgement.

Signed by: (Please Print Name here- _____)
Contact information (telephone: _____ E-mail: _____ Other: _____)
Signature: _____ Date: _____