

Peters Township Farmers' Market  
905 E. McMurray Rd. Venetia, PA 15367  
2017 Market Operations Summary

**Market Mission and Purpose:** The Peters Township Farmers' Market (hereinafter "the Market") provides an opportunity to farmers and artisans in the region to sell what they produce directly to South Hills residents. The Market desires to encourage relationships between producer and consumer and to limit the distance food and goods travel from farm to table. The Market is a ministry of St. David's Episcopal Church who desires to provide opportunities for community and social interaction. In a commuter community like Peters Township, there are few places for neighbors to meet and relate. It is the intent of the Market to provide a space for community as well as excellent local products.

**Location, Hours, and Season:** The Market will be held each Wednesday afternoon from 3:00 p.m. to 7:00 p.m., beginning on May 24, 2017 and continuing through Sept. 27 (19 weeks). The Market will be held rain or shine, but the Market Supervisor reserves the right to cancel the Market due to unsafe or exceptional weather conditions. The Market will be held in the St. David's Episcopal Church parking lot located at 905 E. McMurray Rd. Venetia, PA 15367 in Peters Township (Washington County).

**Market Promotion:** The Market will be promoted via the area newspapers, a weekly E-News blast on facebook (we currently have over 1,900 followers), through several websites, a poster campaign in local businesses, and the digital sign at the entrance to the market location on E. McMurray Road, street signs, the parish website, and whatever additional avenues the Market Board deems advisable. Fliers will be distributed across local schools, clubs, and neighborhood associations in addition to promotions via the Peters Township Chamber of Commerce.

**Fees and Spaces:** At the Market, vendors will typically unload and set up their space and then park their vehicles in a designated area. Vehicles can remain in the vendor's lot provided it fits completely within their designated space and is not moved during operating hours. Each lot is approximately 10' wide and 15' deep. Fees for the market season:

Regular Season (May 24-Sept. 27)  
1 lot (10' x 15') for 20 weeks = \$250  
2 lots (20' x 15') for 20 weeks = \$450  
3 lots (30' x 15') for 20 weeks = \$600

Requests in excess of 3 lots must be negotiated with the Market Board.

The application for Market Vendors is on page 6.

**Utilities:** Electrical hookups are limited and not guaranteed. Cost of electricity is an additional \$100/season or \$10/week. The use of generators during market hours is not permitted. Please note that water hookups are not available.

**Participation:** Vendors are expected to participate every week of the Market. In the case of an emergency, please contact the Market Supervisor prior to 2:00 p.m. If there are weeks when the vendor will be unable to participate, they must be indicated on the application. No refunds or price reductions will be given for missing contractual weeks.

Market setup begins no earlier than 2:00 p.m. and should open promptly at 3:00 p.m. **Vendors may not sell goods before 3:00 p.m. and cannot begin tearing down before 7:00 p.m.** A staff member will announce the official open and close of the market each week.

**Rotating Vendors:** A couple rotating lots are available to help expand the variety of products offered at the market. This option is exclusively for specialty and artisan vendors who cannot otherwise commit to a full season. Lot allocations and schedules will be confirmed prior to the start of the season and the fees will be \$20/week.

The application for Rotating Vendors is on page 7.

**Choice of Vendors:** Vendors will be selected to provide customers with an appealing variety of high quality, locally grown or produced agricultural products and foods. However, the choice of specific vendors will be made at the discretion of the Market Board.

**Operating Agency:** The Market is operated by the Market Board on behalf of St. David's Episcopal Church. The current Market Supervisor is the Rev. Kris Opat. The Market Supervisor may delegate such powers and duties as deemed advisable to volunteers who will assist in coordinating the Market and the vendors (hereinafter "Coordinators"). For questions about operational details, please contact Rev. Opat via email, revkrisopat@gmail.com, or by calling the St. David's office at 724-941-4060.

**Deadlines:** Applications should be returned to the St. David's Church Office by **March 31, 2017**. Fees will be due upon notice that an applicant has been accepted as a vendor. Checks should be made payable to "St. David's Episcopal Church" and sent to the office at 905 E. McMurray Rd. Venetia, PA 15367. The Market may withdraw the acceptance of any applicant who has not paid their fees by opening day.

