

Downtown Johnstown Famers Market

2026 Rules and Regulations

Organizer:

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

Location & Vendor Parking:

The Downtown Farmers Market will be held on Market Street. Once set-up is complete, all vendors are required to park in the ITC Garage on Vine Street in the designated vendor spaces.

Each vendor will be assigned a reserved parking space and must clearly always display the “**RESERVED VENDORS ONLY**” pass on their vehicle dashboard.

Vendors are not permitted to park personal vehicles at the Farmers Market location on Market Street or at any metered parking spaces unless they are approved by the organizer to sell directly from their vehicle.

Dates:

Friday’s starting May 15th – October 16th, 2026 from 9:00 AM – 2:00 PM

The application deadline is May 1st, 2026

Permits and Fees:

Each participating vendor must pay a non-refundable registration fee of **\$75.00** 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 you are selling goods that are not produced by one’s own self.

Additional Documentation:

- 1) Signed City of Johnstown Indemnity Agreement
- 2) City of Johnstown 2026 Farmers Market Vendor Certification Form
- 3) Any and all state required documentation (Vendors are responsible for acquiring and maintaining all documentation).

Market Rules and Regulations:

1) Prohibited Conduct

Fraudulent, dishonest, or deceptive merchandising practices, including but not limited to collusion among vendors to set prices, are strictly prohibited. Violation of this provision may result in suspension or revocation of the vendor's privilege to conduct business at the Market for a period determined by the Market Organizer.

2) Authority of the Market Organizer

The Market Organizer retains sole and absolute discretion to permit, restrict, or prohibit the sale or solicitation of any goods, products, services, or charitable contributions at any time and for any reason deemed appropriate and in the best interest of the Market.

Representation

Vendors shall not represent themselves as agents, employees, or official representatives of the City of Johnstown.

Professional Conduct

Vendors shall not disparage, defame, or otherwise make harmful or misleading statements regarding the Johnstown Farmers Market, its organizers, the City of Johnstown, or other Market vendors.

3) Amendments

The Market Organizer reserves the right to amend, modify, or supplement these Rules and Regulations at any time. Vendors will be notified of any substantive changes.

4) Attendance Requirements

a. Vendors are limited to no more than one (1) unexcused absence or three (3) excused absences per Market season, unless otherwise approved in writing by the Market Organizer.

b. Vendors may begin participation after the start of the season or conclude participation prior to the end of the season with prior written approval from the Market Organizer.

c. An "*Excused Absence*" is defined as an absence for which the vendor provides at least twenty-four (24) hours' notice to the Market Organizer or demonstrates a justifiable reason why such notice could not reasonably be provided.

d. An "*Unexcused Absence*" is defined as any absence for which no prior notice or reasonable justification is provided.

Vendor Spaces:

- 1) The City of Johnstown will assign vendor spaces to applicants whose registrations have been approved and whose fees have been paid in full.
- 2) Space assignments will be determined based on event layout and the operational needs of the organizers.
- 3) Vendors may sell only from the space assigned to them by the City of Johnstown.
- 4) Vendors must set up a booth and/or tent within their assigned space. Selling directly from vehicles is prohibited unless prior written approval is granted by the event organizer. All displays must be elevated at least 24 inches above ground.
- 5) The event organizer reserves the right to relocate or reassign vendor spaces as necessary to enhance safety, traffic flow, or overall event operations.
- 6) Vendors are responsible for cleaning and restoring their assigned space prior to departure.
- 7) Vendors must clearly display signage identifying the producer's name and address.
- 8) All prices must be clear and visibly posted within each booth or tent.
- 9) Generators are permitted provided they remain within the assigned space and do not create excessive noise, fumes, heat, or safety hazards. The organizer reserves the right to require a generator to be shut down or removed at any time.

Vendor Dismissal:

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

Document Checklist

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

Any documents found to be altered will not be accepted, and vendor will be prohibited 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**