



2023 Meadville Farmers' Market | Vendor Guidelines

Saturdays May 6 to October 28, 9am-1pm

910 Market Street, Meadville

814-336-2056 | events@meadvillemarkethouse.org

OVERVIEW

We are proud to offer a historic and vibrant weekly market to our community and region. In addition to the farmers, food producers, and craft vendors who attend our Saturday markets, we offer music, food trucks, and additional activities throughout the season.

APPLICATION

Vendors will indicate their interested attendance in their application and Market House staff will confirm dates of attendance.

Farmers and food producers are highly 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. Requests for specific booth locations will be considered but not guaranteed.

To be guaranteed the same booth each week, vendors 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.

The following criteria may be used for accepting vendors and assigning booths. Our goal is to have a variety of products present at markets.

- If applicant was previously a vendor at this market
 - If so, previous compliance with market expectations
- Whether the vendor themselves grows, produces, or makes the products locally
- Types of products sold:
 - Farmers/food producers are given priority; craft vendors are accepted on a limited basis

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.

MARKET FEE

Market fee is \$15 per Saturday. Market fees support the farmers' market and other events that support our vendors (i.e. advertising costs and staffing to organize these events). Payment receipts are provided upon request.

Vendors will be required to pay the market fee one week ahead of their attendance (the Saturday before) to reserve their booth and be advertised. Fees may be paid by cash, check (may be mailed in), or credit card (may be processed over the phone).

Exceptions will be made for regular weekly vendors, who may pay on the day of attendance, or on a schedule otherwise agreed upon.

SET UP and CLEAN UP

Vendors must be set up and ready to sell by 8:50am. However, no sales until 9am or the "open" flag is put out by staff to avoid "time creep", where vendors and customers progressively feel they must begin earlier. 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.

The Market House recognizes that loading at the end of the day can be challenging, due to the volume of customer cars downtown. Two A-frame signs indicating "Farmers' Market Vendor Loading" will be available to "save" a parking space immediately prior to loading. Please use discretion and safely load your vehicle.

All vendors are responsible for cleaning up their booths and the market site at the end of the market day. Please make every effort to bring enough product to remain open until 1pm.

DISPLAY

Vendors will be assigned market booths upon acceptance to the market. 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 (160lbs total weight recommended; containers filled with sand or concrete work well).

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 exclusively 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. More information is also available [here](#).

Food vendors are encouraged to hold general liability insurance and may be asked to provide a copy of insurance to the Market House.

CUSTOMER PAYMENT

Vendors accept payment directly from the customer.

The Market House will also offer market tokens (wooden coins), which customers can purchase inside the Market House with credit/debit cards, EBT, (or cash if they choose). Vendors should turn in the tokens to the central indoor cashier at the end of each market to receive a cash payout at that time. Additional guidelines on accepting market tokens will be provided. Vendors are not required to participate in this service.

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](#).