

Saxton's Farmer's Market 2025

Saxton Parkway

(Saxton Boro – Between Main Street & Lower Main Street)

Please complete this application by May 30, 2025 and submit to:

David Edwards (Interim Market Manager)
1000 Main Street
Saxton, Pa 16678
daedwards2@comcast.net
(814) 937-5724



Questions regarding this event can be directed to the Market Manager.

Business Name: _____

Name of Primary Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

The Farmers Market for 2025 will be held every Saturday from **June 07 – September 27, 2025**. The hours will be 9am – 1pm

Vendors Fee Policy:

☐ \$10.00 per spot (12x12) for an individual Market Day

Please make checks payable to: Broad Top Chamber of Commerce and earmark "Farmers Market"

Dates of the 2025 Farmers Market

Check Individual dates that you plan on attending:

June	☐ 7 th	☐ 14 th	☐ 21 st	☐ 28 th	
July	☐ 5 th	☐ 12 th	☐ 19 th	☐ 26 th	
August		☐ 9 th	☐ 16 th	☐ 23 rd	☐ 30 th
September	☐ 6 th	☐ 13 th	☐ 20 th	☐ 27 th	

The Broad Top Chamber reserves the right to change dates due to lack of participation

Please check off the type of products you plan to produce or sell:

*** Please be prepared to show proper **licensing** (if required) and supply **certificate of insurance** and payment upon acceptance of application. (See Rules) ***

1. Raw Agricultural Products

- **Exempt** from licensing requirements but are still subject to inspection.

☐ Fruits and vegetables from the farm that have not been processed.

2. Pre-Packaged, Non-Potentially Hazardous

- **PA Department of Agriculture registration required for home processing.**
 - (See [APPLICATION PACKET FOOD ESTABLISHMENT REGISTRATION - LIMITED FOOD ESTABLISHMENTS](#))
- **Exempt** from licensing requirements but are still subject to inspection.

☐ Baked Goods (wrapped)	☐ Canned Pickled Products
☐ Preserved Foods (jams, jellies, dried veggies & Herbs)	☐ Apple Cider
☐ Honey Products	☐ Maple Syrups
☐ Homemade marinades, dressings, seasonings	☐ Candies

3. Unpackaged, Non-Potentially Hazardous

- **PA Department of Agriculture registration required for home processing.**
 - (See [APPLICATION PACKET FOOD ESTABLISHMENT REGISTRATION - LIMITED FOOD ESTABLISHMENTS](#))
- **A Temporary or Permanent Retail Food Facility license is required.**
 - (See [APPLICATION PACKET RETAIL FOOD FACILITIES - FARMERS MARKETS](#))

☐ Baked Goods sold loose/unwrapped (cake, cookies, bread, bulk candy)

4. Pre-Packaged, Potentially Hazardous

- Includes items that are temperature sensitive.
- A Temporary or Permanent Retail Food Facility License is required.
 - (See [APPLICATION PACKET RETAIL FOOD FACILITIES - FARMERS MARKETS](#))

☐ Eggs	☐ Milk
☐ Meat	☐ Cheese

5. Ready-To-Eat on the premises

- Food sold for immediate consumption, including food carts.
- A Temporary or Permanent Retail Food Facility License is required.
 - (See [APPLICATION PACKET RETAIL FOOD FACILITIES - TEMPORARY FOOD FACILITIES \(14 days Non-Mobile\)](#))

☐ Prepared Food / Beverages

6. Others

☐ Homemade soaps, lotions, personal care products

☐ Homemade Crafts (Farm-based handcraft, quilts, woodworking)

☐ Plants / Seeds / Ornamentals / Cut Flowers

Please list local, state and/or federal licenses and/or certifications you hold to sell your products:

For access to the following links, please visit www.broadtopchamber.org and look under **EVENT section then **Farmers Market**.**

[Application Packet Retail Food Facility - Farmers Market.pdf](#)

[Application Packet Food Establishment Registration - Limited Food Establishment.pdf](#)

[Application for Market Nutrition Program \(FMNP\) \(SFMNP\).pdf](#)

[Farmers Market Food Safety Guidelines.pdf](#)

[PA Sales and Use Tax for Farmers Markets.pdf](#)

