



Hampton Township Dept. of Community Services (DCS)

FARMERS MARKET

Hampton Twp. Community Park, 3101 McCully Road, Allison Park 15101

www.hampton-pa.org

July 1 through October 14, 2020

Every Wednesday...Rain or Shine

Time: 3:00 PM – 7:00 PM

BOOTH PRICING OPTIONS - Can pay monthly OR pay for the entire season in advance and save!

Special Value –All SEASON for \$100.00

I am requesting registration for the entire season.

I am requesting registration for the following months: (please check each box)

	<input type="checkbox"/> July Fee \$40	<input type="checkbox"/> August Fee \$40	<input type="checkbox"/> Sept./Oct Fee \$40
	July 1, 8, 15, 22, 29	Aug. 5, 12, 19, 26	Sept. 2, 9, 16, 23, 30; Oct. 7, 14

Farmer/Vendor/Company NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE (primary): _____ PHONE (other): _____

BUSINESS NAME & ADDRESS: _____

Email: _____

PRODUCTS TO BE SOLD: (Please note that there is no exclusivity implied for any product and the Dept. of Community Services reserves the right to decline permission to vend a product(s) at any time that is not conducive to a successful Market. The collection of all appropriate taxes is the responsibility of the vendor. All vendors are solely responsible to meet all health code provisions and follow any and all rules for certification that apply to the product(s). Any items needed to vend (including but not limited to tables, tents and signage) must be provided by the vendor and must be of a quality that provides a safe environment for the public.)

Please list product(s) you intend to sell and be specific.

***** Please note that should you wish to add to the list you must first discuss the new product with Bill Ryder, DCS Program Supervisor (Market Supervisor), prior to vending date. *****

Type & Size of Truck/Vehicle (if selling from directly): _____

Please also note the following:

*Return this application by mail or drop it off at the Hampton Community Center no later than **June 25, 2020** to be guaranteed space.

*No vendor will be permitted to vend unless all fees are paid at least one week in advance (for those paying monthly).

*Vendors are expected to arrive between 2:00-2:30pm to set up and be able to vend when the market opens promptly at 3:00pm and remain in place until the market concludes at 7:00pm. Vendors that do not comply with these procedures may not be permitted to return for future dates and will not be eligible for a refund of fees paid. Emergency exceptions must be brought to the attention of Bill Ryder prior to the vendor leaving the premises.

* The vendor's space must be in clean condition at the close of the market day and the vendor must place trash in the park dumpsters. No trash or unsold product may be left.

*Electricity is not available at the market site. Vendors requiring electricity must provide their own. Please speak with Bill Ryder in advance to discuss accommodations and permission. Park restrooms are available. No access to water.

*During exceptional weather conditions the Market Supervisor may decide to cancel or suspend vending. But please note that Rain or Shine is the prevailing condition.

*Repeated absences by vendors may result in that vendor being eliminated from Hampton Twp. Farmers' Market, at the Market Supervisor's discretion. In the event a vendor is dismissed, a refund will not be issued for any remaining weeks.

Vendor Participation

Vendors are notified of their acceptance through written letter/email.
Submission of a vendor application does not guarantee acceptance to vend.

Liability

The Township of Hampton does not provide insurance to cover products sold or the vendor, grower, producer, his/her employees or agents at the Hampton Twp. Farmer's Market.

Each vendor must provide **two separate copies of Liability and Product Liability insurance** prior to their participation in the market. Each certificate must show a minimum of \$1,000,000 general liability coverage with valid dates of coverage.

Certificate must name: [Twp. of Hampton, 3101 McCully Road, Allison Park, PA 15101] as Additional Insured.

Please return completed 2-page application along with your check payable to: **HAMPTON TOWNSHIP**
Drop off or mail to: Bill Ryder, Attn: Farmers' Market, 3101 McCully Rd, Allison Park, PA 15101

NOTE: Farmer's Market held rain or shine. No refunds will be given.

Check box:

- By making this application and by vending at the Hampton Twp. Farmers' Market, vendors accept the rules and regulations and are bound by them. Non-compliance will result in non-participation without refund of fees paid. No vendor will be permitted to vend until both correct insurance Certificates have been submitted.

