The FOOD TRUST

Farmers Markets Program
2026 Vendor Handbook

TABLE OF CONTENTS

I. Introduction **3**

II. Vendor and Product Guidelines **4**

III. Determining Farmers Market Vendor Participation **6**

IV. Market Registration and Fees **6**

V. Licenses, Permits, Insurance and Other Requirements. **8**

VI. Farmers Market Rules **12**

- Penalties and Enforcement 12
- Vendor Participation and Scheduling 12
- Inclement Weather 13
- Vendor Conduct and Professional Standard 13
- Market Safety 15
- Operations, Setup and Equipment 15
- Product Standards and Labeling Requirements 17
- Customer and Vendor Community Policies 17

Appendix I – Market Currencies **19**

Appendix II – Fines for Infractions **20**

Appendix III – The Food Trust's Extreme Weather Guidelines **21**

I. Introduction

About The Food Trust
Founded in 1992, The Food Trust works with neighborhoods, institutions, retailers, farmers and policymakers across the country to ensure delicious, nutritious food for all. Backed by three decades of research and evaluation, our holistic, community-centered approach to nutrition security weaves together three core programming elements — access, affordability and education — as well as a focus on advocating for public policy solutions.

The Food Trust Farmers Market Program Overview
The Food Trust's Farmers Market Program operates a network of year-round and seasonal farmers markets across the city of Philadelphia. The Food Trust runs farmers markets in a variety of diverse neighborhoods across the city with a focus on areas with limited access to fresh produce. All markets accept SNAP (Supplemental Nutrition Assistance Program)/EBT, Food Bucks (fruit and vegetable coupons), and require all eligible vendors to accept WIC and Senior Farmers Market Nutrition Program (FMNP) checks.

The Food Trust is committed to providing access to fresh, healthy food for Philadelphia communities and recognizes the vital role of Farmers Market vendors in this mission. The long-standing collaborations with growers, chefs, small businesses, herbalists, bakers, and other food purveyors is an essential part of the work. This handbook serves to ensure the safety and success of vendors, customers and market staff. By understanding and adhering to this shared agreement, all parties can contribute to a thriving and sustainable marketplace.

The Food Trust Farmers Market Team and their Roles
The Farmers Market team includes Farmers Market Managers and office-based Farmers Market staff. The Farmers Market staff manages all required permits and ordinances, oversees vendor reimbursement and billing, promotes the market through social media and traditional advertising, seeks grant and sponsorship funding to support market operations, organizes special events, arranges educational activities, and collaborates with community partners. Market Managers are onsite at the Farmers Market each week and are responsible for opening and closing the market, operating a wireless point-of-sale machine that accepts SNAP-EBT, ensuring vendors have posted signs and prices and are following the market rules, talking with customers, and reporting customer and farmer suggestions and questions to The Food Trust.

Check out our website to learn more about the team.

Contact Information
The Food Trust
1617 John F. Kennedy Blvd., Suite 900
Philadelphia, PA 19103

Email: farmersmarket@thefoodtrust.org
Phone: 215-575-0444
Fax: 215-575-0466

About the Vendor Handbook
The policies, rules, guidelines and procedures outlined in The Food Trust Farmers Markets Program 2026 Handbook ("Vendor Handbook"), may be modified by The Food Trust in writing ("Rules") to ensure the success, safety and efficiency of the Farmers Markets. All vendors agree to comply with the Rules when submitting an application to sell. Vendors are also responsible for complying with local, state and federal laws, ordinances and regulations ("Legal Requirements''). ***Failure to comply with the Rules or Legal Requirements could result in penalties as outlined in this Handbook.***

II. Vendor and Product Guidelines

General Guidelines

- All vendors must be an active owner/operator of the business named on the application. All businesses must be located and doing business in Pennsylvania (PA), New Jersey (NJ), New York (NY), Maryland (MD) or Delaware (DE).
- Requests for adding, discontinuing or making any other changes to your list of products or ingredients after vendors have been issued their Farmers Market placement must be submitted to The Food Trust's office in writing and will be reviewed for approval.
- Buying in/reselling is not permitted unless The Food Trust determines the resold items will fill a gap in the market. The Food Trust will grant individual vendors permission to resell items. Resold items must be clearly labeled with the farm, town or county of origin, relevant production methods and should be clearly distinct from the goods sold from the vendor's farm. If the vendor does not receive approval to sell a product that was not produced by the vendor, the product must be removed from the vendor's sales area.
- The Food Trust reserves the right to prohibit the sale of any product or deny anyone the privilege of selling at any of The Food Trust's Farmers Markets at any time.
- The Food Trust reserves the right to visit any farm or establishment used by vendors with advance notice to inspect the production of products sold at the markets. Farmers Market placement may be revoked if a visit reveals discrepancies between the vendor's farm or business practices and The Food Trust's Rules or Legal Requirements.

Product Eligibility

Products sold at The Food Trust's Farmers Markets are limited to four categories, listed below as Sections 1 through 4. Vendors may only sell products listed on their application and approved by The Food Trust. Returning vendors must include a detailed list of products each year, clearly noting if they are intending to add or remove products they sold the previous year. All products must be grown or produced in PA, NJ, NY, MD or DE.

