



**Carnegie Farmers Market located at the intersection of Mary and East Main Streets**

**Market Purpose:** Our primary goal is to improve the health of our residents while providing a venue where local farmers, producers, crafters, and artisans can offer a variety of fresh produce and related products to the community where residents will have the opportunity to shop locally and in the company of friends and neighbors.

**Location, Hours, and Season:** Located in the heart of Carnegie in the East Main Street Parking Lot, the hours are 12:00 p.m. to 3:00 p.m. every Sunday beginning June 9, 2019 and commencing August 25, 2019.

**Farmers Market Advertising:** Online event sites, our website, and social media advertising will be used, as well as print promotions in the local newspaper (The Signal Item) and our newsletter, and signage throughout the community.

**2019 Fees:** Vendors may unload and keep their vehicles directly behind their spot assigned by the market supervisor. Moving vehicles during market hours is prohibited. Vehicles must stay in designated spots until the market ends.

**Fees for the 2019 season must be paid by check or money order:**

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

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

*If the market is full or cannot accept a specific vendor, notification will be made immediately upon application receipt.*

**Participation:** Vendors are expected to participate every week they have confirmed through application and payment. If a vendor is unable to participate they are required to notify the Carnegie Borough on or before the Tuesday prior to the market. No refunds or price reductions will be given for missing contractual weeks.

**Set-Up:** Set-up begins no earlier than 11:00 a.m. and vendors are prohibited from selling goods before the market opens promptly at 12:00 p.m. Tear down is not permitted until the market ends at 3:00 p.m.

**Choice of Vendors:** Vendors who provide high quality, locally grown or produced products and food are selected.

**Deadlines:** Applications and fees must be returned by Friday, May 24, 2019 and may be mailed or delivered in person to:  
**Carnegie Borough  
One veterans Way  
Carnegie, PA 15106**

**Permits and Certifications:** Vendors are responsible for obtaining required Allegheny County health and food safety certifications/permits that will be monitored by the Carnegie Borough and must be submitted with application and fees.

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

# Carnegie Farmers Market

## 2019 Rules and Regulations

- I. **Qualifying Vendors and Products**
  - a. **Authorized Vendors Only:** Vendors who have applied and been accepted to the 2019 farmers market with properly completed applications and paid fees.
  - b. **Acceptable Agricultural Products:** All products must be locally produced, self-grown and of the utmost quality and freshness. Any product failing to meet standards must be removed immediately.
  - 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 business license to sell products. Without limitation, vendors are advised to consider all health code provisions, use of scales for weight, organic certifications, and ingredient lists 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 laws and requirements applicable to their products.
  - b. All licensing must be submitted with applications.
- III. **Market Oversight:** The market’s aim 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. Tents and tables must be provided by vendors and anchored safely and effectively for all conditions.
  - c. Each vendor must identify their place of business with some type of sign.
  - d. All prices must be displayed for all products being offered for sale.
  - e. Vendors are strongly encouraged to label items deemed organic, NON-GMO, FREE RANGE, GRASS FED, etc.
  - f. Vendors must clean their space and leave the lot clean and free of debris at the end of the market day. 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 responsibility of the vendors.
- V. **Waiver:** Vendors waive all rights or claims against Carnegie Borough and any affiliate to the Carnegie Farmers 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 Carnegie Farmers Market.
- VII. **Violations:** Vendors who fail to comply with any rules or regulations can be suspended or terminated from the Carnegie Farmers Market at any given time.

**You are accepting these terms by entering into a contract and submitting your application to the Carnegie Borough and Carnegie 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 2019 Market Operations Summary and the 2019 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 Carnegie 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