**Questions:** Please direct any questions to the Market Supervisor, the Rev. Kris Opat, by phone or email.

The Rev. Kris Opat  
Market Supervisor  
724.941.4060 (w)  
412.780.6212 (c)  
revkrisopat@gmail.com

**Peters Township Farmers' Market  
2017 Rules and Regulations**

- I. Qualifying Vendors and Products.
  - A. *Authorized vendors only.* Only those applicants who have properly applied for vendor status, have been accepted as vendors, have paid their fees in accordance with the 2016 Market Operations Summary, have provided proof of insurance as further described below, and have completed and returned any applicable Health Department or Department of Agriculture forms may sell at the Market.
  - B. *Acceptable agricultural products.* Vendors may sell raw fruits, vegetables, meats, eggs, dairy products, live plants, cut flowers, honey, beeswax, and similar agricultural products which meet the following criteria.
    - i) *Of high quality.* All agricultural products displayed by vendors shall be of the highest quality and freshness. Vendors must withdraw from display any product that, in the discretion of the Market Supervisor or Coordinators, fails to meet this high standard.
    - ii) *Self-grown or produced.* All products offered for sale at the Market shall be grown or produced by the vendor offering it for sale. Upon request, a limited exemption may be granted, at the discretion of the Market Board, permitting the sale of products grown or produced by others so long as the product otherwise qualifies as local and the actual grower or producer is clearly identified by the Vendor at his or her stand.
    - iii) *Local.* All agricultural products offered for sale at the Market shall be grown or produced within a 100 mile radius of Venetia, Pennsylvania. Upon request, a limited exemption may be granted to each vendor, at the discretion of the Market Board, permitting the sale of non-local products. Any non-local product cannot compete with a similar local product being offered for sale at the Market. The non-local products must be clearly labeled as “NON-LOCAL” and its origin identified.
  - C. *Acceptable “value added” products.* Vendors may also sell baked goods, jams, cheeses, smoked meats, grilled foods, coffee, soaps, and other prepared or “value added” products with the prior approval of the Market Board. All such products must be wholesome and of high quality and must be prepared and served in compliance with all applicable health code regulations. Vendors must withdraw from sale any product that, in the discretion of the Market Supervisor or Coordinators, fails to meet these high standards.
- II. *Regulatory Compliance.*
  - A. Vendors must comply with all local, state, and federal regulations that apply to their business. Under Pennsylvania law, individual farmers’ market vendor stands rather than the farm market as a whole, are now retail food facilities and, as such, must have individual licenses (when/if applicable) to sell products. Without limitation, vendors are advised to consider the following reminders of commonly applicable rules and regulations:
    - 1. Health code provisions and licensing. For those vendors offering prepared, but not prepackaged foods, please pay special attention to the utensil and hand washing facility requirements of the Pennsylvania Health Code. Note: The Market will not provide hand washing stations.
    - 2. Use of scales approved by the area weights and measures officer.

3. Organic certification for products claimed to be organic.
4. Health, ingredient, and other labeling regulations as set by the Food and Drug Administration (FDA).
5. Permitting for use of propane tanks (Peters Township Fire Department).
6. Limited Winery Farmers Market permit (for wine sales, any wishing to sell wine must also sign off on the St. David's Alcohol Policy)
7. Pennsylvania Department of Agriculture (PDA) licensing rules and regulations.
8. Vendors are further advised to visit <http://www.eatsafepa.com/FarmersMarketVendors.aspx> and familiarize themselves with the rules and regulations applicable to their products.

B. Vendors must submit any licenses as requested by the Market Supervisor and complete and return to the Market Supervisor any Health Department, Department of Agriculture, and/or any other forms regarding rules, regulations, requirements, and licensing that are provided to them by the Market Supervisor prior to the vendor being permitted to sell at the Market.

**C. Please note that the Market is located in Washington County and is subject to the PA Department of Agriculture's guidelines, requirements, and permitting process.**

III. *Market Oversight.* The aim of the Market Board will be to make available a good mix of products and complementary vendors. The Market Board will try to resolve issues of who may sell which particular products during the period of time vendors are being accepted for the coming year and may require particular vendors to forego the sale of particular products as a condition of their participation in the upcoming Market. Nevertheless, if during the Market season, the Market Supervisor determines that the sale of a particular product by a particular vendor is detrimental to the mix of products offered at the Market, competes to an unreasonable degree with another vendor, or presents an unreasonable risk to consumers, that vendor may be required to alter or suspend sales of that particular product. If a vendor affected by such a change feels they cannot continue at the Market without the product, that vendor may withdraw from the Market and receive a refund of his or her vendor fee, prorated for the amount of the Market season that the vendor actually participated in the Market.

IV. *Operation of Vendor Stands.*

- A. Vendors must ensure that their stands are safe for the shopping public.
- B. Vendors must provide their own tents and tables and must anchor them sufficiently that they will remain safe and secure in windy conditions.
- C. Each vendor must post a sign or placard in their stall that identifies them and the location of their farm or place of business.
- D. Vendors must display prices for all products being offered for sale.
- E. Vendors are encouraged to have signs or labels identifying items that are Organic, Non-GMO, Free Range, Grass Fed, etc.
- F. Vendors must have competitive prices and cannot charge significantly less than current market rates for a product with the objective of gaining an advantage over other producers.
- G. Vendors wishing to do so may place small displays of product in front of their stalls provided they do not unreasonably restrict the movement of customers.