1. **Farm Fresh Products**
   a. **Definition:** Fresh fruits and vegetables, herbs, nuts, honey, dairy products, poultry, mushrooms, meats, fish and shellfish sold directly by the farmer/producer. Also included in this category are fresh cut flowers, nursery stock and plant starts.

   b. **Requirements:** The Food Trust prioritizes fresh farm products grown, produced or foraged in PA, NJ, NY, MD or DE, and grown, produced or foraged by the vendor who is selling them, on land actively managed by the vendor. Upon approval, The Food Trust does allow exceptions to round out market offerings or to provide culturally appropriate produce. Exceptions to this requirement may be considered by The Food Trust in accordance with the General Guidelines, above.

2. **Value-Added**
   a. **Definition:** Foods processed, prepared and sold by the vendor. Examples include: preserves, jams, jellies, cider, wine, beer, distilled spirits, syrups, salsas, dried fruit, flours, salad dressings, pasta, baked goods, confections, and other related take-home foods. These foods are not prepared on-site at the markets.

   b. **Requirements:** All value-added or processed farm foods must be made from raw products and ingredients, with priority given to products that are grown/produced by the farmer/producer who is making and selling the product. The Food Trust gives priority to processed/prepared food vendors who purchase at least 20% of their raw ingredients from PA, NY, NJ, MD or DE farms. All locally-sourced ingredients should be clearly listed in the vendor's application to sell and must be communicated truthfully to The Food Trust and to the public thereafter.

3. **Prepared Foods and Food Trucks**
   a. **Definition:** Foods freshly made for immediate consumption by vendors (i.e. prepared food vendors). Examples include sandwiches, tacos, and soups.

   b. **Requirements:** The Food Trust gives priority to processed/prepared food vendors who purchase at least 20% of their raw ingredients from PA, NJ, NY, MD or DE farms. All locally-sourced ingredients should be clearly listed in the vendor's application to sell and must be communicated truthfully to The Food Trust and to the public thereafter.

4. **Additional Products**
   a. **Personal Care Products:** The Food Trust may offer limited placements for vendors of personal care and wellness products at Farmers Markets. Priority will be given to small businesses and start-up businesses that are based in Philadelphia and Farmers Market communities. In order to protect the health of our communities, The Food Trust does not allow the sale of medicinal products or allow vendors to make health claims.

   b. **Craft Products:** The Food Trust may offer limited placements for vendors of craft products at Farmers Markets during special opportunities and events. Priority will be given to small businesses and start-up businesses that are based in the Farmers Market community.

   c. **Promotional Merchandise:** Vendors may sell their own shopping or grocery bags, T-Shirts or other promotional merchandise without prior approval from The Food Trust.

III. Determining Farmers Market Vendor Participation

The Food Trust issues Farmers Market placements based on the unique demands of each market's customer base, with the goal of providing a well-balanced mix of high-quality products. Given the many (sometimes conflicting) factors that must be considered in determining vendor mix, it is not possible to accommodate every request for selling space at a particular market, specific stall locations, or protection from competition.

Vendor Selection Criteria
When selecting vendors, the criteria considered by The Food Trust include:

- Commitment to The Food Trust Farmers Markets, consistent attendance, sales reporting and payments
- Track record of respectful and professional conduct
- Product type, quality, and customer demand
- Representation of the community served and providing products that are culturally relevant
- Farm fresh offerings and/or commitment to local sourcing
- Vendor history of following the Farmers Market Program rules
- Vendor history of meeting financial obligations to The Food Trust

Market Placement
When considering market placement:

- The Food Trust gives priority for space in the markets to vendors with Farm Fresh Products and Value-Added Foods
- The Food Trust strives to include a healthy mix of experienced vendors while also providing opportunities for new vendors.
- Processed and prepared food vendors whose businesses have grown to include multiple sales outlets and/or brick-and-mortar operations are given lower priority than start-up businesses.

IV. Market Registration and Fees

Application Fee: There will be no application fee in 2026.

Vendor Fee Payments

- **Payment schedules**: Invoices for individual markets are released via Marketspread during the first week of the following month. *For example, market fees from the month of January are released the first week of February.*
- **Paying invoices:** Total market fees for each date must be paid by the vendor within 60 days of receipt of the invoice. Any discrepancies should be addressed to farmersmarket@thefoodtrust.org or by calling 215-575-0444.
- The Food Trust **now accepts online payments** via the Marketspread portal. Vendors have the option to pay by credit or debit card or by check.

Checks should be made payable to: <u>The Food Trust</u>
Send payment to:
Attn: Diana Minkus
The Food Trust
1617 John F. Kennedy Blvd, suite 900
Philadelphia, PA 19103

Reimbursements by The Food Trust
The Food Trust **<u>does not</u>** subtract EBT and/or Food Bucks transaction totals owed to vendors from market fees. EBT/Food Buck reimbursement payments require separate tracking and administration. The Food Trust strives to issue EBT or Food Bucks reimbursement within 60 days following the end of the month in which the charges were incurred.

