

## **East Main Street Farmers Market**

Intersection of Mary St. & East Main St.

**Market Purpose:** The East Main Street Farmers Market is set up to provide relationships between farmers, artists, producers, and consumers and limit any type of effort in providing farm to fresh living in an everyday household. The market will give consumers the ability to venture out on Sunday afternoons and enjoy the company of neighbors while buying locally produced goods from local vendors and businesses.

**Location, Hours, and Season:** The 2018 farmers market will be the first of many to be located on Carnegie's East Main Street. The market will run from 12:00 p.m. to 3:00 p.m. every Sunday from June 10, 2018 to August 26, 2018. The market will be held rain or shine, however the market supervisor reserves all rights to cancel the market at any given time. The location of the market is: The East Main Street Parking Lot located at the intersection of Mary St. & East Main St. This lot is located in the heart of the Carnegie Business District directly across from Carnegie Coffee Company.

**Farmers Market Advertising:** The market will be advertised through social media, paper advertising, local newspaper (The Signal Item), and various signage throughout the community.

**Fees Associated with 2018 Season:** Vendors may unload their vehicles and keep vehicles directly behind their designated spot assigned to them by the market supervisor. Vehicles are not to be moved during market hours and must stay in designated spot until the end of the market. Each vendor will be given one spot based on market pricing. The fees for the 2018 season are (Please provide fees in the form of a check or money order):

- \$10.00 per week      - \$100.00 for entire season      - \$30.00 per week (Food Truck)

Multiple spots may be requested in advance by using the attached application.

**Participation:** Vendors are expected to participate every week of the market in which they have given payment and confirmed participation. If a vendor is unable to participate we must be alerted the Tuesday before the market in order to ensure there are no gaps in the planning for the following market. No refunds or price reductions will be given for missing contractual weeks.

**Hours:** Market set-up begins no earlier than 11:00 a.m. and opens promptly at 12:00 p.m. Vendors may not sell goods before 12:00 p.m. and cannot begin tearing down stands before 3:00 p.m.

**Choice of Vendors:** Vendors will be selected to provide customers with an appealing variety of high quality, locally grown or produced products and foods.

**Deadlines:** Applications should be returned to Carnegie Borough by May 25, 2018. Fees will be due with application. All applications and fees should be sent to:

Carnegie Borough  
One veterans Way  
Carnegie, PA 15106

If the market is full or cannot accept a specific vendor you will be contacted immediately upon receipt of your application.

**Permits and Certifications:** Vendors are responsible for obtaining any certifications or permits that go along with what they sell in Allegheny County. This will be monitored and all health and food safety must be regulated. Please submit any and all applicable certifications for vendor sales.

**Questions:** Please direct any questions to Carnegie Borough at 412-276-1414

## East Main Street Farmers Market

### 2018 Rules and Regulations

- I. **Qualifying Vendors and Products**
  - a. **Authorized Vendors Only:** Only applicants who have properly applied to become a vendor and have been accepted and paid all fees in accordance to the 2018 farmers market.
  - b. **Acceptable Agricultural Products:** All products must be of the utmost quality and freshness. If any product fails to meet any standard it must be removed immediately. Each product must be locally produced, and self-grown.
  - c. **Acceptable “value added” products:** Vendors may also sell baked goods, jams, cheeses, smoked meats, prepared foods, coffees, soaps, or other prepared value added products under the market’s discretion. All products must be prepared under the applicable health code regulations.
- II. **Regulatory Compliance**
  - a. Vendors must comply with all local, state, and federal laws that apply to their local business. They must hold an individual license for their business to sell products. Without limitation, vendors are advised to consider all health code provisions, use of scales for weight, organic certifications, ingredient list’s in accordance with the FDA, Department of agriculture licensing, Winery’s must hold a farmers market permit for wine sales directly on site, etc.
    - i. All vendors are advised to visit [www.eatsafepa.com/farmersmarketvendors.aspx](http://www.eatsafepa.com/farmersmarketvendors.aspx) to familiarize themselves with the laws and requirements that are applicable to their products.
  - b. When submitting applications please submit any licensing that goes along with your business to the market.
- III. **Market Oversight:** The aim of the market is to provide a unique mix of goods and products that complement a wide range of consumers.
- IV. **Operation of Vendor Stands:**
  - a. Vendors must ensure the safety of their stands at all times.
  - b. Vendors must provide their own tents and tables and must have them anchored down safely and effectively so that they remain safe in all conditions.
  - c. Each vendor must identify their place of business with some type of sign.
  - d. All prices must be displayed for anything being offered for sale.
  - e. Vendors are strongly encouraged to label any items that are deemed: organic, NON-GMO, FREE RANGE, GRASS FED, etc.
  - f. At the end of the market day all vendors must clean up their space and leave the market lot clean and free from any debris. Any Vendors offering prepared foods intended to be consumed at the time of purchase must provide trash receptacles in front of their area.
  - g. Vendors are not to arrive to the market before 11:00 a.m. and must be cleaned up by 4:00 p.m.
  - h. All sales tax or any applicable fees are the responsibly of the vendors.
- V. **Waiver:** Vendors waive all rights or claims against Carnegie Borough and any affiliate to the East Main Street market and its entities.
- VI. **Amendment and Incorporation:** These rules and regulations may be amended at any given time and can be changed by the discretion of the East Main Street Market.
- VII. **Violations:** Vendors who fail to comply with any rules or regulations can be suspended or terminated from the East Main Street Market at any given time.

**You are accepting these terms by entering into a contract and submitting your application to the Carnegie Borough and East Main Street Farmers Market.**

**BOROUGH OF CARNEGIE**  
One Veteran's Way  
Carnegie, PA 15106

Office 412-276-1414

www.carnegieborough.com

Fax 412-276-8018

**Farmers Market Vendor Application (Please Print Legibly)**

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Business: \_\_\_\_\_ Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of people selling at the market: \_\_\_\_\_

Description of goods to be sold: \_\_\_\_\_

Type of Vehicle/Overall length of Vehicle: \_\_\_\_\_

Full Season/Partial Season (if partial please state the weeks of participation):  
\_\_\_\_\_

I have read the 2018 Market Operations Summary and the 2018 Market Rules and Regulations and understand that by submitting this application I agree to all of the terms under those regulations set forth.

**I understand I must have all licenses and certifications set forth for my business. Please initial \_\_\_\_\_**

I fully understand that my application is under the discretion of the East Main Street Farmers Market and it can be sent back at any time.

\_\_\_\_\_  
Applicant Signature (*print then sign*)

\_\_\_\_\_  
Date

-----Borough Staff Only-----

\_\_\_\_\_  
Municipal Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fee

\_\_\_\_\_  
Check / M.O. Number