



2022 Farmers' Market Guidelines

OVERVIEW:

The 2022 Meadville Market House farmers' market will officially open Saturday May 7th. Our Saturday markets will officially run weekly (9am-1pm) until October 29th.

Vendors will indicate their planned attendance in their application and notify the market manager of unforeseen absences by Friday at noon prior to the market day, except in extenuating circumstances.

Vendors are encouraged to attend weekly, and those attending weekly throughout the season will be assigned more prominent booths and will maintain the same spot each week. To be guaranteed the same booth each week, the vendor should plan for no more than four Saturday absences during the season, barring extenuating circumstances. For vendors with products that have very limited seasonality, exceptions may be agreed upon in advance.

Vendors are welcome to attend irregularly throughout the season, but may be assigned varying locations depending on space availability.

Requests for specific booth locations will be considered but not guaranteed.

The following criteria may be used for accepting vendors and assigning booths:

- If applicant was previously a vendor at this market
 - If so, previous compliance with market expectations
- Whether the vendor grows, produces, or makes the products locally
- Types of products sold

Vendors may request to sell outside of the Market House other days of the week. The guidelines below remain in effect if such a situation is agreed upon.

FEES:

The Saturday fee is \$12/ day and should be paid to the central cashier inside the Market House each week. Weekly vendors may pay monthly upon agreement with the market manager.

SET UP and CLEAN UP:

Vendors must be set up and ready to sell by 8:50am. After unloading, vehicles should be parked away from the primary parking spaces around the Market House. The parking garage is generally available and the Downtown Mall has lots of parking spaces.

All vendors are responsible for cleaning up their booths and the market site at the end of the market day.

DISPLAY:

Vendors will be assigned market booths upon acceptance to the market; these will measure approximately 10x10'. If applicable, they are responsible for providing their own canopy tent; vendors assigned under the Market House roof should not use tents. Vendors are responsible for their own table(s) and chairs. Vendors are responsible for the safety of their display and tent; tents must be weighted/secured during windy conditions.

Vendors should clearly display the name of their farm. For transparency to our customers, the Market House will provide a laminated sign for vendors who are selling locally grown/produced/made items; this should be displayed at each market.

Vendors should strive to sell products of the highest quality and freshness. Prices for all items on display should be clearly marked with individual price tags, signs, or large sign boards.

LICENSES and INSURANCE:

Vendors who process foods should provide copies of relevant PA Department of Agriculture licenses prior to the start of the market season. Please see **page three** of the PA Dept. of Agriculture's "Farmers' Markets FAQ" document, [linked here](#), for more information on which vendors need a retail food facility license.

Food vendors are encouraged to hold general liability insurance.

CUSTOMER PAYMENT:

Vendors may accept payment directly from the customer. The Market House will also offer "market money" (wooden coins), which customers can purchase inside the Market House with credit cards, SNAP, or cash. Vendors should turn in the market money to the central indoor cashier at the end of each market. This will be recorded and a check will be issued twice monthly for this payment. FMNP vouchers may only be accepted by vendors who have been authorized to do so by the PA Dept. of Agriculture; more information about this can be [found here](#).