Daily Market Fee
Daily market fees for the 2026 season (5/1/25 - 4/30/26) vary by market location and space allotted. The fee is calculated based on a 10' x 10' stall space.
***The exception to this spacing rule is Headhouse Farmers Market**. The unique architecture of the historic Headhouse Shambles results in inconsistent spacing for vendors, in addition to potential obstructions from trees or landscaping. To ensure a fair and functional market experience, The Food Trust carefully allocates spaces based on individual vendor requirements and operational footprint.*

Vendors requiring more than one stall space at year-round markets will be charged an additional $20 per 10' x 10' space. These fees are applicable to all new and returning vendors. Additional space must be requested and has limited availability.

Daily Fees per Market

Market	Daily Market Fee
Headhouse, Clark Park	$50 per market day, plus $20 for each additional space
Fairmount	$45 per market day, plus $20 for each additional 10’ x 10’ space
All other markets/ farm stands	$35 per market day

Vendor Sales Report
Submitting sales information is imperative for market operations. Without sales data, The Food Trust cannot make informed decisions about market operations, have a sense of market health, or accurately demonstrate our market’s impact on its vendors and local economy. All information provided by vendors is aggregated and will not be connected directly to their business.

Vendors must report daily gross sales to The Food Trust. Gross sales include all cash, credit, debit, EBT, Food Bucks, Farmers Market Nutrition Program. Sales can be reported through the Marketspread portal. Paper versions of sales reports are available if needed. Vendors may be audited and those that fail to report accurate sales may be subject to fines and/or penalties.

V. Licenses, Permits, Insurance and Other Requirements.

All vendors are required to submit current copies of any permits and licenses applicable to the sale of your products with The Food Trust Farmers Market Program Food Vendor Application ("Application"). Copies of these documents also should be carried with the vendor or the vendor's staff to each market where the vendor sells. Meat and poultry vendors must provide names of processing facilities used and may be asked to provide documentation of transactions for processing services.

Legal Requirements
Vendors are obligated to follow all legal requirements ("Legal Requirements") required for participating in The Food Trust Farmers Market Program. The information contained in this Vendor Handbook relating to any local, state and federal laws, ordinances, requirements and regulations is informational only. If the vendor has any questions as to its Legal Requirements, The Food Trust recommends consulting with legal counsel.

Insurance Requirements
Vendors must procure and maintain insurance, meeting at a minimum, the requirements below. Evidence of insurance via a Certificate of Insurance (COI), must be provided to The Food Trust for review and approval and The Food Trust must be added as an additional insured. The Food Trust reserves the right to reject a Vendor if the COI fails to comply with these requirements.
Alcohol Only: any vendor selling alcohol is required to have liquor liability insurance.

Please ask your insurance agent/broker to include the following information on your COI.

COMMERCIAL GENERAL LIABILITY INSURANCE
Primary Policy Limits of Insurance must be as follows:
General Aggregate Limit: $2,000,000
Products and Completed Operations
Aggregate Limit: $2,000,000
Personal and Advertising
Injury Limit: $1,000,000
Each Occurrence Limit:
$1,000,000
Waiver of Subrogation in favor of Owner.

COMMERCIAL AUTOMOBILE LIABILITY INSURANCE *(for any vendor using a vehicle for the market)*
Liability Limit: $1,000,000 for each occurrence. Combined
Single Limit
Waiver of Subrogation in favor of Owner.

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE *(for any vendor with employees)*
Coverage must provide statutory protection for all operations in the state where work is to proceed

Indemnification
Each vendor agrees to indemnify, defend and hold harmless The Food Trust against any and all claims, losses, damage, injury, costs, charges, liability or exposure arising from the vendor's participation in The Food Trust Farmers Market Program

Commercial Activity License
With the exception of nonprofit organizations, every vendor must have a valid Commercial Activity License (formerly Business Privilege License) with the City of Philadelphia. For information and an application, visit the Philadelphia Department of Licenses and inspections on-line website or visit the Municipal Services Building Lower level (1401 John F Kennedy Blvd). For information, the City of Philadelphia has an information service that can be reached by calling 311.

Taxes
Retail sales taxes and Business and Occupation taxes are the responsibility of the vendor.

- Vendors attending markets in the City of Philadelphia are required to pay a Business Income and Receipts Tax (BIRT). All vendors are responsible for accurately reporting and filing sales and tax information with the City of Philadelphia. For more information, The Food Trust recommends consulting a tax professional or contacting the City of Philadelphia's Department of Revenue by phone ((215) 686-6660), email (revenue@phila.gov), or online.

- Certain types of products are subject to PA Sales Tax. Vendors are responsible for compliance with these requirements. A complete listing of taxable and non-taxable items can be found in the REV-1729 Tax Information for Farmers Booklet. This booklet can be ordered by calling the Forms Ordering Service at 1-800-362-2050 or is available for download here.

State License for Vendors
Market participants must comply with the regulations within their respective state, including regulations pertaining to harvesting, food preparation and safety, and labeling of products for products brought to and sold at The Food Trust's Farmers Markets. All farmers and businesses must include copies of all applicable reports, permits and licenses required by the health department of the state and/or county from which the products originated with the application. All permits and licenses must be kept current for the entire market season.

- Farmers Market vendors must obtain a Retail Food License through the PA Dept of Ag to operate a "food facility" at any farmers market in PA. Each individual stand is considered its own retail food facility and must obtain its own license to operate. *Raw agricultural commodities (unprocessed, not ready-to-eat) and prepackaged, shelf-stable food and beverages are exempt from this license.*

- Some farmers may be required to provide copies of current state licenses allowing them to produce and sell particular products. Required licenses and laws include, but are not limited to: permit to sell and/or process milk or milk products, fish and shellfish certification, aquaponics licence, USDA inspection for meat products, Organic Certification, etc.

