

**Baldwin Farmers Market 2023**  
**Vendor Application Packet**  
**Deadline for Application: May 1st, 2023**

**Operating Organization:** The Borough of Baldwin through its Parks and Recreation Department, with the assistance of the Community Events Advisory Committee.

**Market Manager:** The Market Manager for the 2023 season shall be Denise Maiden, 412-897-3500, [dmaiden@baldwinborough.org](mailto:dmaiden@baldwinborough.org)

**Location, Hours, and Season:** The Baldwin Farmers Market (the “Market”) will be held outdoors at the Wallace Building (41 Macek Drive, Pittsburgh, PA 15227) rain or shine, two Thursdays per month from 4pm – 7pm, June through August. There will be two markets at the Baldwin Borough Building (3344 Churchview Avenue, Pgh PA 15227) for a total of eight market days (June 8, June 22, July 6, July 20, August 3, August 17, September 7th, and October 7th).

**Participation and Fees:** For the 2023 season, the Borough is not charging traditional vendor fees. However, a refundable deposit of \$200.00 is required for all confirmed vendors. This deposit shall be returned to the vendor if the vendor has been in full attendance at least 7 out of the 8 Market days and if the vendor has notified the Market Manager prior to any absences, reductions of hours, or late arrivals.

**Setup:** Each vendor will receive one pre-determined 10 x 10-foot space. Vendors requiring more than one space will be required to pay \$25.00 per extra 10 x 10-foot space needed. The additional fee covers the extra space for the entire Market season. The vendor shall note the extra space needed on the application and must pay the appropriate fee. The Market Manager, or any authorized representative of the Borough, shall have the right to ask any vendor who is taking up extra space without permission to remove their extra tent/table.

**Liability:** Vendors are required to carry product liability and general liability policies as more fully described herein and must turn in a copy of their policies with this Vendor Application. Vendors waive all rights or claims against the Borough of Baldwin together with their agents, officers, directors, volunteers, and employees, and shall indemnify such parties for any loss or claims arising from the vendor’s participation in the Baldwin Farmers Market. All vendors must obtain a minimum of \$1 million general liability insurance. Vendors must obtain a minimum of \$500,000 product and premises liability insurance in addition to general liability insurance. All Vendors’ insurance must name Borough of Baldwin and the Baldwin-Whitehall School District as “additional insureds,” and vendors must provide certificates evidencing same to the Borough prior to vending.

**Deadlines:** Applications with payment must be returned to the below address as soon as possible and no later than **May 1st, 2023**. Checks should be made payable to Borough of Baldwin, with “Farmers Market vendor fee” and the name of the vendor’s farm or business in the memo and sent to Borough of Baldwin, 3344 Churchview Avenue, Pittsburgh, PA 15227.

**Qualifying Vendors and Products:**

- (a) Authorized vendors are those applicants who properly applied for vendor status, have been accepted as vendors, provided all appropriate insurance certificates, and paid their fees.
- (b) Vendors may sell raw fruits, vegetables, meats, eggs, dairy products, live plants, cut flowers, honey, beeswax, and similar agricultural products.
- (c) Vendors may also sell baked goods, jams, cheeses, smoked meats, grilled foods, soaps,

beverages, and other prepared or “value added” products.

(d) Vendors and producers must have appropriate inspections, licenses and permits.

(e) All products displayed by vendors shall be of the highest quality and freshness. Vendors must withdraw from display any product that fails to meet this high standard.

(f) All agricultural products offered for sale at the Market shall be grown or produced in a 250 mile radius of Pittsburgh.

**Product Acceptance:** The Borough, through the Market Manager, reserves the right to approve, refuse, & limit any and all products to be sold at the Baldwin Farmers Market. Vendors must provide a comprehensive list of all products they intend to sell at time of application. Vendors must request approval from the Market Manager prior to adding or changing products to be sold at the Farmers Market.

**Choice of Vendors:** The choice of specific vendors will be made at the discretion of the Baldwin Farmers Market management and will be made with the intention of creating a balance of vendors and products. Please note, no vendor is entitled to exclusivity; more than one vendor may be permitted to sell a given product.

## **Baldwin Farmers Market 2023 Rules and Regulations**

**Regulatory Compliance:** Vendors must comply with any and all local, state, and federal laws and regulations that apply to their business. Those regulations include, without limitation, the following:

- (a) Health code provisions and licensing
- (b) Pesticide licensing and regulations
- (c) Scales approved by the area weights and measures officer
- (d) Organic certification for products claimed to be organic
- (e) Health, ingredient, and other labeling regulations
- (f) Any other application law and regulation.

Responsibility for compliance lies with the vendor and the Borough of Baldwin is not responsible for informing vendors of all applicable laws or ensure compliance with same.

### **Operation of Vendor Stands:**

- (a) Vendors must ensure that their stands, tents, and tables are safe for the shopping public.
- (b) Vendors must provide their own tents and tables and must anchor them sufficiently with weights so that they will remain safe and secure in windy conditions. Tents and tables are required at the Market.
- (c) Set up begins promptly at 3:00pm and must be completed by 4:00pm. For those with larger set-ups, an earlier set-up time may be arranged.
- (d) It is expected that vendors will be in attendance for all Market days. Vendors may not arrive late and may not begin break-down before 7:00pm. These rules will be strictly enforced.
- (e) Vendors or customers may not smoke within the limits of the park.
- (f) On-site parking is provided for all market participants.
- (g) Each vendor must post a sign or placard in their stall that identifies them and the location of their farm or place of business.
- (h) Vendors must display prices for all products being offered for sale.
- (i) Vendors may not run generators during market hours without prior approval.
- (j) Vendors must remove trash, sweep or otherwise clean the ground in and around their stalls and leave the park in a clean and orderly condition. Any refuse from a vendor’s market activities shall be removed from the park by the vendor.

