



**Saturdays 8 am -12 noon, May through November**

**Located @ Historic Dills Tavern: 227 N. Baltimore st. Dillsburg, PA 17019**

**Mail: PO Box 691, Dillsburg PA 17019 Email: [dillsburgfarmersmarket@gmail.com](mailto:dillsburgfarmersmarket@gmail.com)**

**Market President: (717) 574-6219**

## **2024 Market Guidelines**

**Participation:** We seek to attract and retain vendors growing/raising/making 80% of what they sell; 20% is permitted as additional inventory - e.g. items grown/raised/made elsewhere, provided that these items are labeled to reflect product origin. All inventories must originate within 50 miles of 17019. Market operation: 31 consecutive Saturdays, May 4 through November 30, 2024 from 8 am - 12 noon with exceptions of various community and Dills Tavern events where the option to vend later may be available. All markets are rain or shine, come prepared for the weather.

**Commitment and attendance:** Vendors are expected to fulfill the commitment they make at the start of the season. Empty spaces/stands adversely impact the other vendors and the atmosphere of the market for our customers. If a vendor is unable to attend market, he/she must give as much advance notice as possible - preferably by Wed. of that week (so it may be noted in the weekly customer update). Please notify by email: [dillsburgfarmersmarket@gmail.com](mailto:dillsburgfarmersmarket@gmail.com) or call Brenda @ (717) 574-6219. Full-time vendors must have 87% attendance (no more than 4 absences per season).

**Infectious Disease & Pathogens:** All vendors are recommended to follow the Center for Disease Control and Prevention (CDC) and Pennsylvania Department of Health guidelines in regards to seasonal illnesses and infection. The objective is to create a safe environment and reduce the risk of spreading pathogens. If you are experiencing symptoms of Covid-19 or other infectious viral conditions you are obligated to stay home. Your absence will not be held against you. Our market is subject to USDA regulation and may at times be required to implement safety protocols. Refusal to comply with these practices in the name of maintaining a safe market for all may result in dismissal from the market. Please ask if you have any questions or need further clarification. More specific information and guidance will be circulated when it's needed.

**Fees:** Please see vendor application.

**Permits/Licenses/Certifications:** Please review PA Dept. of Ag Farmers Market and Farm Stand General Guidelines, available online at:

<http://www.agriculture.pa.gov/Protect/FoodSafety/Retail%20Food/Documents/Farmers%20Market%20General%20Guidelines.pdf>

to determine what licenses are required for your business. Please submit copies of your licenses upon acceptance.

**Insurance:** Accepted applicants must submit proof of liability insurance prior to their first market day by having their insurance carrier mail a certificate of proof of insurance to Dillsburg Farmers' Market PO Box 691, Dillsburg, PA 17019. The physical location is at: historical Dill's Tavern 227 N. Baltimore Street, Dillsburg, PA 17019.

**Hold Harmless Clause:** All authorized vendors/businesses/corporations participating in the Dillsburg Farmers' Market shall be individually and severally responsible to DFM for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendors' negligence or that of its servants, agents and employees, and all vendors hereby agree to indemnify and save DFM harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by DFM by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify DFM for negligence of DFM, its servants, agents and employees.

**Safety:** You are responsible for securing and anchoring your market canopy and all equipment, tables, signs, containers, products, etc.

**Sales Data:** To better understand the spending patterns of market shoppers, the distribution of income over different commodities, and the overall revenue generated, the market will be collecting monthly sales data from every vendor. This data will be used to guide internal decision making. Individuals' data will in no way be made available to anyone outside of the Board of Directors. Having these sum financial figures will help greatly in guiding future decision making such as grant writing, advocating for the vendors, what products the market may need more of, where to set seasonal fees, etc. In combination with weekly shopping counts this sales data will help us paint a clearer map to steer this market towards growth.

**Unloading:** For safety of vendors and customers, please unload and move vehicles before/by 8 am. Upon acceptance you will be issued a load in time corresponding with an assigned space. Your load in time will be determined based on your space and its

order in the flow of traffic. Your space will be determined firstly on your choice of attendance frequency and secondly on the basis of your neighbors and trying to create a diversity in the order of vendors. If arriving after 8 am, you will need to “carry in” your items from the parking lot. There will be carts available.

**Signage:** Vendors should clearly display the name and location of their farm on a sign at their stand. Pricing signs should be visible for all products being sold. If a vendor is approved to resell products, the place of origin must be indicated.

**Restroom:** The Dill’s Tavern has public restrooms available for customers and vendors. It is the responsibility of the Dillsburg Farmers Market Association to ensure these facilities are cared for under our use. If you see them being mistreated or notice toiletries need restocked please notify a member of the Board of Directors.

**Packing up:** All vendors should refrain from starting to pack up before 12:00 noon. Often there are lingering customers. Safety of everyone is of utmost importance. If you have somewhere you need to get to quickly after market please ask for help so we may know and you can receive priority in loading out.

**Trash:** If offering customer samples or other items that may create trash, please provide trash receptacles at your own stand. All vendors must take the time to clean up any trash created by them or their patrons. There are trash receptacles at the Dill’s Tavern.

**Compliance with Market Rules:** Market guidelines are in place to maintain a safe and positive atmosphere. Failure to comply with the rules listed here compromises the integrity of the market and may jeopardize your participation for the remainder of the season and approval for renewal in future seasons.

**Applications and Approval Process:** Both new and returning vendors must apply to the market each year by completing the Vendor Application and Inventory List. Approval is based on space availability and demand for the products being offered. It is the prerogative of the market’s Board of Directors to choose vendors to enhance the quality and variety of goods offered, to protect the interests of other vendors, and to benefit the market as a whole.

**Promotions:** Vendors may be asked, on occasion, to donate a merchandise item (or discount) for the purpose of promotions. Though not required, participation is appreciated. In previous years the two occasions the market has participated in: 1) donating an item for the market’s presence at National Night Out (where we offer small,

free samples to the community); 2) accepting Kids' Summer Reading Program coupons (in exchange for either a free item (between 50 cents - \$1 in value) OR offering a comparable discount (50 cents - \$1) on a product of greater value). These coupons are redeemable to the market. Please note, vendors will be notified of any future promotions in which the market wishes to participate. The market will seek consensus among vendors in an official manner before enacting additional promotions.

By placing my signature and the date in the spaces below, I acknowledge that I have read and agree to these guidelines. Please remit a signed copy upon acceptance.

Vendor signature: \_\_\_\_\_

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