



YARDLEY FARMERS MARKET RULES - 2023

- 1. PURPOSE** The purpose of the market is to encourage sustainability through focusing on locally grown and sourced materials and products while expanding marketing opportunities for local farmers and providing increased access to the public.

- 2. REGISTRATION** Producers from the Bucks County region or from within a 60 mile radius from the market are eligible to sell. Producers must submit a fully completed application form to Yardley Farmers Market, 25 South Main Street, #34, Yardley, PA 19067, or email it to YardleyFarmersMarket@gmail.com. Proof of organic certification, if claimed, and a certificate of insurance must be submitted prior to selling any products.

- 3. MARKET HOURS, SEASON, and LOCATION** *The Summer Market* is held from 9 am to 12 pm on Saturdays from May 6 through November 18, 2023 except for Yardley Harvest Day, September 23. *The Winter Market* is held 10 am to 12 pm on the 1st and 3rd Saturday of each month from December through April. The Market is held year round in Buttonwood Park located on Buttonwood Drive in Yardley, PA 19067. Vendors must arrive no later than 8:40 am or 9:40 respectively, and must be set up and ready to sell at the scheduled opening time. Vendors are required to stay during the entire time the market is open. The market is located on the grass fields in Buttonwood Park in Yardley Borough and is accessed from Main Street, where the entrance will be marked. Vendors with spaces in the center must park in the lot and transport goods to their space via hand carts, etc. Winter Market is held in the parking spaces

4. MARKET FEES: See Vendor Application

5. WHO CAN SELL AND PRODUCTS THAT CAN BE SOLD

Except as noted below, the Yardley Farmers Market is a producer-only market: producers, their family members and employees familiar with the farm/business's practices and the products being sold may sell. Vendors may only sell products that they grow and produce themselves, with exceptions as listed below.

Priority will be given to: organic farmers and farmers growing without pesticides, herbicides and synthetic fertilizers; to farms selling pastured animal products; to farms closest to the market; and to farms filling gaps in the market. Baked goods, prepared foods and crafts produced directly by the vendor that use products obtained locally and sustainably where possible may be sold. In addition, the Market Manager may authorize other vendors to sell certain products as noted below.

Exceptions:

Farmers may sell items cooperatively (taking turns) for other farms in the region whose applications have also been accepted for the market. Farmers selling must be familiar with the growing practices of all products they are selling and must clearly indicate by signage the name(s) of the farm(s) producing the product.

- a. To add diversity to the market and fill a niche desired by customers, the Market Managers may approve applications for vendors to offer food and agricultural products for resale directly from a farm or

producer. These items must be (1) grown and/or produced locally and sustainably and supplement the producer's own Products; or (2) in instances where an item is not available locally, is produced in a sustainable manner and packaged under the vendor's own label. Vendors will be required to display signage that identifies the source of their products.

- b. Craft vendors selling handmade products they produce themselves which use locally grown farm products or are intended for food service will be accepted for up to 15% of vendors, with priority given to sustainably grown or produced materials.
- c. Vendors selling vendor-produced baked goods and/or prepared foods will be accepted for up to 35% of the vendors, with priority given to vendors selling foods made with organic, sustainably grown ingredients from local farms and filling a niche desired by customers.
- d. Periodically, special events may be scheduled during which other non-food vendor exceptions may be made.

6. **VENDOR RESPONSIBILITIES**

- i. **Signs** All vendors must display a sign showing his or her farm or business name. Business name signs must be large enough to be visible 20 feet away. Signs must clearly indicate where product ingredients are locally sourced from, when applicable. Vendors must have signs listing the prices of every item offered for sale. All required signs must be in place before sales begin. Farms are encouraged to display signs and photographs demonstrating their production practices.
- ii. **Space & Tents** The market managers will assign spaces at the market. Vendors cannot lease or lend market stalls. Vendors' displays must not limit the view or access of customers to other stalls. Each space accommodates a 10 X 10 tent. Extra width must be requested. All vendors must supply their own canopy/tent(s), which must be firmly weighted. Each vendor is responsible for damages incurred due to fly-away of their display, canopy or inventory. The market will not be under a permanent roof.
- iii. **Organic Certification** Farmers offering organically grown products must display a sign giving their organic farm certification, listing the certifying organization. Farmers must clearly separate and label organic and non-organic products offered for sale in the same display.
- iv. **Supplies & Equipment** Vendors must supply their own tents, bags, tables, and other items needed to operate their stands. If selling by weight rather than volume, scales must be licensed and inspected. Food sold by weight must identify the net weight of the contents.
- v. **Market Day** Vendors must arrive 40 minutes prior to opening. The market will be open rain or shine. A vendor must notify the Market Managers by one hour before opening of the market if they know they will be late in order to hold their reserved space. Vendors arriving late without prior notification may lose their regularly assigned space. A vendor that is scheduled to be at the market, but is unable to attend, is asked to notify the Market Managers as soon as possible. "No-shows" cause a disruption to the market lay out and the opening of the market.
- vi. **Advance Cancellation Policy** Please notify Market Managers no later than 10 days prior to the planned missed market day. Market Managers need this time to include your cancellation in the weekly website or other social media sites.
- vii. **Site Sanitation & Appearance** Vendors must clean their sales and truck areas at the end of the market, remove all product residues and refuse from the market site, and pack up empty boxes. Vendors must keep their stall areas clean and attractive, i.e. clean table coverings, boxes and other containers placed underneath tables, and stalls kept free of product residuals and other litter. The trash and recycling containers provided at the market are for market customer use only. Vendors are responsible for their own trash. Vendors must avoid making ruts in the sod and repair any ruts made. Failure to do so may result in fines or denial of permission to sell.