Processed Foods
All processed food must be made in an inspected, licensed commercial kitchen. Vendors who sell processed foods are responsible for understanding and meeting all PA and City of Philadelphia Department of Public Health requirements for processing and selling food.

Alcohol Sales
The PA Liquor Control Board (PLCB) must license all businesses selling or sampling alcoholic beverages. All vendors must also acquire a Farmers Market Permit from the PLCB. Sampling at farmers markets is limited by the PLCB. All alcohol vendors must check photo identification prior to sampling.

All vendors selling alcoholic beverages and/or providing samples of alcoholic beverages shall comply with all federal, state, and local laws regulating the sale and consumption of alcoholic beverages, including the Pennsylvania Liquor Code, the regulations of the Pennsylvania Liquor Control Board, and all laws relating to health, safety, food handling, and the environment. All such vendors shall prevent the sale of alcoholic beverages to, or consumption or possession of alcoholic beverages by, any minor or visibly intoxicated person. All such vendors shall without exception require and inspect lawful identification of each prospective customer before permitting the purchase of alcoholic beverages and/or a sample of the alcoholic beverage. In addition, all such vendors must ensure adequate staffing for their stall and the staff must be trained and/or certified with respect to responsible alcohol practices (for example, Responsible Alcohol Management Program ("RAMP")-certified or Training For Intervention Procedures ("TIPS")-trained). Any vendor who believes that a customer or prospective customer either is a minor attempting to purchase and/or sample alcoholic beverages or is a customer or prospective customer who is visibly intoxicated must immediately report such customer or prospective customer to The Food Trust's market manager.

City of Philadelphia Food Safety Requirements
Representatives from the City Department of Public Health may conduct periodic health code inspections at all farmers markets in the city. Market staff is required to check for compliance. City of Philadelphia farmers market forms and guides can be found here.

- **Prepared Food Vending:** Any vendor that wants to prepare and serve food on-site to the public is required to complete and submit a Permanent Special Event Food Vendor application through the Philadelphia Office of Food Protection.
- **Food Safety Certificate:** Required for vendors preparing food onsite for sale at market. More information can be found here.
- **Food Storage:** Containers must be cleaned and food must be stored a minimum of 6" off the ground, with the exception of ice chests. Food regulations available online.

Food Safety Vendor Requirements by Food Type
Farmers markets that sell ready-to-eat (whole) agricultural products do not have to be licensed as a food facility. This includes markets that permit food sampling or a cooking demonstration. If, however, food is prepared on-site, the vendor is required to have a Philadelphia Food vendor license, as stated and linked above. See chart below for additional information. The Food Trust, as the Market Operator, completes the OFP Farmers Market Registration on behalf of participating vendors.
See chart on the following page.

Farmers' Market Vendor License and Inspection Requirements				
Type of Products Sold	**Philadelphia Retail Food License**	**OFP Inspection**	**Food Safety Certificate**	**OFP Farmers' Market Registration**
Ready to Eat Agricultural Products Only (whole fruits and vegetables)	No	No	No	Yes
Potentially Hazardous Foods (poultry, meats, seafood, dairy/cheese, eggs)	No	No	No	Yes
Pre-packaged, Prepared Foods (jams, jellies, breads, cakes, pastries)	No	No	No	Yes
Sampling or Cooking Demonstrations (NOTE: sampling of tomatoes or melons is never permitted)	No	No	No	Yes
Preparing Foods On-site for Sale (NOT including sampling or cooking demonstrations)	Yes Permanent Special Event Permit or Mobile Vending License. Call the Office of Food Protection at 215-685-7495 for information.	Yes	Yes	No

Sampling: Philadelphia Department of Public Health guidelines must be followed at vendor booths for food demonstration and sampling. City of Philadelphia Sampling Guidelines can be found here.

- Sampling at the market is a privilege, not a right. Vendors interested in sampling must notify The Food Trust Farmers Market Program via email farmersmarket@thefoodtrust.org or phone (215) 575-0444) prior to beginning sampling. Only vendors who demonstrate compliance with all sampling and handwashing guidelines will be able to provide samples at market.

- Sampling must take place within the boundaries of the vendor's assigned space.
    - Precut Products: Processed and potentially hazardous foods such as whole shell eggs, dairy, meat and cheese must be pre-cut at a licensed facility. Tomatoes and melons may not be sampled at any time.
    - Canned Products: Products may be opened one jar at a time with disposable utensils for customer use.
    - Refrigeration: Temperature control must be provided for all products requiring refrigeration.
    - Alcohol: Vendors shall, without exception, require and inspect lawful identification of each prospective customer before permitting a sample of the alcoholic beverage. Vendors shall prevent the consumption or possession of alcoholic beverages by any minor or visibly intoxicated person.

VI. Farmers Market Rules

Penalties & Enforcement

Vendor infractions or violations of the Rules or Legal Requirements are subject to warnings and other penalties imposed on the vendor. The Food Trust ordinarily will address Rule and Legal Requirements infractions and violations as follows:

- A first violation will result in a documented verbal warning on-site or following the market.
- A second violation will result in a written warning and an associated fine;
- A third violation will result in additional fines or the suspension or termination of the vendor's placement at The Food Trust Farmers Market.

