

2020
LIGONIER COUNTRY MARKET
TERMS AND CONDITIONS FOR VENDORS

The Ligonier Country Market (LCM) seeks to promote and preserve the many values of rural Pennsylvania by providing a safe, friendly, attractive environment where vendors and customers can meet and conduct business. The Market has adopted these Terms & Conditions, that may change from time to time, to ensure that the buying and selling experience is pleasant for everyone. In cases of disputes about Terms & Conditions, Producers, Crafters, Processors and Ready to Eat Vendors and their assistants must abide by the interpretation of the Executive Director (ED), the Vendor Committee and the Board of the Market. In order to maintain and increase our customer base, the Market expects that the Executive Director, other staff, Board members and vendors will behave in a professional and friendly manner to foster a sense of community, camaraderie, and a spirit of cooperative involvement.

GENERAL TERMS

LOCATION:

The Market is held on the Loyalhanna Watershed Association property at West Main Street and Springer Road, one-half mile west of the Ligonier Diamond.

DATES OF OPERATION:

The Market will be held for 20 weeks each Saturday from **May 16 through September 26, 2020** from 8 am until noon, rain or shine.

NEW VENDORS:

Vendor selection begins February of each year. In order to be considered for vendor selection, the vendor must register on convention force, provide photos of the products, give detailed descriptions of the items, and complete the company profile. No NEW vendor should complete the payment process until an approval letter has been received. Should any vendor not be able to register through convention force, a meeting may be scheduled with the Executive Director. Contact Cari Frei at (724)858-7894. **All new vendors will be charged a non-refundable, one-time administrative fee of \$5.00.**

VENDOR SETUP:

The Market is open to vendors at 6:00 am. Vendors must be in their reserved space by 7:30 am or forfeit their spaces. Habitually late vendors will be required to leave and forfeit the fees. Vendors must provide their own canopies, tent stakes/weights, trash containers, tables, stands, and signs.

OPERATING TIME:

Vendors enter through the exit prior to operating hours. Vendors are not permitted to sell to customers before 8:00 a.m., however, **vendors may sell to other vendors** before 8:00 a.m. The Market opens to the public at **8:00 a.m.** and remains open until **12 noon**. **Vendors may not pack up to leave until after 12 noon. Vendors may not leave the site until 12:15 PM. This rule will be strictly enforced.** See **Public Safety** for more detail.

PAYMENTS & REGISTRATIONS:

- Vendors will have the option UNTIL APRIL 10 to register on the portal and pay on-line, mail a check postmarked by April 10, or deliver cash by appointment in the Market office.
- Payments are due by April 15. An increased fee will be applied for payments received after this date. PLEASE SEE THE FEE SCHEDULE ON THE VENDOR PORTAL APPLICATION FORM FOR COMPLETE DETAILS OR ON THE WEBSITE AT WWW.LIGONIERCOUNTRYMARKET.COM
- All registrations must be made through the Vendor Portal unless approved through the ED. Photos of products are required.
- No AMEX payments can be accepted by the Portal.
- Payments made on Saturdays for that day's Market will be charged \$75 per week plus any add-ons such as electric, corner or oversized space.
- A \$35 fee for bounced checks will be assessed and must be paid prior the next date the vendor is scheduled to be at the Market.
- Any vendor *adding on* a date(s) to their initial season booking after April 15th will pay the higher rate and will receive the same space *only if it is available*.

Required Documents:

- All state licenses must be uploaded to the portal. If you are unable to upload for any reason, you may submit the type of license, number and expiration date to the Executive Director. This includes but not limited to:
 - Food Establishment License
 - Apiary License
 - Nursery License
 - ServSafe Certificate
 - Retail Food License (full time)
 - Mobile Food Facility (14 days or less)
 - Frozen Dessert License

REFUNDS:

- There will be NO refunds in the event of an Act of God (e.g. severe weather or other situations dangerous to vendors, patrons, staff or property) thus causing a disruption before or during regular operating hours and resulting in the cancelling or cessation of operation and closing of the Ligonier Country Market.
- In the event of serious illness, death or other serious problems the Executive Director will treat requests for refunds on a case-by-case basis. In this regard the decision regarding refunds rests solely with the Executive Director.
- Refunds approved will not include the non-refundable one-time insurance fee of \$55 per vendor. The approved refund will be less a 5% processing fee.

