

**CULINARY HARVEST MARKET  
2024-2025 VENDOR RULES & REGULATIONS**

Culinary Harvest is the operator of "***Berwyn Farmers Market***" (BFM) located in the Bronze Plaza at 511 Old Lancaster Rd, Berwyn, PA 19312. The following are the Farmers Market Vendor Rules & Regulations for the 2024-2025 market season. All vendors accepted for the 2024-2025 market season shall abide by the BFM Vendor Rules & Regulations.

**PRODUCTS**

All produce and products must be grown, produced, or made by the vendor with a radius of 100 miles from the BFM (exceptions may be made for items not traditionally found in the immediate area). Other products approved at the sole discretion of the market. Vendors **may not sell products purchased from wholesale or retail sources**. Violation of this rule will result in the vendor being prohibited from selling at the BFM.

All vendors selling processed foods must be licensed by a government agency and must provide license number and contact information of licensee to Culinary Harvest. Vendors selling only crops harvested but not further processed are exempt from this license requirement and will need an exemption letter of approval from the Chester County Health Department.

All items for sale shall be clearly posted. No item shall be sold unless the price of the item is clearly displayed. All required signs must be in place before sales begin.

Only products certified by Pennsylvania Certified Organic certification program may be labeled "ORGANIC".

Culinary Harvest reserves the right to visit any vendor or farm with advance notice and to inspect the production of crops or products sold at the CHM.

**MARKET OPERATION**

The 2024 regular market season shall begin on Sunday, May 5, 2024 and end on Sunday, December 22, 2024. Selling hours are Sundays, 10:00AM to 1:00PM. The 2025 winter market season shall begin on Sunday, January 12, 2025 and end on Sunday, April 27, 2025. Winter selling hours are Sundays, 10:00AM to 12:00PM. No selling may take place prior to 10:00AM. Culinary Harvest shall assign spaces to vendors. This market is held rain or shine.

Unless otherwise arranged by CH management due to refrigeration requirements, vendors will not be permitted to park at the market. Vendor parking will be at a nearby lot. You must unload all product and equipment then move your vehicle to the nearby lot. Vendors may arrive for set-up as early as 7:30AM to be set up by 9:30AM. Space is limited so please arrive early to accommodate the other vendors. Vendors must vacate the BFM no later than 2:00PM and all clean-up must be completed.

**Vendors must notify Culinary Harvest at least 24 hours in advance if they cannot attend due to circumstances beyond their control. Vendors must sell for the entire market day. More than 3 absences without proper notification could result in termination of this contract.**

All products shall be displayed in an attractive manner. All signage and tents should be in good repair. Each vendor shall maintain a clean and healthful condition within his/her space and leave that area free of debris prior to leaving the BFM each day. Each vendor is responsible for removal of his/her own garbage.

Vendors should be pleasant and courteous to the public and other vendors. Vendors shall not engage in solicitation, collection drives, political, or religious activities, gambling or smoke/chew tobacco, drink alcohol or possess or use any controlled substance.

### **EQUIPMENT**

Each vendor shall provide all equipment (scales, tables, containers etc.) required for selling his/her items. Each vendor shall also provide a canopy/tent and shall post the name and location of his/her farm or business at his/her assigned space. Vendors' displays shall not however limit the view or access of customers to other vendors.

Items may be sold by the pound, bunch, piece, or measured container. Scales used at market must be licensed.

Vendors who offer samples or who handle product at the market must bring a proper hand-washing station, which includes an insulated water container with a spigot that can stay open, liquid soap, paper towels, a container for wastewater, and a container for soiled paper towels and other waste.

### **SECURING TENTS**

Culinary Harvest requires all vendors to secure tents with weights or ropes to prevent accidents. Tents are required by the Chester County Health Department. Non-compliance leads to expulsion from the market.

*Weights:* must be at least 25lbs each and secured to each tent leg or where two legs meet. Dumbbells or other household items loosely tied to the leg are not acceptable. Simply laying a weight on the small "foot" of the tent is also not acceptable.

*Ropes:* vendors who choose to use ropes or straps to secure their tents must be confident in the ability of their system.

*High winds:* In the event of very high winds, Culinary Harvest reserves the right to not allow vendors to set-up tents or to take down tents after set-up. We also encourage vendors to use their own discretion to operate without tents if they judge conditions to be too windy.

### **MARKET FEES**

The market fee of \$35 includes one vending space unless otherwise arranged by Culinary Harvest management. Parking is free and available at the nearby parking lot. Fee payment for your confirmed/approved season dates can be paid in advance for a 5% discount and is not refundable. If prepayment is not submitted, market fees will thus be collected on the scheduled market date either by check or cash. If payment is not provided at that time, an invoice will be sent by email on a quarterly basis at a surcharge of \$10 for bookkeeping costs.

Check payments must be made out to Culinary Harvest LLC. Additional payment methods may be available upon request.

If you have followed the attendance confirmation procedure and do not show up for that scheduled market date, you will be charged a no-show fee of \$35.

All 2024 fees must be paid in full by December 22, 2024.

### **VENDOR PROMOTION & COMMUNICATION:**

Vendors will supply a brief, general description of their business and products (in the application) that they would like Culinary Harvest to use in the weekly newsletter. If a vendor is on the schedule for the upcoming Sunday market, Culinary Harvest will email those vendors early in the previous week a reminder that they are on the schedule and request them to actively confirm their attendance that week. This will also be the vendors' chance to provide Culinary Harvest with any updates to their newsletter information prior to the upcoming market such as special items, sales, new pre-order deadline, etc.

Confirmations and any requested updates to the newsletter must be submitted to Culinary Harvest no later than the **Wednesday night** prior to each market the vendor is scheduled to attend.

Note, vendors may only be promoted in the newsletter/social media posts for the weeks they are scheduled to attend. Any updates provided will be used on a recurring basis until otherwise informed by the vendor. Social media posts are chosen at the discretion of the BFM team.

### **INSURANCE:**

All vendors approved and accepted to sell at the BFM shall furnish to Culinary Harvest a Certificate of Insurance evidencing a general aggregate liability insurance policy of at least \$1,000,000 coverage for activities at CHM, naming Culinary Harvest LLC, market address of 511 Old Lancaster Rd, Berwyn, PA 19312, as an Additional Insured.

Vendor is solely responsible for injuries and/or damages resulting from the sale of unsafe or unsound goods.

\*All vendors who have completed the 2024-2025 Vendor Application have acknowledged, read, and agreed to these Vendor Rules and Regulations\*