However, at its sole discretion, The Food Trust may impose more severe penalties. An infraction deemed to be sufficiently serious by The Food Trust may result in immediate termination of a vendor, without prior notice, warnings or fees and fines.

The Food Trust and market management reserve the right, in their sole discretion, to interpret and implement this policy and to take appropriate action—including fines, penalties, removal from market premises, or suspension from markets—to ensure the safe and orderly operation of the market. Vendors must comply with all market rules and directions from market management while on market premises.

Fees and fines are set forth in Appendix II – Fines for Infractions on page 20 of this handbook

Vendor Participation and Scheduling

Consistent attendance is essential to the success of the markets. Vendors who fail to keep their commitments to their placement dates jeopardize the success of the market; vendor tardiness or absence may result in fines and/or penalties.

Market Hours

Market sites are not permitted or insured by The Food Trust outside of contracted hours, therefore:

- Vendors are not allowed to set-up before the set-up time at each market.
- Vendors must be set up and ready to sell by the opening time. Vendors who arrive less than 30 minutes prior to market start time will receive a warning, and subsequent violations may incur a penalty.

Attendance

Vendors must call the Market Manager's cell phone to communicate last-minute (under 48hrs) emergency cancellations or delays on market days. This includes delays or cancellations due to weather conditions.

- Any vendor who fails to attend three of their scheduled market dates during the season without advance notice will be at risk for losing their Farmers Market placement.
- Failure to complete a season and/or ongoing attendance and tardiness issues may result in loss of future opportunities with The Food Trust markets.
- Vendors who wish to add markets or dates after their placement has been issued must send a written request, preferably via email, to The Food Trust office. The Food Trust staff will review and respond in writing.
- Vendors that show up on days when they are not assigned without prior approval will be turned away and/or incur a penalty if more than one infraction occurs.

Cancellations
The Food Trust strives to maximize all available vending space. Due to space limitations, high volume of applications and vendor criteria, not all applicants can be accepted and there is often a waitlist. Last-minute vendor cancellations create disruptions for the market and is a missed opportunity for another vendor who could have used the space.

To mitigate such disruptions, vendors who cannot fulfill their scheduled market time, are required to provide prior notice, at least 14 days in advance. Failure to adhere to this timeframe will result in the vendor being responsible for both their market fee and a potential penalty, if multiple infractions occur (***Appendix II – Fines for Infractions)***. Excessive cancellations may also be considered in connection with any future application.

It is understood that many vendors are operating on slim margins, with limited staff, and are working in cooperation with unpredictable weather and growing conditions. It is also understood that life and health is unpredictable and therefore emergencies will be taken on a case-by-case basis.

Transfer of Space
The Food Trust does not guarantee or contract for market space to any farmer or business outside of the current year. Vendors may not sublet stall space. If a vendor sells its business, the vendor may not transfer market space to the new owner without the pre-approval of The Food Trust.

Inclement Weather

The Food Trust's Farmers Markets operate rain or shine. However, certain weather conditions may necessitate the official closure of a market (with or without prior notice). If it is determined that severe weather conditions could compromise the safety of staff, vendors and shoppers, closure of a market will be at The Food Trust's discretion.

Should inclement weather limit a vendor's ability to attend the market, they should reach out to the Market Manager as soon as possible. These absences will generally not be penalized and will be evaluated on a case-by-case basis.

In the event that The Food Trust Farmers Market Program cancels or closes a market, staffers will not be on site to support the market. The Food Trust is only responsible for the market on days that staff are on site and the market is open. If a market is officially closed by The Food Trust, vendors shall not report to or vend at the market. Vendors who vend at a market during an official market closure may be subject to fines, penalties or suspension from the market.

The Food Trust's Extreme Weather Guidelines (Appendix III -The Food Trust's Extreme Weather Guidelines) offers additional guidance on what constitutes extreme or unsafe weather.

Vendor Conduct and Professional Standards

The Food Trust's Farmers Markets are designated for the sale and distribution of food and agricultural products and for activities that support the market's mission. As such, certain conduct is not permitted by vendors on market premises, whether during the time a market is open to the public or during the setup or clean-up times before/after a market. For example:

- Partisan political campaigning, advocacy, or messaging by vendors is not permitted on market premises.
- Religious proselytizing or promotion by vendors is not permitted on market premises.
- Posting, displaying, wearing, or distributing materials by vendors that are unrelated to The Food Trust, the market's mission, or to the vendor's business is not permitted on market premises.
- Conduct, behavior, communications, materials, or displays by vendors that interfere with market operations or disrupt the experience of vendors or visitors at the market are prohibited.

Courtesy and Conduct by the Vendor
Vendors and vendors' employees are the public face of the market. Every interaction or conversation a vendor has with the public, other vendors, and market staff, affects the reputation of all fellow vendors and all farmers markets – either enhancing or undermining. Positive attitudes are essential to attracting customers and creating thriving businesses and thriving markets. The markets are community events where many diverse people are gathered to shop and sell. Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, The Food Trust market staff and with each other.