PRODUCERS, CRAFTERS, PROCESSORS, READY TO EAT VENDORS including FOOD TRUCKS

A Producer, Crafter, Processor, Ready to Eat Vendor or Food Truck is the party who owns and operates the farm, kitchen, workshop or facility where the merchandise sold at the Market is grown, baked or cooked, fabricated or assembled.

- The Producer, Crafter, Processor, Ready to Eat Vendor or Food Truck must physically participate in production of the merchandise. "Make It, Bake It, or Grow It!"
- The LCM expects the Producer, Crafter, Processor, Ready to Eat Vendor including Food Trucks operators to be present in the booth during selling hours.
- Everyone in the booth is considered a **Vendor** and is bound by these Terms & Conditions.
- A Producer, Crafter, Processor, Ready to Eat Vendor or Food Truck is considered local, if the site where the merchandise is produced is within a 150-mile radius of Ligonier.
- A *visiting* Producer, Crafter, Processor or Ready to Eat Vendor has his/her production site beyond the 150 mile radius. A *visiting vendor* may attend the Market twice during a summer season but, may not attend the Christmas Market. The fees for a visiting vendor are listed in Convention Force, the online signup site.

SPECIFIC DEFINITIONS:

- **Producer:** if you grow it and sell it as-is, or if you raise it and have someone else butcher it, you are a Producer. Examples would be produce and fresh cut flowers, beef, lamb, pork, poultry, potted plants or nursery stock.
- **Crafter:** if you add value to raw materials by creating one of a kind items, you are a crafter. Artisans working in jewelry, pottery, wood, fabrics or other media such as photography or framed original artwork or books.
- **Processor:** if it has been jarred, smoked, baked, cooked, mixed, pickled, fermented, or changed in any way from the raw product that came from nature, then you are a Processor. Examples would be jarred flavored honey, smoked salmon, cheese, jam, pickles, salsa, flower arrangements, bread, or pastries.
- **Ready to Eat Vendors:** ready-to-eat meals or beverages and/or hot foods meant to be eaten on site or taken home for re-heating.
- **Food Truck:** a self-contained vehicle equipped to prepare and sell food and/or beverages which are locally produced. See Food Trucks for details.
- **Co-Op:** a cooperative society, business, or enterprise
- **Note on Market Fees:** If you sell one product in a higher category, you will be charged at that rate for the entire season. Example: if you grow and sell fruits and vegetables but would like to also sell jam, you would be charged at the Processor rate.

VENDING SPACES:

- Selling spaces are 12 feet wide by 32 feet deep. Vendors with oversized vehicles up to 52 feet must pay the additional fee.

- **Any vendor with oversized vehicles up to 52 feet must pay the additional fee of \$7.50 per week.**
- Vendors may not display any merchandise outside their assigned spaces. For customer safety, all products and signs must be kept inside assigned spaces.
- Spaces are assigned at the discretion of the Executive Director and may be reassigned due to unfavorable field conditions.
- The Executive Director reserves the right to move vendors if it is in the best interest of the Market
- Vendors who have not paid in advance or paid the additional on-site fee before setting up, will be required to leave.

CALL-OFFS AND NO SHOWS:

Empty vending spaces reflect poorly on the vendors *and* the Market. The following rules are intended to reduce the practice of no show:

- Call-offs must be done in writing. No verbal call offs. Email or USPS is acceptable.
- Call-offs must be completed by Friday before 3:30 PM prior to planned Saturday absence.
- A vendor contracted for 2 or more spaces must use all spaces weekly otherwise it is considered a no show.
- A vendor contracted for electric must have items to sell needing electric, otherwise it is considered a no show.
- This policy does not apply for emergency situations occurring within 24 hours of any Market.
- Legitimate excuses will be considered by the Executive Director who has the sole authority to approve an emergency call off.
- After 2 call offs or no shows-Vendor is expelled for the remainder of the year including the Christmas Market.
- Fees will not be refunded for call offs or no shows and missed fees will be collected if in arrears.
- Vendor may apply for the following season but may not be accepted.
- Should the ED determine the need to alter the site map due to poor field conditions, vendors will be notified via email with the option to cancel attendance for that date without penalty. The same refund policy applies to this situation.