Signature: _____ **Date:** _____ **Amount Enclosed: \$** _____ **Ck#** _____

Hampton Twp. Dept. of Community Services, www.hampton-pa.org, Phone. 412-487-7870

OFFICE USE ONLY-----

Amount Paid \$ _____ Cash \$ _____ Check # _____ Date received _____

Township of Hampton Farmer's Market 2020 Rules and Regulations

Welcome! The mission of the farmer's market is to provide access to fresh, locally grown foods, homemade items, and promote a sense of community.

Vendor Equipment and Supplies

Each vendor is responsible for providing and removing any and all equipment and supplies he or she requires to do business on the Community Park. This includes EZ up tents, signs, tables, chairs, products used in cleanup purposes as well as collection and removal of all refuse from their space. Nothing is permitted to be secured to asphalt/concrete surface with spikes/nails etc.-- sand bags or weights only.

Vendor Space

Township of Hampton will assign exhibit space. Vendor space will be designated and not exceed 10 feet wide in length by 10 feet deep. No electricity will be available or provided.

Hours of operation and Location

Farmer's market shall be located at the Community Center parking lot or the Pool Parking lot. Location may be changed within the Community Park. Market shall operate every Wednesday from 3:00 – 7:00 p.m. from July 1 through October 14, 2020. All vendors must remain at the site until the 7:00pm closing and must vacate the Park by 8:00 p.m.

Set Up & Clean Up

Arrival and set up begins no earlier than 2:00 p.m. and tear down and clean up must be completed by 8:00 p.m. Vendors are responsible for removing all garbage from their space.

Displays

Tables, pop-up tents, signs and display items must be in good condition. A copy of all current licenses, certifications, and inspections must be on-site and on file with the Township of Hampton and are recommended to be posted. No vehicle may remain at or on the space.

Car size vehicle parking may be approved behind your space. Large vehicles/trucks parking will be designated.

Miscellaneous

Tobacco products, Alcohol, or illegal substances are not permitted on the Community Park.

Selling of alcohol, wine, spirits, beer is permitted with appropriate alcohol permits.

Vendor's children brought to the market must be under the direct and close supervision of a designated adult.

No live animals, fowl, or fish may be sold.

Cooking on site must be approved in advance. If permitted, the site must be thoroughly cleaned up prior to leaving the site. Nothing may remain.

No pets are permitted at the market. The exception is service dogs.

Report any injuries to Bill Ryder, Program Supervisor, 412-487-7870.

Township of Hampton is not responsible for damage or loss of personal belongings.

Vendors operate at their own's risk and assume liability from the customers.

Insurance

Vendors are required to obtain general liability and product liability coverage in the amount of \$1 million dollars and name the *Township of Hampton* as additional insured. A current certificate must remain on file with Township of Hampton (please see attached sample).

Food Safety Procedures

All applicable food safety regulations (Allegheny county, federal, state) must be adhered to at all times.

Certificates/Licenses Required

1. Proof of insurance as specified in Rules & Regulations
2. All appropriate permits as required for products being sold: i.e. health permits, food & safety permits, nursery license, dairy & meat permits, etc.

Bill Ryder
Program Supervisor
Department of Community Services
3101 McCully Road
Allison Park, PA 15101
412-487-7870 x 1316
bill.ryder@hampton-pa.org

For the public and vendor safety, additional rules for vendors have been added in accordance with Allegheny County Health Department guidance.

- Vendors must wear masks and gloves
- Vendors must maintain 6 feet distance from customers and vendors
- Sampling is prohibited
- No consumption, no preparing food, no packaging food on site
- Product must be protected from contamination behind sneeze guards or plastic shields or a 6 foot distance
- Bring your own sanitizer / disinfectant for your booth
- Food should be pre-packaged but understand farmers cannot bag all items
- Customers may not touch unpackaged food
- Wash hands frequently with soap, warm water for 20 seconds or use hand sanitizer
- Avoid touching your face
- Regularly clean and disinfect frequently touched surfaces
- Do not handle customer's bags
- No adding ice to any drinks
- If able, offer pre-ordering and alternative payments
- Sanitize after each money transaction
- Do not participate if showing signs or having known exposure to Covid-19