

# Selinsgrove Farmers' Market Association

## Rules and Regulations



**Location:** The Commons (at the corner of Market and Pine) Selinsgrove, PA

**Time:** Saturdays from 9am-1pm (**Vendors should be set up by 8:45am**)

**Length of Season:** May 16th through November and Holiday Market on 12/5

### **Organization:**

- The Selinsgrove Farmers' Market Association is incorporated with Selinsgrove Projects Inc. (SPI) as of June 2016. With this official partnership, the following statements hold true:
  - SPI has created a committee to assist with the functions of the Market. This committee will hold and participate in all Market meetings and maintain proper records of funds and a list of current and past vendors
  - Three leadership roles have been created, they are listed below with their assigned duties
    - **Market Association Chair (Sara Lauver)** – oversee association meetings and duties; coordination of public relations; and overall market operations/events in partnership with Manager. Main point of contact for general market inquiries.
    - **Market Operations Manager (Kevin Dressler)** - oversee the daily operations of the Market and enforces the rules and regulations on-site, in partnership with association volunteers
    - **Selinsgrove Projects Inc Leader (Frances Czeponis)** - keep track of Market funds in coordination with SPI, assist in registering new Market vendors via SPI website,
- Members of the Association and those in leadership roles meet monthly and hold voting rights on necessary decisions. Additional members of the Association outside of the roles outlined above include: **Tricia Diettrick, Pamela Frontino, Danielle Ditty, Christina Coolidge, Samantha Proffitt**  
**Vendor representatives:** Dean Martin, Joyce Carnall, Mary Plasterer

### **FOR VENDOR REVIEW:**

- All vendors must submit an application and pay a season fee of \$75 before they are able to participate in the Market. Applications can be obtained from the Market Association Chair or online at [www.selinsgrove.net](http://www.selinsgrove.net)
- It is the goal of the Market to maintain a balance of vendor categories; with that being the case it is possible that not all submitted applications will be approved
- The Market's vendor categories are the following:

Vegetables	Fruits	Baked Goods
Cut Flowers	Live Plants	Meats
Animal Products	Handmade Crafts	Other

- Vendors are personally responsible to be in compliance with local, state, and federal regulations that apply to their business
- Vendors have the right to operate their stands as they choose after meeting the following minimum standards:

- **Vendors must ensure the safety of their display and canopy. Canopies must be weighted or tied down securely in windy conditions.**
  - **To ensure customer satisfaction, vendors are expected to attend all market days during the outlined market season. All vendors are expected to notify the Market Association Chair or Manager in a timely manner if they are unable to attend a market day.**
  - **Request for a varying attendance schedule should be directed to the Market Association Chair and will be reviewed on a case-by-case basis.**
  - **Vendors will strive to sell only products of the highest quality and freshness in keeping with the Market’s desired image**
  - **Vendors will display a sign identifying the name and location of their farm or business**
  - **All vendors are jointly responsible for cleaning up the market site at the end of the market day**
  - **Prices for all items on display should be clearly marked with individual price tags, signs, or large legible sign boards**
- The Market Association will hold a reorganizational meeting in January, before the start of the next Market season. All vendors are highly encouraged to attend this meeting as valuable information is communicated at that time and changes for the next season will be voted on.
  - To increase foot traffic at the Market there will be a rotating downtown business/nonprofit site, as well as musical entertainment.
  - Within the Commons area, vendors are prohibited from engaging in partisan political activities or activities that include advocacy for or against a political party or candidate, proposed legislation, or an elected official during Market hours.
  - Vendors are prohibited from engaging in religious instruction or worship, or any form of religious proselytization with the Commons area during Market hours.
  - If one or more of these standards are not being followed by a vendor, the Market Association has the right to dismiss any vendor, by majority vote at a monthly association meeting. A warning will be issued for the first non-compliance (and documented in Association monthly minutes). Any vendor not upholding the rules & regulations of the Selinsgrove Farmers’ Market may be asked to leave the association without refund.

I have read and understand the above stated rules and regulations for the Selinsgrove Farmers’ Market Association and by signing below agree to follow said rules and regulations.

Date\_\_\_\_\_

Farm/Business Name\_\_\_\_\_

Vendor\_\_\_\_\_

(signature)

\_\_\_\_\_

(printed name)

**Questions?**

Main Contact: Sara Lauver, Market Association Chair at (570) 847-5903  
 If Unavailable, contact Market Manager, Kevin Dressler at (570) 238-0138