PARKING:

- Vendors must park their vehicles in their assigned 12' x 32' spaces. At no time is a vendor's vehicle allowed to extend beyond the 32-foot space unless placed in a designated oversized space.
- XL (Oversized) spaces are 12' X 52' **and are subject to an additional fee of \$7.50 per week.**
- Vendors coming to Market with more than one vehicle must park the extra vehicle(s) in the lot across Springer Road by the Valley Youth Network Building, **behind the Market Shed or along the snow fence near the ED tent.**
- Any vendor found parking extra cars in the customer lots will be towed at the owner's expense.
- A vendor may not block or park in another vendor's space during set-up. Be considerate of your neighbors!

ADVERTISING:

- No vendor signage is allowed at the Market for advertising products unrelated to those sold at the Market.
- Signs for political, religious, advocacy, etc. purposes are not allowed.
- Signs displaying the price or contents of merchandise may be displayed as long as the signs are within the 12'x32' booth space.
- Cross promotion of other vendors' products is encouraged via signage.

DECORUM:

Abusive behavior and crude language will not be tolerated. Huckstering products is not allowed.

- First time offenders will be prevented from selling at the Market on the day of the offense.
- Two time offenders will be barred from returning to the Market, will not receive a refund and will be barred from attending the Christmas Market.
- The expelled vendor may apply to attend the Market for the next season, but depending on the severity of the offense may not be accepted.

ARTISANS/CRAFTERS:

The number of artisans/crafters permitted to sell at the market shall represent no more than 35% of all vendors present at Market. When necessary the Executive Director and/or Vendor Committee may reject vendor applications if artisans/crafters representation at the Market has reached 35%.

PRICING:

Pricing of goods at the Market is the sole responsibility of individual Vendors. However, vendors are discouraged from giving produce or other items away for free or at below cost pricing, thus undercutting the potential sales of other vendors. This does not include sampling. Late day discount pricing after 11 AM is permissible allowing a Vendor to reduce the amount of product the vendor has to repack. Vendor to vendor discounts are encouraged, but not necessary.

ELECTRIC SERVICE:

A vendor requiring electricity can apply for a vending space having a 110-volt, 20 ampere receptacle at the price of \$10 per week. Appliances and/or other electrical equipment drawing more than the allowed amperage cannot be used. Only full-time vendors who use electric in their space for items sold are permitted in an electrical space. Part-time vendors may be placed in an electric space if no other spaces are available.

TAXES:

All vendors are responsible for any taxes applied to the price of their product according to local and state laws.

NIGHT MARKET:

- Producers and Processors will be eligible to attend the Night Markets after signing up for a minimum of ten (10) summer Market sessions in the same year.
- No Crafters, Artisans or Ready to Eat vendors are eligible for Night Markets.
- Registration for the Night Market will be on line on Convention Force.
- A separate Vendor Pricing Chart and Terms and Conditions will be available to those eligible for the Night Market.
- Vending spaces will be assigned on a first come, first serve basis.
- The Executive Director will notify vendors when registration opens.

CHRISTMAS MARKET:

- A vendor must sign up for and attend a minimum of six (6) summer Market sessions to be eligible to attend the Christmas Market in the same year.
- Registration for the Christmas market will be on line on Convention Force.
- A separate Vendor Pricing Chart and Terms and Conditions will be available to those eligible for the Christmas Market.
- Vending spaces will be assigned on a first come, first serve basis.
- The Executive Director will notify vendors when registration opens.

HEALTH AND SAFETY

SMOKING:

The use of any tobacco products, vaping and e-cigarettes is not permitted in the vendor areas of the Market.

FIRE SAFETY:

Any vendor who uses an open flame for any purpose or cooking oil for frying **must** have a fire extinguisher rated for the potential fire *visible and within reach*.

PRODUCT SAFETY:

The vendor is responsible for the safety of any and all of the products he/she offers for sale at the Market. The Market will bear no responsibility for any injury or illness caused by vendor products.