- H. Vendors must sweep or otherwise clean the ground in and around their stalls and leave the Market lot in a clean condition. Any refuse from a vendor's market activities shall be removed by the vendor. **Any vendors offering prepared foods intended to be consumed at the time of sale must provide visible and accessible trash receptacles at the front of their stall.**
  - I. Vendors cannot arrive prior to 2:00 p.m. and must be out of the lot by 8:00 p.m.
  - J. Any sales tax and/or other applicable state or local taxes or fees to be collected are the sole responsibility of the vendors.
- V. *Liability.* Each vendor shall obtain general liability insurance that includes products liability and premises liability with minimum single limits for personal injury and property damage of \$100,000.00 per occurrence. Vendors must designate St. David's Episcopal Church as an additional insured on their policy. Vendors shall be required to show proof of such insurance prior to being permitted to sell at the Market. Vendors should further obtain and be capable of providing proof of automobile, workers compensation, and any other applicable insurance relevant to their business.
- VI. *Waiver.* Vendors waive all rights or claims against Peters Township, St. David's Episcopal Church, and the agents, officers, directors, volunteers, and employees of these entities, and shall indemnify such parties for any loss or claims arising from the vendor's participation in the Market. This section VI. shall survive any termination of Vendor Contract.
- VII. *Amendment and Incorporation.* These rules and regulations may be amended from time to time by the Market Board and incorporated into the Application and Agreement.
- VIII. *Violations and Sanctions.* Vendors who fail to comply with the terms of these rules and regulations may be suspended or disqualified from continued selling at the Market in the sole discretion of the Market Board

*Acceptance of Terms.* By applying to become vendors and by otherwise participating in the Market, vendors agree to be bound by these rules and regulations.

**Peters Township Farmers' Market  
2017 APPLICATION AND AGREEMENT  
(FULL SEASON)**

Name of applicant: \_\_\_\_\_

Farm/Business name: \_\_\_\_\_

Names of people who will be selling for you: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Web address: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ Overall length of vehicle: \_\_\_\_\_

Lots requested: 1   2   3   4+                      Electricity: Y / N

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I have read the 2017 Market Operations Summary and the 2017 Market Rules and Regulations and understand that submitting this application constitutes acceptance of the terms set forth there.

For vendors of prepared foods only: I understand that I must contact the Pennsylvania Department of Agriculture and obtain the appropriate license and approval of planned sanitation measures. Initial here: \_\_\_\_\_

If my application is accepted, I would like the number of spaces requested above. I understand that the assignment of stall locations lies in the discretion of the Market Supervisor or Coordinators and the location of my stall within the Market may vary from time to time.

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

**Return this form along with a product list and evidence of insurances and licenses to:**

St. David's Episcopal Church, 905 E. McMurray Rd. Venetia, PA 15367  
Telephone: 724-941-4060; e-mail: [revkrisopat@gmail.com](mailto:revkrisopat@gmail.com)

**Deadline for Application: March 31, 2017**

**Checks must be made payable to "St. David's Episcopal Church"**

Date: Received \_\_\_\_\_ Notified \_\_\_\_\_ Payment Received \_\_\_\_\_ Lots assigned: \_\_\_\_\_

**Peters Township Farmers' Market  
2017 APPLICATION AND AGREEMENT  
(ROTATING VENDORS)**

Name of applicant: \_\_\_\_\_

Farm/Business name: \_\_\_\_\_

Names of people who will be selling for you: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Web address: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ Overall length of vehicle: \_\_\_\_\_

Number of weeks per month desired: \_\_\_\_\_ Dates unavailable: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I have read the 2017 Market Operations Summary and the 2017 Market Rules and Regulations and understand that submitting this application constitutes acceptance of the terms set forth there.

For vendors of prepared foods only: I understand that I must contact the Pennsylvania Department of Agriculture and obtain the appropriate license and approval of planned sanitation measures. Initial here: \_\_\_\_\_

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

**Return this form along with a product list and evidence of insurances and licenses to:**

St. David's Episcopal Church, 905 E. McMurray Rd. Venetia, PA 15367  
Telephone: 724-941-4060; e-mail: [revkrisopat@gmail.com](mailto:revkrisopat@gmail.com)

**Deadline for Application: March 19, 2017**  
**Checks must be made payable to "St. David's Episcopal Church"**

Date: Received \_\_\_\_\_ Notified \_\_\_\_\_ Payment Received \_\_\_\_\_ Lots assigned: \_\_\_\_\_