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| **HRA Logo_FINAL-NO EMAIL.png** | **HATBORO RESIDENTS’ ASSOCIATION****FARMER’S MARKET VENDOR APPLICATION****2014** |

[**www.hatbororesidents.com**](http://www.hatbororesidents.com) **P.O. Box 298, Hatboro PA 19040** **hatbororesidents@gmail.com**

**CONTACT INFORMATION: (***Please print*)

BUSINESS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street Address

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City State Zip Code County

PHONE: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                           Day                                 Evening                                         Cell                                            FAX

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_            BUSINESS WEBSITE: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACEBOOK PAGE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Check this box if you DO NOT wish to be included in our marketing

 material or advertising (this includes on our website or Facebook page)

**DETAILED DESCRIPTION OF GOODS YOU WISH TO SELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK THE FRIDAYS THAT YOU PLAN TO ATTEND THE MARKET (25 WEEKS TOTAL):** 🞏 ALL SEASON

🞏 May 2 🞏 May 9 🞏 May 16 🞏 May 23 🞏 May 30

🞏 June 6 🞏 June 13 🞏 June 20 🞏 June 27 🞏 July 11

🞏 July 18 🞏 July 25 🞏 August 1 🞏 August 8 🞏 August 15

🞏 August 22 🞏 August 29 🞏 September 5 🞏 September 12 🞏 September 19

🞏 September 26 🞏 October 3 🞏 October 10 🞏 October 17 🞏 October 24

 ***\* The Market does not operate on July 4th***

***\*\* Market will operate RAIN OR SHINE***

**NUMBER OF SPACES NEEDED**\_\_\_\_\_\_\_

**SPECIAL NEEDS (i.e., ELECTRIC OUTLET, ETC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PAYMENT OPTIONS:**(*Check one*)          🞏 Weekly payment of 2014 Season ($20 per 10 ft. x 10 ft. space, per week)

🞏 Prepayment of 2014 Season ($5 discount per week versus weekly payment;

 $375 total for 25 weeks)

Please note the prepayment option will be made in two installments, 50% due on or before April 15, 2014 with the balance due by July 30, 2014, ***payable to the Hatboro Residents’ Association***.  Vendors who pay on a weekly basis will be asked to pay their rental fee by the Monday prior to their scheduled date.

*Please sign below to confirm the information provided in this application is accurate and that you have read, understood and agree to abide by the Hatboro Farmers’ Market Contract Rules during the 2014 Season.*

Vendor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                     Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Return this signed document to the Hatboro Residents’ Association either:*

* *As an email attachment to* [*www.hatbororesidents.com*](http://www.hatbororesidents.com)
* *By mail to P.O. Box 298, Hatboro, PA 19040*

*\*\* PLEASE INCLUDE A COPY OF YOUR LICENSURE AND LIABILITY INSURANCE CERTIFICATE IF APPLICABLE \*\**

**HATBORO FARMERS’ MARKET**

**CONTRACT RULES FOR 2014 SEASON**

 The Hatboro Farmer’s Market (the Market) is proudly sponsored by the Hatboro Residents’ Association (HRA), who established the market to provide a venue for residents to gather as neighbors and obtain quality, local goods while supporting area farmers, growers, and craftsmen.

 **MARKET DETAILS**

For the months of May, July, August, September and October, as well as June 6th and 20th, the Market is located at the Hatboro Baptist Church at 32 North York Road, in the heart of Hatboro, PA.  For the two dates of June 13th and 27th ONLY, the Market will be located right next door to the Church, on the premises of LeRoy’s Flowers, located at 16 North York Road. Operating hours are from 6PM to 8PM every Friday, from May 2 through October 24, excluding July 4th, 2014.

**SPACES AND FEES**

 Spaces will be assigned to vendors after a signed 2014 Vendor Applicationand Contract Rulesform has been approved by the Hatboro Residents’ Association Board.

Dimensions of each space are 10 ft. x 10 ft.

Each 10 ft. x 10 ft. space will be available for a rental fee of $20.00 per week; if prepayment for the entire 2014 season is elected, a $5.00 discount per space per week will be applied.  Multiple spaces should be requested on the Market application.

 Prepayment will be made in two installments, 50% due on or before April 15, with the balance due by July 30, 2014.

Non-prepaid fees (weekly payments) will be expected no later than the Monday prior to a scheduled Market day.

Vendors must supply their own table(s), canopy(s), weights, and any other supplies needed to operate their business. Electrical outlets can be provided upon advanced request.

Due to space limitations at the market site, vendors shall participate in as many weeks as possible and only request the number of spaces necessary to display their goods.

All vendors who are unable to attend the Market on a scheduled day for any reason **must** notify the HRA prior to the Market opening to allow for proper space assignments.  Vendors who pay on a weekly basis will be asked to pay their rental fee by the Monday prior to a scheduled Market day.  However, if they do not participate on a scheduled Friday and do not notify the HRA by the Monday prior to the scheduled date, vendors will nonetheless be responsible to pay the rental fee for the missed Friday.

Vendor displays must not limit the view or access of customers to other vendor spaces.

Vendors cannot lease or lend their market space.

