

Downtown Johnstown Farmers Market

2024 Rules and Regulations

Organizer

The organizer is the City of Johnstown as represented by City Staff.

Location

The Downtown Farmers Market will be located at Central Park. Vendor spaces will be placed in the parking spots along Main Street, Franklin Street, and Gazebo Place sides of the park. Other locations may be utilized at the discretion of the organizer.

Dates:

May 31 – October 25th, 2024. 9:00 AM – 2:00 PM

The application deadline is May 3rd, 2024.

Vendor Parking

Vendors are not permitted to park along the perimeter of the park – Parking passes will be given to all vendors to park at any meter not located along the park.

Permits and Fees

Each participating vendor must pay a non-refundable registration fee of \$55.00 to participate in the market. This fee will be applied to the operational and administrative costs of the market. Each vendor shall be responsible for ensuring they have all required Permits, Licenses, and/or Certifications. The PA Department of Agriculture (PDA) licenses and inspects all retail food facilities in PA. All food vendors must have a retail food license through the Department of Agriculture.

Dept of Ag Licensing Exemption: Licensing/inspections through the PA Dept of Agriculture are not required for vendors that sell only whole uncut produce (raw agricultural products) or pre-packaged Non-Time/Temperature Control for Safety food (TCS) (non-perishable food products). More info below: https://www.agriculture.pa.gov/consumer_protection/FoodSafety/Retail%20Food/pages/default.aspx

- 1) The preferred method of payment for registration fee is Check
- 2) Checks may be made payable to: **The City of Johnstown**
- 3) Should you need to pay the registration fee by other means, contact the Organizer prior to submitting the payment to ensure that the method of payment will be accepted.

Every vendor will be required to receive the following licenses:

- 1) City of Johnstown *and* Greater Johnstown School District mercantile license/tax

Any entity doing business within the City of Johnstown for profit must obtain a mercantile license and pay the corresponding mercantile tax on annual gross revenues.

To obtain this mercantile license go to: www.HAB-INC.com on the red banner at the top of the page click on **Forms** > In the drop down box click on **Business Privilege Tax Forms** > Where it states **Registration For Business Privilege/Mercantile** click on the button that says **Online** > Fill out the form and hit **Submit**.

Should you have any questions about the Mercantile License, contact Berkheimer Tax innovations at 1-610-599-3140

- 2) City of Johnstown vendor license, **if** selling goods that are not produced by one's own self.

Additional Documentation

- 1) Signed City of Johnstown Indemnity Agreement

- 2) City of Johnstown 2024 Farmers Market Vendor Certification Form
- 3) Any and all state required documentation (Vendors are responsible for acquiring and maintaining all documentation).

Dismissal

Any vendor in violation of these rules and regulations during the market may be removed from the market at the discretion of the Organizer and barred from City events for a time to be determined by the Organizer.

Market Practices

- 1) Fraudulent, dishonest or deceptive merchandising, or collusion to set prices among vendors will be grounds for forfeiture of the right to do business of any kind in the market for a length of time to be determined by the market organizers.
- 2) It is the sole discretion of the organizer to allow or disallow the selling or solicitation of any goods, products services, and or charitable contribution at any time for any reason.
- 3) Vendors may not claim to represent the City of Johnstown in any capacity.
- 4) Vendors may not disparage or defame the Johnstown Farmers Market, its organizers, the City of Johnstown, or the other vendors of the Market.
- 5) The organizer reserves the right to amend these rules and regulations at any time for any reason.
- 6) Vendors may not have more than one unexcused absences or three excused absences, unless approved by organizers. Vendors may start the market later in the season or finish the season early if the organizer gives prior approval.
 - An excused absence shall be an absence where the vendor either notifies the organizer with at least 24 hours or has a justifiable reason that 24 hours' notice could not be given.
 - An unexcused absence shall be any absence where no notice or justification is given

Vendor Spaces

- 1) The City of Johnstown will assign vendor spaces to those whose applications have been approved and who have paid the registration fee.
- 2) Assigned spaces shall be determined based on the needs of the organizers.
- 3) Vendors can only sell from the space assigned to them by the City of Johnstown.
- 4) Vendors must set up a booth and/or tent in their space, as selling from vehicles is prohibited (unless special permission is granted by the organizer). Displays should be raised at least 24 inches from the ground. This structure must not impede the traffic on Main Street, Franklin Street, or Gazebo Place in any way.
- 5) The organizer reserves the right to move and reassign vendor spots to enhance or facilitate market operations.
- 6) Vendors are responsible for cleaning their spaces before leaving.
- 7) Vendors must display a sign which states the producer's name and address.
- 8) All prices should be visibly displayed in all booths/tents.
- 9) Generators may be used so long as they are contained within the space provided and noise, exhaust fumes, heat, and/or wiring do not create a hazard or nuisance. Generators must be stopped and/or removed at the request of organizer for any reason.

Document Checklist

Documents may not be altered or amended by any party other than the Organizer.

Any documents that have been found to be altered will not be accepted and vendors will be barred from participating in the Market until an unaltered document has been submitted.

The following must be provided to the City prior to participation in the market.



Application

Mercantile License

Vendor License (If selling products not produced by one's own self)

Vendor Certification Form

Indemnity Agreement

Payment