



Southampton Township Cumberland County

OPEN AIR MARKET

2018 Market Guidelines

Southampton Township Cumberland County's Open Air Market is organized to help support local sustainable growers, artists and entrepreneurs within a 60 mile radius of the market location, while promoting a healthy lifestyle, encouraging balance, moderation, and variety in a family friendly atmosphere.

Market Location, Hours and Dates: 180 Airport Road, Shippensburg PA 17257. Market hours of operation are Mondays 3:00 PM-7:00 PM, May 7, 2018-September 24, 2018 and Mondays 3:00 PM-6:00 PM October 1, 2018–October 29, 2018. Market is held rain or shine. The Market WILL be open regular market hours on Memorial Day and Labor Day!

Participation & Resale: All vendors must grow or make/prepare the products that are being sold at their stand. Farms must be located within the 60 mile radius of the market. Resale of products are allowed with a stipulation of an 80/20 combination which means 80% of the product must be grown/prepared by you/your business and the other 20% can be from another farm/business. Products for resale shall not exceed 40 miles from your business/farm with a total radius of 100 miles from the market. The vendor must know the origin of the product being resold and must have signs stating where the product is grown/made.

Bakers: All foods offered to customers must be made from scratch.

Market Commitment: Vendors are expected to fulfill their commitment referencing the attendance application. If there is a Monday that you committed to but are unable to attend, please let the Market Committee know through email as soon as possible. Communication must be by Friday at 8:00 AM. Missing two committed market days risks losing your spot at the market. (Please be courteous as we are all volunteers giving of our time to support and promote your business.)

Fees: Refer to the application for Market fees. Southampton Township Cumberland County is providing the facilities for the market to be held. There will be a small vendor fee to assist in marketing of the Market.

Insurance: Vendors must have \$1,000,000 liability insurance including STCC Open Air Market as additionally insured and a declaration page must accompany your application. ALL Vendors MUST sign a Hold Harmless Agreement.

Safety: All canopies and tents must be weighted and secured appropriately. If there are strong winds or severe weather, canopies must be lowered. STCC Open Air Market will not be responsible for damage or loss of equipment and/or product.



Signage: Vendors must display the name and location of their farm/business at their stand.

Restrooms: The restrooms are located in the back of Beistle Pavilion.

Cleanliness: Vendors must use safe food handling practices while operating at their stand. If you are offering samples, please have them covered and use serving utensils or toothpicks to provide potential market buyers with samples of your product.

Food Storage: All food, utensils, food related items and ice must be kept off the ground. Good food handling practices should be used in accordance with state laws/regulations.

Marketing: The Market Committee will provide each vendor with marketing material to assist in promoting your business, as well as the Market itself.

Applicants: All applicants must be approved by the Market Committee prior to attending the market. Any vendor requesting to be part of the Market after the start of the season will need to be approved by the committee and complete all the necessary paperwork.

Smoking: There will be no smoking permitted during market hours. This includes the use of tobacco and vapor products

Alcohol Consumption: There will be a featured winery offering samples of product and bottles of wine for sale, however these are samples and not intended to exceed beyond that.

Drugs/ Firearms: The use of recreational drugs are not permitted on the premises . For rules and regulations pertaining to firearms, refer to local and state law.

Set up: Vendors can begin setting up at 1:30 PM each Monday and must be unloaded by 2:30 PM. No vehicles will be permitted to unload in the Market area after 2:30 PM. All vehicles will need to vacate the Market area by this time for safety reasons. Vendors must be ready to serve customers by 2:45. Last season we had some negative posts on our Facebook page stating that vendors were not set up and ready to serve at 3:00 PM. To avoid that from happening, the Market Committee is asking for your cooperation in being set up and ready to serve your first customer at 2:45 PM.

Vendor Space: Each vendor will have a 10X10 spot. If bigger spots are needed, please contact a committee member or state the space needed on your application. An extra fee of \$10 per additional 10X10 space will be charged. Each space will be given on a first come first serve basis unless otherwise indicated on the vendor application. If you are the owner of two or more businesses and would like to represent each business and sell product representing multiple businesses, a separate application and vendor fee will need to be completed along with all of the necessary paperwork.

Equipment: Vendors are responsible for their own equipment, display props, tables, chairs, coolers, canopies, generators etc.



Compliance: Vendors MUST comply with local, state and federal regulations as it pertains to the product that is being sold, which includes but is not limited:

- * product labeling, weight, claims such as organic
- * state sales tax collected as required by law
- * proof of licensing while attending STCC Open Air Market

ALL FOOD vendors MUST provide their valid license from the Dept. of Ag. as their proof of legal operating business. All other businesses should provide one of the following:

- * license from the state in which the business is operating
- * business tax ID
- * license from the Dept. of Ag.

ALL vendors MUST include a copy of their insurance declaration page in addition to one of the forms stated above.

Crossover of Product: In any market there is crossover of the same or similar products. This will be permitted with the discretion of the Market Committee however, all items being sold must be written on the vendor application. If product has not been approved by the Market Committee prior to the sale, the committee reserves the right to ask the product be removed from your vendor space. Knowing what each vendor will be selling is helpful to us when we are promoting the Market and your business.

Market events/calendar: STCC Open Air Market will be promoting special monthly events/activities;

May 7th-STCC Open Air Market Opening Day & National BBQ Month

June 4th-National Dairy Month

July 2nd-National Ice Cream Month

August 6th-National Farmers Market Week & National Peach Month

September 3rd-National Honey Month

October 8th-National Popcorn Month & Fire Prevention Week

October 29th-STCC Open Air Market Closing Day & Trick or Treat

Additional events will be added to the Market Calendar as they are confirmed. Stay tuned as we have an exciting year ahead of us.



Vendor Parking: When done unloading, vendors will need to move their vehicle across the road to 200 Airport Road at the Township Building unless other arrangements have been made with the Committee. Handicap parking will be designated in the parking spots directly as you pull into the Market.

The Market Committee reserves the right to refuse any vendor or potential vendor participation. The Market Committee also reserves the right to dismiss any vendor from the market.

By signing this form, I am acknowledging that I have read and agree to the rules, terms and policies outlined in the Market Guidelines.

Company Name

Vendor Signature

Date