Anti-Harassment and Non-Retaliation
Inappropriate vendor conduct or any form of harassment (including but not limited to discriminatory or sexual harassment) is inconsistent with The Food Trust's commitment to safe and respectful market environments. Any infraction may result in penalties, up to and including immediate termination of market participation. Vendors are encouraged to adopt and enforce anti-harassment and non-retaliation policies and to train their staff accordingly. The Food Trust staff are required to report incidents of suspected harassment, and The Food Trust will promptly investigate all reports.

Vendor to Vendor Concerns
All vendors should direct any concerns or issues about fellow vendors' participation in The Food Trust Market Program first to the Market Manager.

- Vendor concerns must be communicated respectfully.
- Due to the busy nature of market day, not all concerns may be able to be addressed that same day. If a vendor deems their concern to be significant, they should follow up with a phone call or email to the Market Manager during the week. Market Managers may work with The Food Trust office staff when sorting out these concerns.
- Vendors may contact The Food Trust office if they feel their concern was not addressed appropriately or bears immediate notice by administrators.

Solicitation and Fundraising
Solicitation, petitioning, and fundraising activities by vendors are not permitted on market premises unless expressly authorized by market management and directly related to The Food Trust's farmers markets, mission, and/or food access programming. This prohibition applies during public market hours as well as during setup and clean-up times before and after market operations.

Hawking
Calling attention to products in a loud, repetitive, or disruptive public manner is prohibited.

Vendor Dress
Vendors must wear appropriate attire and maintain a neat appearance. Shirts and shoes are required at all times.

Market Safety

Weapons

The possession or concealing of weapons of any kind are prohibited on farmers market premises, in accordance with applicable state and local law. For purposes of this prohibition, a weapon includes firearms, explosives, chemical weapons and any other items or instruments designed for or capable of causing harm to people or property, with the exception of tools used by vendors for approved food preparation and farmers market operations. In the case of firearms, it is irrelevant that the individual has a license or that the firearm is without ammunition. A vendor who violates this policy may be subject to fines, penalties or suspension from Food Trust Farmers Markets.

Substance Use

No vendor or vendor representative may be on market premises while under the influence of alcohol or controlled or illegal substances. Violations may result in immediate termination of the vendor's market placement.

Smoking and Vaping

Smoking and vaping are prohibited within the market footprint at all times. Vendors must be at least 20 feet outside of the farmers market area when smoking, vaping, or using similar products.

Operations, Setup & Equipment

Vending Staff

Vendor booths are ideally staffed by the principal owner of the farm or business. The principal owner may, however, send family members, partners or employees to the market in their place, but are responsible for ensuring their on-site representatives are aware of, and comply with, all of The Food Trust Rules and Legal Requirements. All representatives of the vendor's business must have reasonable knowledge of the vendor's farm or business operation, market operations (including Food Bucks and EBT sales/processes) and must be able to answer questions from the public and market staff.

Vendor Stall Space

Vendors must supply their own tables, scales, bags, shade structures and other items needed to display products and serve customers. Vendor tables, signage, sampling and vehicles must not extend beyond the boundaries of the stall space. The intention is to create a visually enticing, legal, safe market for customers and enable all vendors to maximize their selling space.

Vendor Space, Safety and Clean-Up

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner. Market staff have complete authority to close a booth if these standards are not met.

- Canopies and attached awnings should be clean, in good repair and set up at a safe height away from customers' heads. Patio umbrellas are not permitted.
- Tent poles, canopy legs and boxes must not obstruct foot traffic flow or spill outside of the booth footprint. Care must be taken when setting up or taking down displays.
- Vendors are responsible for complete clean-up of their space at the close of the market. This includes collecting all trash or garbage from their stall and sweeping up any product debris left on the ground. Vendors may not leave any waste on-site (including food waste or boxes) and must take all waste with them. Dumping waste into on-site garbage cans or dumpsters is not permitted.
- Vendors should bring their own tarps, brooms, dustpans and waste bags.

- The use of generators at your stand is prohibited unless you receive prior approval from The Food Trust.
- The Food Trust recommends cashboxes be secured to the selling table. Consider regularly transferring large bills to a locked vehicle during the market.
- The Food Trust is not responsible for loss or damage of property.

Tent Weights and Policy: The Food Trust requires all vendors to secure tents with weights to prevent accidents. Vendors without proper weights will not be allowed to set up a tent. Tent weights must weigh at least 25 pounds *for each leg* and be tightly secured to each tent leg or where two legs meet. Vendors must ensure ropes and or straps are secure. The Food Trust reserves the right to raise the minimum weight requirements at certain markets based on location and high winds, and/or may ask vendors to take down tents out of precaution during high wind situations. No buckets, glass receptacles or other hazardous or unstable items can be used as weights. Any damage incurred or caused by inadequately secured tents will be at the expense of that vendor. Each vendor is encouraged to speak with their insurance provider to find out if their coverage is adequate to cover the liability of an accident involving a tent at market.

Vendor Vehicles- Loading, Unloading and Parking
Some markets can accommodate on-site vehicles and decisions are made on a case-by-case basis based on a number of factors including: vehicle type and size, type of product(s) sold, space available within the market, parking options in the surrounding area, etc. Vehicles that have not been approved to be part of the vendor's selling space must be offsite no later than 30 minutes before the market opens. Unreliable vehicles are a safety hazard and cannot be allowed on market sites.