PUBLIC SAFETY:

- The vendor is responsible for his/her equipment. All tents, canopies and other protective structures must be **staked, tied or weighted down** to prevent accidental movement by the wind.
- Failure to do so will require the vendor to immediately remedy the situation by purchasing enough stakes to secure the tents from the LCM at a rate of \$15 for 4 tent stakes.
- All tables and product displays must be sufficiently sturdy for the intended function and for reasonably expected use.
- When entering or leaving the Market in a vehicle, vendors must exercise caution for the safety of other persons and the vehicles that are on site. **NO vendor or customer vehicle movement is permitted in the vending/sales area between the hours of 7:30 AM and 12:15 PM.**

- Only in the case of an emergency, the ED may allow the movement of a vehicle with assistance by a SOC or Board Member to help keep patrons away from the moving vehicle.
- In inclement weather, the Executive Director may take the decision to release vendors early by signaling the end of the Market. The Executive Director may cancel a Market session prior to the intended date if weather or other conditions prior to the start time of the Market make the site dangerous or unusable. The Executive Director will notify the vendors by email or other means upon making the decision. There will be NO refunds. See previous statement regarding Refunds.

NO ANIMALS:

Animals are not allowed at the Market unless they are part of the Special Feature Program. VENDORS ARE NOT ALLOWED TO BRING ANY LIVE ANIMALS TO THE MARKET AT ANY TIME. The *exception is for A.D.A. approved Service Animals* that are required by a Vendor. The Service Animal must have a current Service Animal Registration.

INSURANCE

INSURANCE FOR THE SEASON:

Vendors will be insured against accident and product liability under a policy made available through the Westfield Companies. The carrier, Westfield Insurance, requires all vendors at the Market, including wait list vendors, to be covered. This insurance is required even if a vendor is covered by another policy. The premium is \$55 per Vendor regardless of how many weeks the vendor attends the Market. There will be no pro-rating of the premium for vendors who attend the Market for less than 20 weeks. The applicant agrees to make no claims against the Ligonier Country Market or the Loyalhanna Watershed Association for damage, theft of property, personal bodily injury, etc. which may arise from, or be in any way connected to the Market operation. The applicant shall indemnify and hold harmless the Ligonier Country Market and the Loyalhanna Watershed Association against the claims of any and all parties. A copy of the certificate of liability insurance will be issued to each vendor. The insurance fee is non-refundable.

SPECIFIC TERMS

PRODUCE AND PLANTS

ORIGIN:

The Producer must grow all produce, nursery stock, plants and flowers.

QUALITY:

Produce and plants must be fresh and of good quality. A State Agricultural permit is required for plant vendors. A copy of the current permit must be with the vendor on site.

SALES BY VOLUME OR WEIGHT:

Goods may be sold in such units as: a bag, bunch, dozen, package, bushel, peck, container, flat, etc. **Scales that are inspected and certified by the PA Dept. of Agriculture Weights & Measures are allowed at the Market. A current certificate must be available on site on Market days.**

CRAFT ITEMS

ORIGINAL WORK:

Crafters may not sell purchased raw materials. The original materials in a product must be significantly altered and enhanced by the artisan/crafter. All items must be of original work and design.

VALUE ADDED:

The value added by the Crafter must be a substantial portion (greater than 60%) of the product of the selling price of the article. No commercially made clothing, kits or molds are to be used.

PROCESSED FOODS AND FOODS TO BE EATEN ON SITE

PACKAGING:

Goods must be offered for sale in a sealed jar, bag, dozen, package, or served for conveniently eating at the site or to transport home.

INGREDIENTS:

All Processors and Ready to Eat Vendors must provide a list of ingredients or label according to PA Department of Agriculture standards. Vendors shall make goods with fresh ingredients. Ready to eat foods are to be made on site or only enough ahead of time to ensure freshness.

PA REGULATIONS:

All food Processors and Ready to Eat Vendors must have completed the requirements for the PA Food Employee/Servsafe Certification Act, 3 PA.C.S.6501-6510 as required by law effective July 1, 2004 and inspected by the PA Dept. of Agriculture. A copy of the Certification and License *must* be available on site. The copy must be available upon request either as a prominently displayed item in your space or as a wallet sized document. It is strongly advised to display your credentials, as not only evidence of your compliance to State laws, but also as a selling point for consumer confidence in your product. For more detailed information all Food Vendors must contact Barbara Kappel at 717-319-0712 or email at kbappel@pa.gov with more questions. Vendors must renew their licenses and certifications, if they expire during the Market season.

