



Antietam Valley Farmers' and Artists' Market: Winter Market

Statement of Purpose

The Antietam Valley Farmers and Artists Market (AVFAM) is a market that was created and organized to operate a local farmers market which will offer consumers a wide range of locally grown produce and products made by the vendors themselves. The market will serve a long established residential community of over 9000 people, as well as serve as a destination market for walkers and drivers alike. This market is designed to create a strong sense of community, and will help to sustain our local farming families and artists by providing a strong and direct market sales site.

Season and Dates

The 2017 Winter Market season will be held on **November 22** and **December 9 & 22, 2017**.

The market will consist of three dates, rain or shine. We are indoors at the Recreation Center. The November 22 and December 22 markets will be "happy hour" markets. Our Summer season will begin March 17, 2018.

Location and Times

The AVFAM will be located in the heart of the Antietam Valley inside the Antietam Valley Recreation & Community Center, located at 905 Byram Street, Pennside, PA 19606. The market will open at 9 AM and close at 12 PM on December 9. The market will be open at 5 PM and close at 8 PM on November 22 and December 22.

Product Categories

*vegetables * cut flowers *meats and animal products * baked goods * live plants
*crafts and other approved products * fruits * dairy products * fish/seafood *prepared foods

Fees

- The fee for the Winter Market is \$35. There are no part time vendors permitted.

Application Procedures

- Vendor may apply by downloading application from farmersmarket.antietamvalley.org and mail
- Vendor fee must be paid when the application is submitted
- Applications are due no later than **November 15, 2017**
- Proof of insurance, **3 copies**, must be included with the application, as well as payment
- Vendors will be required to submit a new application each market season
- No walk-ons will be permitted to participate in the AVFAM

Vendor Space and Position Assignment

- Vendor space will be assigned by the Market Master. **Returning vendors will be given priority when assigning space**
- Each vendor will be assigned a 10 X 10 ft. space

Market Stands

Each market stand must meet the following requirements:

- Stands must be set up and ready to operate by 9 AM; and removed in their entirety by 12:30 PM; or set up by 5 PM and out by 8:30PM
- All item prices must be posted prior to the market opening and must be posted at all times
- Each vendor must have a farm/business sign posted each market day
- Vendor's produce must be 80% grown by the farmer, 20% may be supplemented
- Vendors *must* identify any organic or supplemented products
- Vendors should strive to sell products of the highest quality and freshness
- Vendors must maintain a clean and neat stand -- tables and other fixtures should be in good repair
- Each vendor is responsible for cleaning up their market site at the end of each market day
- It is the responsibility of each vendor to remove trash that is generated from their stand and haul it away at the end of the market day
- If you are running late, or have an emergency and cannot attend, please contact **Amy Chiarelli, Market Master, at 610-780-9803**

Marketing

- Vendor logos will appear on our website with contact information
- A weekly email newsletter to our growing mailing list of 2000+ names; includes specific vendor specials for the week (due to Margaret at studio@margaretsaylor.com by Thursday noon for Saturday market)
- An informational email sent Monday mornings to apprise vendors of any news of the week
- Weekly posts to Facebook, Instagram, & Twitter
- Local advertising, press releases, and news outlets

Regulatory Compliance

Vendors are personally responsible to be in compliance with all applicable local, state, and federal regulations. These include but are not limited to:

- Pesticide licensing and safe use
- Certification of scales by the department of weights and measures
- Organic certification for products claimed to be organically grown
- State sales tax where applicable
- Health and labeling regulations that apply to preserves, honey, cider, baked goods, canned goods, eggs, dairy products, meats, etc.
- Certified kitchen license if applicable

Liability

Each vendor must provide a minimum of \$500,000 in liability coverage and issue a certificate to:

Antietam Valley Recreation & Community Center (AVRCC), 905 Byram St., Reading, PA 19606
Mt. Penn Borough Municipal Authority (MPBMA), 200 North 25th St, Reading, PA 19606
Antietam Valley Community Partnership (AVCP), PO Box 3616, Reading, PA 19606

naming those bodies as "also insured". **These three certificates must be included with the application, as well as payment.**