Where applicable, no moving vehicles are allowed in the market sites until after closing time. Vendors must load up and vacate the site no later than one hour after the market is closed. Any exceptions must be cleared with the Market Manager.

Product Standards and Labeling Requirements

Signage
All vendors are required to post a sign identifying the name of the farm/business represented and where it is located, as is required by law in Philadelphia. All products sourced from other farms and food businesses must be identified and labeled. Vendors should display signs before sales begin. Signs must not obstruct foot traffic. Price signs are also required. Vendors can have individual signs or a full price list sign.

Product Labeling
The City of Philadelphia's Department of Public Health requires all goods for sale must be clearly labeled on the product or a placard at the market stall with the following information:

- Vendor name
- Name of city and state where the item was produced
- Product name
- Ingredient statement in descending order of predominance,
- Net weight of product
- Price
- Inspection seal (for USDA Products)

Labels or signage may not contain false or misleading statements, health claims or designation of quality, grade, trademarks or trade names. Organically certified vendors must display their organic grower's certification. If a vendor's farm is not certified organic, the vendor may not use the word "organic" to describe the vendor's business or products.

For more information, review the Philadelphia Food Code Regulations Guide's section on *Food Identity, Presentation And On-Premises Labeling* (§ 46. 421.; § 46. 422.; § 46. 423)

Scales
Vendors selling produce by weight must provide their own scales and by law must be certified by the City of Philadelphia Department of Licenses and Inspections or call (215) 686-8686 as required by Chapter 9-1403 and 9-1802 of the Philadelphia Code.

Quality of Products

- Vendors are expected to bring the highest quality of produce and products to market.
- Vendors are responsible for the safety of their food and cannot sell adulterated food.
- Foods that require special considerations (such as elderberries, mushrooms that must be cooked, parts of plants that are toxic) must have appropriate signage and/or the seller must verbally inform all customers of these considerations. This also includes information about ripeness (for e.g., if fruit is very ripe and must be consumed immediately, or fruit that needs several shelf days to fully ripen).
- Low quality, inappropriately under/overripe, or otherwise inferior products are noticed by consumers and the media and impact The Food Trust's efforts to bring shoppers to the farmers markets.
- Items brought to market with visible blemishes or quick use-by dates must be signed as such and priced accordingly (e.g. seconds, on sale).

Customer & Vendor Community Policies

Plastic Bag Ban
All vendors must comply with the City of Philadelphia plastic bag ban. The only exception are produce bags used by customers to deliver perishable items to the point of sale. Paper bags and bags designed for multiple uses are permitted to be distributed by the vendor. The Food Trust may have bags for sale or distribution at their table. For more information, see Philadelphia Plastic Bag FAQ's

Customer Complaints
Complaints regarding individual vendors will be discussed with the vendor, and vendors may be required to respond. If The Food Trust receives numerous complaints about a vendor, The Food Trust has the right to revoke that vendor's Farmers Market placement

Refunds
Customers who have a legitimate complaint about the product they purchase should be given a full monetary refund or replacement of equal value

Children
Vendors must supervise any children that accompany them to the Farmers Market at all times. Set-up and take-down can be especially dangerous. The Food Trust takes no responsibility for children' s safety or whereabouts, nor for any damage they may cause.

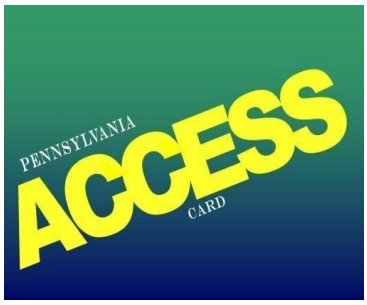
Pets
Vendors are asked to refrain from bringing pets to the Farmers Market.

Vendor Music
Vendors may play music or radios in their stall space during set-up and take-down, but should be aware of volume and other vendors' ability to transact business without any audio interference. Market Managers may ask you to turn it down or off, either because of complaints, or for other considerations of appropriateness, courtesy and good functioning of the Market.

Appendix I – Market Currencies

Cash Sales
Vendors are responsible for all cash sales and for making change.

SNAP/EBT
Customers are allowed to purchase all food except ready-to-eat meals/foods, flowers and alcohol with SNAP benefits.

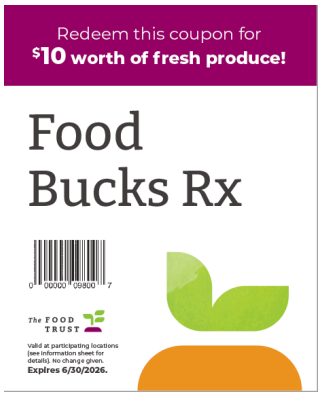


- All eligible vendors are required to accept SNAP/EBT (also referred to as Food Stamps or ACCESS).
- The Food Trust maintains wireless POS terminals at markets that accept SNAP/ACCESS cards. The Food Trust's Market Manager processes all EBT transactions for vendors that do now have their own machine and reimburses vendors on a monthly basis for transactions. Vendors are responsible for signing off on their EBT sales total at the end of each market.

Food Bucks
All produce vendors must accept Food Bucks. Food Bucks can be redeemed only on fresh fruits or vegetables. Change cannot be given for Food Bucks.