FOOD SAFETY:

All items must be prepared in accordance with applicable local, state, and federal regulations and covered at all times.

FOOD HANDLING:

Foods to be eaten on premises must be handed out in bags, on a napkin or on a plate at proper temperature according to the PA Food Code.

SANITATION:

- As a courtesy to their customers, vendors of food to be eaten on the Market site must provide anti-bacterial hand wipes or lotion.
- Vendors offering food to be eaten on site must have equipment for their hand washing that is compliant with recent PA Department of Agriculture Regulations, based upon the type of license (MFF or TFS).

WASTE RECEPTACLE:

- As a convenience to customers, Ready To Eat Vendors should provide a visible 13-gallon waste receptacle at their site.
- Each vendor is responsible for cleaning his/her booth area at the end of each Market day and take their garbage to the dumpster before leaving the Market grounds.
- An additional fee of \$2.00 per week is being assessed to all Ready To Eat Vendors to cover the dumpster fees we are incurring due to increased sales of Ready To Eat foods consumed at the Market.
- *All other vendors* should take their garbage home with them as in previous Market seasons. The dumpster is for vendors who pay the additional fee only. This will be monitored for abuse of the policy.

Food Trucks

Food Trucks must follow the same Terms and Conditions as all other vendors and specifically must follow the rules for Processed Foods and Foods to be Eaten on Site. In addition to those, they must also abide by the following terms and conditions:

- 50% or more of food served must be locally sourced. Vendor to vendor sales within the LCM are encouraged.
- All food offered for sale follows the Make It, Bake It, Grow It rule. No commercially prepared mixes or pre-packaged foods are allowed for resale.
- NO commercially made beverages such as soda, iced tea or bottled water may be sold. See above.
- All food trucks will use a **32-foot-wide by 12-foot-deep space**. Additional space will incur an additional fee.

MAKE IT, BAKE IT OR GROW IT:

No commercially canned foods or commercially pre-made heat-and-serve foods, mixes or commercial pre-made portions of foods are permitted. A farmer who sells canned goods made from his fruits or vegetables and does not can it himself must be able to prove that 60% of the value of those goods is his own. It must be a substantial portion (greater than 60%) of the product of the selling price of the product. The value of the jar, lid, label and labor costs to produce the product must be lower than the price of the contents inside.

ALLOWABLE PRODUCTS

Value added is the physical effort by the vendor required to produce the merchandise sold at the Market. This concept is captured by the phrase, **“MAKE IT, BAKE IT, OR GROW IT.”** A listing of products offered for sale by the Producer must be included with the application. Photographs of all products to be sold at the Market must be uploaded to Convention Force, the online Market registration site. If at some time during the Market season a Producer chooses to add a product(s) not listed, the Producer must submit a written request to the Executive Director, who will bring it before the Vendor Committee to obtain permission to sell the product(s).

ORIGIN OF MERCHANDISE:

- All items for sale must be grown, cooked, baked or made by the Producer, Crafter, Processor, Ready to Eat Vendor or Food Truck. Plants must be grown from seed, plant cuttings, plugs, or vegetative propagation.
- Craft items must be constructed from materials such as textiles, wood, stone, minerals, plant or animal material.
- Prepared food items may be made from such ingredients as sweeteners, grains, fruits, vegetables, meats, and dairy.
- Items bought elsewhere and then brought to the Market for re-sale are not permitted.
- Canned or preserved food must be labeled according to the PA Department of Agriculture certification.
- The Board will investigate complaints or suspicions of non-Producer grown produce or other infractions of the rules.
- All growing and production areas may be subject to on-site inspections by the Executive Director and/or members of the Board of Directors.

Vendor Representation & Warranty

- By agreeing on Convention Force or physically signing the application the vendor agrees to all the Terms & Conditions.

Board of Directors and Executive Director Agreement

The Board of Directors and the Executive Director of the Ligonier Country Market have written, approved and agree to abide by these Terms and Conditions.

Board of Directors: Brian Ayers, Adam Burau, Pat Childs, James Douglas, Susan Grunstra, Bridget Horman, Wes Johnson, Linda Sinemus, Brooke Sowers, Andy Urban, Tommy Wynkoop

Cari Frei, Executive Director; Kristen Johanson, Board Assistant; Mindie Cunningham, Site Operations Coordinator