(k) Vendors are not permitted to drive on the grass at any time.

(l) Vendors should exercise caution in parking vehicles and when unloading, reloading, and leaving.

**Spaces:** Vendors will be assigned pre-determined spaces, as indicated above, each week (unless they have requested additional space in advance). Vendors will be assigned to approximately the same positions from week to week, but circumstances may require changes in vendor locations at the discretion of the Borough, through the Market Manager.

**Rain or Shine Policy:** The Baldwin Farmers Market is a rain or shine market and therefore weather does not constitute an emergency absence. In the event of dangerous forecast weather, the Borough, through the Market Manager, will notify all vendors of abbreviated market hours or cancellation.

**Fresh Access and Reimbursements:** Market management offers card-processing services at the information booth for the benefit of both customers and vendors. Debit/Credit cards and SNAP (Access) cards are accepted at the information booth and funds are exchanged for wooden market tokens. All vendors can and will accept debit/credit tokens with the exception that vendors selling body products, candles, pet products, and alcohol may not accept SNAP tokens.

For every \$5.00 a customer spends on EBT tokens, they will receive a \$2 “Food Bucks” coupon, which can be spent on produce at market. All produce vendors may accept Food Bucks.

Vendors will turn in their tokens and Food Bucks at the end of every market. Reimbursement checks will be written every two weeks for any amount \$25.00 and over. If your token reimbursement amount is less than \$25.00, that week’s total will be added to a following week reimbursement amount and will be reimbursed when the amount totals \$25.00.

**Non-Discrimination:** Vendors may not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, handicap or disability. This also includes a prohibition of any harassment, including sexual harassment.

**Amendment and Incorporation:** These rules and regulations may be amended from time to time by the Borough of Baldwin.

**Violations and Sanctions:** Vendors who fail to comply with the terms of these rules and regulations may be suspended or disqualified from continued selling at the Market without refund.

**Acceptance of Terms:** By applying to become a vendor and by participating in the Baldwin Farmers Market, vendors agree to be bound by these rules and regulations.

**Baldwin Farmers Market**  
**2023 APPLICATION AND AGREEMENT FOR VENDORS**  
**Deadline for Application: May 1st, 2023**

Name of applicant: \_\_\_\_\_

Farm/Business name: \_\_\_\_\_

Mailing address/Farm location: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business phone/Home phone: \_\_\_\_\_

Day of contact Cellular phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Web address: \_\_\_\_\_

Preferred mode of contact: \_\_\_\_\_ Phone \_\_\_\_\_ Email

Names of additional people who will be selling for you:

\_\_\_\_\_

Do you accept senior farmers market nutrition program vouchers? \_\_\_\_\_

Do you accept WIC vouchers? \_\_\_\_\_

Describe the general items you expect to sell (for example, apples, jam). You may add additional pages if necessary. Add an asterisk next to items that will not be produced or grown by the vendor. Please include a price range by each item.

_____	_____
_____	_____
_____	_____
_____	_____

TOTAL NUMBER OF SPACES NEEDED (minimum 1, maximum 4): \_\_\_\_\_

*There is an extra charge of \$25.00 per extra 10'x10' space.*

Please circle any 2023 Market days where you are unable to be in attendance:

June 8          June 22

July 6          July 20

August 3      August 17

September 7    October 7

## **Baldwin Farmers Market AGREEMENT FOR VENDORS**

I have read and understand the Baldwin Farmers Market Vendor Application Packet and the 2023 Market Rules and Regulations and understand that by submitting this Application, I hereby accept the terms set forth there. Further, I understand that a photo or video of me and my business may be taken or disseminated by the Borough of Baldwin for the purpose of marketing the Baldwin Farmers Market.

I understand that this is an application only, and that the sole discretion in deciding who are selected as vendors lies with the Baldwin Farmers Market, the Borough of Baldwin and the Market Manager.

I understand that I must comply with any and all local, state, and federal laws and regulations that apply to my business.

I waive and release the Baldwin Farmers Market, the Borough of Baldwin, and any insuring entity of the above, and its Council Members, employees, volunteers, agents, representatives, sponsors, or assigns, from any and all liability, including, but not limited to, liability arising from negligence or fault of the entities or persons listed above for any injury or disability which may occur as a result of my participation in the Baldwin Farmers Market.

If my Application is accepted, I would like the number of spaces requested above. I understand that the assignment of stall locations lies in the discretion of Baldwin Farmers Market and the Market Manager and the location of my stall within the Market may vary from time to time.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline for Application: AS SOON AS POSSIBLE or by May 1<sup>st</sup>, 2023**

**Please return this Application, Agreement, the refundable deposit (along with any fee for extra space), and a copy of your insurance documentation to the following address:**

Baldwin Farmers Market  
Attn: Denise Maiden  
3344 Churchview Avenue  
Pittsburgh, PA 15227

Or email at [dmaiden@baldwinborough.org](mailto:dmaiden@baldwinborough.org)

Checks should be made payable to "Borough of Baldwin", with "Farmers' Market refundable deposit" and the name of the farm or business on the memo line.