- Expired Food Bucks cannot be redeemed nor will they be reimbursed.
- Vendors are responsible for keeping track of their Food Bucks sales total, and signing off on their sales total at the end of each market with the onsite market staff.
- Food Bucks may only be redeemed at The Food Trust markets and official redemption sites, unless prior authorization has been given. The Food Trust oversees the Food Bucks program and aims to reimburse vendors on a monthly basis for redeemed Food Bucks.

Food Bucks RX
Food Bucks RX are prescriptions written by medical partners in Philadelphia. Each coupon is worth $10. Recipients can bring them directly to fruit and vegetable vendors at market to redeem. At the end of the market, vendors will turn them into the market manager to be reimbursed in the same way as general Food Bucks.



FMNP (Farmers Market Nutrition Program) WIC and Senior Checks
The WIC Farmers Market Nutrition Program (FMNP) and Senior Farmers Market Nutrition Program (SFMNP) provide WIC recipients and low income seniors with fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs from approved farmers' in Pennsylvania.

- The Food Trust requires farmers to obtain authorization to accept PA FMNP vouchers if eligible. Once approved to take FMNP vouchers, the checks can be deposited directly into your bank account.
- The FMNP season runs from June 1-November 30 each year
- In PA, contact the PA Department of Agriculture for an application: Tierney Belanger, FMNP Administrator (tiebelange@pa.gov or 717-783-5309) or online.

Appendix II – Fines for Infractions

Infraction*- Fine or Penalty: $50 per incident

At the complete discretion of The Food Trust, any infraction or violation of the Rules or Legal Requirements may be subject to penalties imposed on the vendor.

- A first violation will result in a verbal warning;
- A second violation will result in a written warning and an associated fine, as stated in this chart.
- A third violation will result in additional fines or the suspension or termination of the vendor's placement at The Food Trust Farmers Market.

An infraction deemed to be sufficiently serious by The Food Trust may result in immediate termination, without prior notice, warnings or fees and fines.

Attendance, non-payment, and reporting violations

- Non-Emergency Attendance Violations
- Failure to get written approval from The Food Trust office staff when adding new products
- Failure to submit Monthly Sales Reports in a timely manner
- Failure to pay vendor fees in a timely manner

Conduct

- Altercations between vendors, market staff, and/or customers
- Inflammatory, disrespectful language or harassment

Safety violations - May result in loss of market placement

- Health Department violations
- Refusal to stop sampling
- Not having adequate tent weights and/or refusing to take your tent down

Stall space and display violations

- Leaving behind waste
- Missing Signage and Prices
- Leaving unapproved vehicles in loading area during market
- Falsifying product information (including: sourcing from growers that are not local, usage of the word "organic" to describe produce that is not certified organic)
- Refusal to accept ALL market currency (EBT, FMNP, Food Bucks, Cash)

***This is not an exhaustive list of violations or possible penalties. The Food Trust reserves the right in its sole discretion to impose fines and/or other penalties for infractions or violations of the Rules and/or Legal Requirements*

Appendix III – The Food Trust's Extreme Weather Guidelines

Programming Modifications in Extreme Weather Conditions
Proactive measures are to be considered in preventing thermal (heat/cold) and other weather-related illness and injury when employees are working in extreme weather conditions. The purpose of this policy is to provide recommended methods to protect the safety and well-being of The Food Trust staff and volunteers, vendors, customers, and community members impacted by our Farmers Market program.

Cancellations vs Modifications*:* In the case of dangerous weather conditions (where The Food Trust staff would be conducting programming in those conditions), it is recommended to cancel or modify programming. Decisions on whether to cancel or modify programming will be made on a case-by-case basis and determined by the severity of the forecast during that period, and the total time of exposure to dangerous elements.

Dangerous Temperatures
The Food Trust will plan to **cancel programming** when:

- In the case of dangerous heat conditions, a prolonged heat index or "real feel" of 105 degrees Fahrenheit and above.
- In the case of dangerous winter weather conditions, extreme cold temperature conditions in which the temperature, wind chill and precipitation combined together result in "real feel" temperatures below 20 degrees Fahrenheit.

The Food Trust **programming can be modified** (e.g. shorten/modify market hours) to ensure staff safety. These conditions include:

- Extreme temperature conditions in which risk of thermal-related illness is high, but might not meet the closure threshold listed above
- A Heat Health Emergency, Code Red, or Excessive Heat Warning declared by the city of Philadelphia
- Wind Chill Warning, Code Blue, unsafe road conditions, and/or heavy precipitation

Other weather-related factors that may cause a market to be closed or modified include:

- Gale force winds with consistent speeds over 40 mph
- Tornado Warning* in the area
- Consistent thunder and/or visible lightning* storms in the immediate vicinity of outdoor programming

**In the case of unanticipated thunder, lightning and/or a tornado warning, staff should find a safe place to wait until the conditions have passed through the area. Safe locations should be identified by staff and management prior to programming. Staff should not try to set up or break down equipment in these conditions. If it is possible to resume programming after a quick storm passes through, that is preferable to canceling programming.*

Communication
The Food Trust will send out notifications 24 hours in advance, when possible.

- Vendors and community partners will be notified via email, text message and/or phone call according to their communication preferences
- Community members will be notified via social media and through community partners.