[PDA Farmers Market Inspection and Licensing Guidelines.pdf](#)

The undersigned hereby agrees to indemnify and hold harmless the Broad Top Chamber of Commerce Farmer's Market, municipality and/or property owner from any loss, liability, or claim arising from any acts or omissions of the undersigned, his/her employees, agents, guests, or invitees which are in any way related to the activities contemplated by this agreement, including reasonable attorney's fees. Furthermore, I understand that the Broad Top Chamber of Commerce Farmer's Market retains the right to limit the sale of goods deemed inappropriate, unsafe, or unsanitary. I understand that I have full responsibility and liability for my displays and products, as well as compliance with applicable Pennsylvania laws to include sales tax laws.

I attest to the truth and accuracy of all information provided on this application. I have read and agree to comply with the Broad Top Chamber of Commerce Farmer's Market Rules and Regulations.

Print Name: _____

Company Name: _____

Signature: _____

Date: _____

Saxton Farmers Market Vendor Fee Policy 2025

Weekly fees

- Each vendor may choose to
 - Pay weekly fee each week vendor is participating in the market **or**
 - Pay for the entire season up front (Dates marked on application)
- Weekly fees are \$10.00 per space (12x12) per individual Market Day

Annual fee

- Vendors need to pay upon acceptance of application.

Fee refunds / credits for up-front payments

- If a vendor withdraws voluntarily from the market during the season and has given notice to the Market Manager of his/her decision to withdraw, Prepaid fees for the remainder of the season shall be refunded.
- If a vendor stops attending the market **without** giving notice to the Market Manager of his/her decision to withdraw, prepaid fees for the remainder of the season will not be refunded or credited.
- If a vendor is unable to attend the market on particular date(s) and communicates in advance with the Market Manager, the vendor's account will be credited for unused weeks, for use in the following season. If the vendor does not plan to return to the market the next season, the amount will be refunded.

RULES AND REGULATIONS OF THE SAXTON FARMERS MARKET 2025

The Saxton Farmers Market (SFM) is sponsored by the Broad Top Chamber of Commerce (BTCOC) and the purpose is to allow local producers, growers, makers, and artists, sell directly to the public in accordance with State and County regulations.

DATE, TIME AND LOCATION:

1. The SFM will be held every Saturday from June 7 through September.
2. The hours will be from 9:00 am and closes at 1:00 pm.
3. The BTCOC reserves the right to change/extend these dates if required.
4. The location will be at **The Saxton Parkway** (*Between Main Street and Lower Main Street*)

APPLICATION:

1. A Saxton Farmers Market Application must be submitted to the Market Manager by the deadline date on the application.
2. Once approved, the vendor will be notified and will be assigned a spot at the beginning of the season.
3. The term of the application will be for one year. A renewal application will be submitted every year after.

CRITERIA:

1. All products sold at the market must be grown or made by the producer/vendor, except in cases where the Farmers Market Committee (FMC) allows the resale of specific eligible items in short supply at the market.
2. If permitted for resale items, the producer can purchase items from another local producer as a supplement under the following stipulations:
 - a. Resale items cannot exceed 20% by volume of the producers' total sales.
 - b. **Fruits and vegetables from wholesale auctions are prohibited.**
 - c. The producers agree to allow the Market Manager to review documentation, such as purchase orders and sales receipts, to verify compliance with these rules.
3. Preference will be given to producers/vendors judged to have an adequate volume of produce to sell at the market and to producers/vendors judged to be capable of participating consistently over the length of the market season.
4. Preference will be given to producers/vendors offering items for sale that will add to the market's overall variety of agricultural products.

VENDORS SPACE FEES:

1. Weekly fees must be paid according to the SFM Vendor Fee Policy. Fees will be set by the BTCOC.
2. The space fee (12'x12') for the vendors at the Farmers Market is \$10.00 per market day/spot.
3. Vendors may purchase more than one space/day for an additional \$10.00 per spot if there are spaces available.
4. The \$10.00 fee will be collected each market day. Checks made payable to: Broad Top Chamber of Commerce earmarked "Farmers Market". Note: **Checks may not be cashed right away.**

ITEMS FOR SALE:

1. Vendors shall indicate the major categories of products they plan to sell on an application form to be submitted at the beginning of each season.
2. Priority will be given over items sold.