viii. **Compliance With Regulations**

Health Requirements - Vendors must follow Bucks County Health Department regulations when handling food at the farmers market. Vendors are responsible for contacting and for complying with USDA and/or state laws concerning preparation, storage and labeling of baked, processed, and perishable foods. Food sampling must be done with adherence to the Bucks County Health Department requirements. All vendors offering food samples are responsible for the safety of the food samples being offered. Vendors must take precautions to make certain that food samples are handled and displayed properly to prevent contamination.

Contact the Bucks County Department of Health to determine license requirements:

Address: 7321 New Falls Rd., Levittown, PA 19055 Phone (267-580-3520)

Permits and Taxes - Vendors are responsible for all licenses required to sell their products, such as scale permits and permits to cook and sell prepared foods.

Vendors are responsible for collecting and paying sales tax on items requiring payment of sales tax.

- iv. **Public Safety** Vendors must exercise caution in parking vehicles and when unloading, reloading, and leaving. Vendors must check their selling areas to be sure the tables, boxes, power cords, the vehicle or its contents, or any other items brought to the market present no hazard to pedestrians, motorists, or vehicles.
- v. **Insurance** Vendors accepted to sell at the Yardley Farmers Market must furnish certificates of insurance to the Yardley Farmers Market prior to any sales, evidencing a policy for \$1,000,000 coverage of general liability, property damage, and product liability insurance. They must also name as an additional insured Yardley Farmers Market, 25 South Main St, Box #34, Yardley, PA 19067.
- vi. **Greivance Policy** Problems, complaints or concerns must be directed immediately to the Market Managers.

7. SNAP PROGRAM YFM is a SNAP-Authorized Market, the SNAP Addendum is included as part of our Rules (see page 4 for details). Management assumes food vendor participation unless the vendor specifically notifies us otherwise.

8. FARM INSPECTIONS

The Market Managers reserve the right to give advance notice and visit any farm or business to inspect the production of crops or products sold at the market.

9. MANAGEMENT AND APPLICATION OF RULES

Yardley Borough and the Market Managers are responsible for operating the Yardley Farmers Market. The Market Committee is authorized to make operational decisions at the market including assignment of spaces, enforcement of these Market Rules, and collection of market fees. Violation of rules may result in loss of permission to sell at the market.

CONTACT INFORMATION

Mail: Yardley Farmers Market, 25 South Main Street Box #34, Yardley, PA 19067

E-mail: YardleyFarmersMarket@gmail.com

2023 SNAP ADDENDUM TO YARDLEY FARMERS MARKET RULES

The *Supplemental Nutrition Assistance Program* (SNAP) is a federal program offering food assistance to millions of low income individuals and families, almost half of which are children. In 2021, when so many people were laid off and schools were closed requiring many parents to stay home to provide childcare, Yardley Farmers Market became a SNAP-authorized market. We follow in the footsteps of Farmers Markets all over New Jersey and Pennsylvania. This program expands community access to good fresh food, educates these new customers and their children to the benefits of supporting local farmers and food makers, and provides additional income to vendors.

SNAP Program Procedures

We strive to make participation easy for our vendors.

- SNAP customers come to our Market Table and we process their electronic benefit transfer (EBT) card to debit their account in the amount of their choosing. We then provide \$1 tokens to the customer to spend with vendors who sell SNAP approved foods (See approved foods below).
- No change can be given for SNAP tokens, vendors can round up or down.
- Vendors who receive SNAP tokens will be reimbursed at the end of each Market with Cash (vendors receiving cash reimbursement will initial our tracking form).

During our first season, we typically had 1 or 2 SNAP customers a week, but on some weeks we had none. Our SNAP partner, St. Andrews Episcopal Church, has provided a dollar-for-dollar match. Like all Farmers Market customers, our SNAP customers are choosing to support local farmers and food makers, choosing quality over quantity. While vendor participation is not mandatory at this point, we highly encourage all vendors to participate in the spirit of providing a welcoming environment to all our customers.

SNAP Approved Foods (non food items are not eligible)

1. All food items packaged to be taken home for consumption. This includes produce, meats, poultry, eggs, dairy, value-added foods and condiments, honey, bakery items, bags of coffee or tea, spices, seeds and plants intended to grow food, and non-alcoholic drinks.
2. Ineligible food items include alcoholic drinks, point-of-sale hot prepared food or drink, and pet food.