**VENDOR CONDUCT GUIDELINES**

Vendors **must**arrive prior to the hours of operation, as early as 5pm, with completion of set-up and removal of vehicles before pedestrians arrive at 6PM.

Vendors must use the back entrance to the Church parking lot located on MONTGOMERY AVENUE (this entrance will be marked as “VENDOR ENTRANCE”. The Church daycare is located at the front of the property, with children being picked up between 4-6pm, so we cannot use the entrance on York Road during that time. This will NOT affect our customers, as the daycare closes at 6pm.

As a courtesy to customers, vendors are kindly asked to refrain from smoking in the market area during operating hours. The Market is a family environment. Please refrain from inappropriate conversations and improper language throughout the Market.

Parking spaces in parking lot and in front of Market are not assigned and are on a first come, first serve basis. When moving vehicles or unloading and loading product within the market area, vendors should exercise extreme caution.

To avoid hazards to pedestrians, vendors should examine all supplies, i.e., canopy, tables, boxes, cables, vehicles, and any other item brought into the market, on a weekly basis.

Vendors must keep their stalls clear of product residue and other litter during hours of operation, and must remove all trash at the close of the Market each week.

 It is imperative that vendors leave the site in the same or better condition than they found it.  Violation of this will result in a withdrawal of the authorization needed to vend. If you are a vendor who employs someone to be your representative, please provide them with a copy of these Contract Rules.

**GOODS ACCEPTABLE FOR SALE**

It is mandatory that vendors have grown or produced most of what they sell.  We recognize, that especially at the beginning and end of the market season, it may become necessary to supplement goods with purchased products from other local growers or tradesmen.  These items may be displayed for sale with the approval of the HRA provided that the vendor clearly indicates by signage, the name(s) of the farm(s) or vendor(s) who produced the goods.

 Products from other farms or tradesmen may not consist of more than 1/3 of the vendors’ display.

 Items may not be purchased from wholesalers or distributors for resale at the market.

Craft vendors selling homemade goods that they have created themselves, will be accepted in a limited number.

The HRA retains the sole right to select vendors on the basis of the goods they sell.  In general, vendors whose goods are different or unusual from goods currently being sold may be chosen over vendors whose goods duplicate existing vendors.  We believe that a variety of goods enhances the market.

  **HEALTH REQUIREMENTS, PERMITS, INSURANCE AND TAXES**

It is mandatory that vendors with edible goods comply with the Commonwealth of Pennsylvania, Department of Agriculture Act 106 and follow Montgomery County Department of Health regulations for food handling.   Vendors at the market must hold a valid retail food facility license unless exempt.  To access a copy of Act 106 visit [www.eatsafepa.com](http://www.eatsafepa.com/).  Vendors are responsible for complying with state laws concerning preparation, handling, and labeling of baked, processed, and perishable foods.  Vendors are responsible for all licenses required to sell their products, such as scale permits and permits to cook/bake and sell prepared foods.  Vendors are responsible for collecting and paying sales tax on items requiring payment of sales tax.  Copies of all permits/registrations/licenses must be submitted to the HRA prior to selling at the Market, preferably accompanying the Vendor Application.

Certificate of Liability Insurance evidencing a general aggregate liability insurance policy of at least $1,000,000 coverage for activities at the Farmer’s Market, naming “Hatboro Residents’ Association” and “Hatboro Baptist Church” as additional insured must be submitted to the HRA if applicable.

Vendors are responsible for submitting all required tax information and subsequent payment directly to the Borough of Hatboro at the end of each calendar year, as dictated by the Borough Codes.

 **SIGNS**

Vendors must display a prominent sign giving their name/business.  Vendors must incorporate signs into their display listing the prices of all items offered for sale.  All signs must be in place by 6PM for the opening of the market.

**ORGANIC CERTIFICATION**

Farmers selling certified organically grown products must display a sign giving their organic farm certification with certifying organization.  Organic and non-organic produce for sale on the same display must be separated and clearly labeled.  A copy of product(s) official organic certification must be supplied to the HRA in order to display organic labeling.

 **INSPECTIONS**

Upon giving advance notice, the HRA reserves the right to visit any farm or business to inspect the production of crops or other goods sold at the Market.

**APPLICATIONS**

All vendors must complete, sign and initial the 2014 Vendor Application and Contract Rules forms.  By doing so, vendors agree to abide by the 2014 Hatboro Farmer’s Market Contract Rules and decisions of the HRA in case of any dispute.  ***These documents and applicable check(s) should be submitted to the HRA, P.O. Box 298, Hatboro, PA 19040.***

**GENERAL COMMENTS**

The Hatboro Residents’ Association is responsible for the enforcement of these Contract Rules, assignment of spaces, collection of fees, and the operation and management of the Hatboro Farmers’ Market.  Failure of a vendor to abide by the aforementioned rules will result in loss of vending privileges.  It is mandatory that all vendors cooperate and interact with the HRA Board and one another in a respectful manner during Market hours, working toward the mutual goal of a friendly community atmosphere at the Market.  We believe this will result in a worthwhile contribution to the community as well as a productive outlet for the vendor.

Vendor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*HATBORO RESIDENTS’ ASSOCIATION*

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