- a. Agricultural products that have been approved by the FMC.
 - b. 90% of products must have been raised and prepared by the producer/vendor intending to sell the products.
3. Products sold can be expanded and limited by the vote of the FMC. The following can be sold with the proper licenses if applicable.
 - a. Fruits and vegetables from the farm that have not been processed
 - b. Baked Goods (wrapped), Canned Pickled Products, Preserved Foods (jams, jellies, dried veggies & herbs, Apple Cider, Honey Products, Maple Syrups, Homemade marinades, dressings, & seasonings and Candies
 - c. Baked Goods sold loose/unwrapped (cake, cookies, bread, bulk candy)
 - d. Eggs, Milk, Meat, and Cheese
 - e. Prepared Food / Beverages
 - f. Homemade soaps, lotions, personal care products
 - g. Homemade Crafts (Farm-based handcraft, quilts, woodworking)
 - h. Plants / Seeds / Ornamentals / Cut Flowers
4. Vendors offering value added/baked goods and arts/artesian/craft items will be approved on a limited basis at the discretion of the Market Manager.
5. Existing product/vendor mix will be considered in the application review process. Applicants who are denied solely based on excessive product overlap with existing vendors may choose to be placed on a waiting list for the current season only, to be contacted by the FMM if an opening arises. (This is to ensure we have a variety of products and not everyone is selling the same product)
6. Vendors and their representatives must comply with local, state and federal regulations that apply to their products. These include but are not limited to:
 - a. Collecting PA state sales tax as required by law.
 - b. Complying with State and Local health regulations.
 - c. Complying with regulations pertaining to Organic certification (when vendors are representing that their goods are organically grown)

PRODUCT PRICING:

1. Producers are asked to refrain from price undercutting.
2. Producers may sell by piece or by volume.
3. Producers may sell by weight only if they use scales with a current inspection sticker from the Pennsylvania Dept. of Agriculture.

INSURANCE:

1. New vendors shall submit a certificate of insurance upon approval of their application, along with their annual membership fee.
2. The certificate shall name the **Broad Top Chamber of Commerce** and shall list the market's physical address: **Main Street, Saxton, Pa 16678**.
3. Market vendors are required to submit proof of a valid product liability insurance policy prior to the start of the market.
4. Vendors without valid up-to-date insurance will not be permitted to set up at the market.

VENDORS STAND:

1. Spaces will be assigned to the approved producers/vendors by the Market Manager. That space will be assigned to the vendor all year.
2. Producers must furnish their own table, chairs, and other display needs including rain protection.
3. Vendors are responsible for the cleanliness in and around their assigned space. At the close of the day, all trash and waste is to be removed by the vendor.

4. Unsafe market conditions should be brought to the attention of the Market Manager immediately. The Assistant Market Manager shall be in charge when the Market Manager is not present.

CODE OF CONDUCT:

1. Vendors are expected to conduct business in a courteous manner. Attracting attention to goods by hawking or crying out is prohibited. Argument, harassment of purchasers, and profane language will not be tolerated.
2. Violations of the rules should be brought to the attention of the Market Manager. Failure to comply with the rules and regulations of the Farmers Market will result in the removal of the offending producer from the market for that day. If the offense is identified and may result in the banning of the producer for any period of time deemed appropriate by the Market Manager and approved by the FMC, including permanent banning.

MISCELLANEOUS:

1. Vendors are not permitted to bring pets to the Farmers Market.
2. Vendors choosing to bring children under 12 years of age must always accompany his/her child. Children within the vendor space should not disrupt the flow of business.

DUTIES OF THE MARKET MANAGER OF THE BROAD TOP CHAMBER OF COMMERCE FARMERS MARKET

- The Market Manager will review and approve/deny all producer submitted applications.
- The Market Manager will assign vendor space.
- The Market Manager will collect market space fees.
- The Market Manager will enforce the rules and regulations of the Farmers Market.
- The Market Manager will enforce the verification of locally grown products.
- The Market Manager may revise the rule and regulations of the Saxton Farmers Market as needed to maintain and improve the market.
- Complaints should be in handwritten form, presented to the Market Manager, and will be handled as deemed appropriate.