

(EXHIBIT A)

2020 Rules and Regulations of the Bethlehem Farmers' Market

1. **“Producer-only Farmer’s Market”:** The Bethlehem Farmers’ Market (the “Farmers’ Market”) is a “producer-only farmers’ market.”
 - a. Participants must produce or grow their own items. Resale of items purchased by the Participant is prohibited without prior approval of the Farmers’ Market Manager.
 - b. If the Farmers’ Market Manager permits a Participant to sell a product that the Participant has not produced or grown (a “Supplemental Product”), the Supplemental Product must be **clearly labeled**. The label must indicate the name of the farm/business from which the item was purchased, the producer/farm’s name, and the producer/farm’s address. The Farmers’ Market Manager reserves the right to prohibit Participants from selling such products (even if previously approved) if he or she determines that such products will harm the integrity of the Farmers’ Market.
 - i. All Supplemental Products **MUST** be produced locally – in the Greater Lehigh Valley.
2. **Local:** As part of the Bethlehem Farmers’ Market’s membership in the Buy Fresh Buy Local of the Greater Lehigh Valley, all products must be raised, grown, or made locally (in the greater Lehigh Valley). Our intention is to represent the local farming and business community.
 - a. Products may consist of the following: fruits and vegetables; plants, herbs, and flowers; honey and bee products; jams, jellies, and preserves; dairy products; eggs; grains; maple syrup; meat and poultry; cider and fruit juices; dried fruits; breads and other baked goods; vegetable-based protein products; and approved handmade clothing, crafts, and artistry.
 - b. Baked goods or lunch items must be made from scratch. Any such items containing fruits or vegetables must utilize locally grown produce whenever possible, if in season.
3. **Attendance and Participation:**
 - a. **Attendance on Market Days:** Participants who agree to join the Bethlehem Farmers’ Market are required to attend the market each week that it is in session. The 2020 Farmers’ Market season runs each Thursday from Thursday, April 30 through Thursday, October 29.
 - i. Participants are limited to three (3) excused absences during the course of the season. Since the market operates rain or shine, missing the market due to inclement weather will not be considered an excused absence.
 - ii. In the event that a Participant must miss a market day [for a non-emergency], (s)he must inform the Market Manager at least a week prior.
 - b. In the event of an emergency resulting in absence, the Participant must inform the Market Manager as soon as possible.
 - c. Unexcused absences may result in the termination of the Participant’s Participation Agreement, loss of deposit, and termination of your ability to operate at the Farmers’ Market.
4. **Set-up and Clean-up:** The Farmers’ Market opens at 10:00 am and closes at 2:00 pm.
 - a. Participants are expected to be set-up and ready for business before 10:00 am. Participants are limited to three late arrivals or set-ups per season. If Participant arrives later than 11:00 am, it will count as an unexcused absence.

- b. Participants are not permitted to clean-up before the market is officially closed at 2:00 pm without explicit permission from the Farmers' Market Manager or if the Farmers' Market Manager approves closure based on inclement weather. All exceptions/adjustments to participation during stated market hours are at the sole discretion of the Farmers' Market Manager.
- c. Participants are expected to keep their assigned location clean, safe, and accessible. Canopies and display tables will be positioned to permit customer traffic and avoid tripping hazards. Products and food preparation will be handled to prevent spills and stains affecting the Market site. At the end of each market, participants commit to leaving their assigned location in a clean "as you found it" condition and free of residues related to cooking or vending during the market.

5. Inclement Weather: The Farmers' Market is open rain or shine and is rarely cancelled for inclement weather. Unless specifically instructed by the Farmers' Market Manager, Participants must show up for the market regardless of the forecast. In the event of potentially hazardous weather conditions, the Market Manager will decide whether or not the market will be held.

6. Required Equipment: Participants are required to have:

- a. A Tent/canopy, measuring 10'x10'
- b. Tent weights or tie-downs (to be used at all times and for windy conditions)
- c. A banner or other signage displaying your business name
- d. Clearly labeled products and prices
- e. An approved hand-washing station if handling prepared foods

7. Required Permits and Inspections: Participants are responsible for obtaining any special permits or approvals necessary for the sale of their Goods and are required to have the following permits/licenses from the City of Bethlehem:

- a. Health Department
- b. Fire Department
 - i. Needed only if cooking or heating food.
 - ii. Requires a Certificate of Insurance naming the City of Bethlehem as additionally insured.
- c. Bethlehem City Tax License

8. Participant Space(s): Upon signing the Participation Agreement, the Farmers' Market Manager will, at his or her sole discretion, assign the Participant a specific space in Farrington Square. The Farmers' Market Manager may move or adjust Participant spaces, as needed, during the Farmers' Market season.

9. Standards of Behavior:

- a. Participants and their employees and/or representatives shall at all times conduct themselves in a civil manner, respectful of other Participants, customers, Farmers' Market Manager, and others.
- b. Participants and their employees and/or representatives may not smoke at the Farmers' Market, including during set-up and clean-up, or within 15 feet of any Lehigh University building.
- c. Participants and their employees and/or representatives may not consume alcoholic beverages at the Farmers' Market, including during set-up and clean-up.
- d. Participants and their employees and/or representatives may not inappropriately approach, intimidate, or question the selling, growing, or production practices of another participant or its employees or representatives. Any and all concerns about or between participants should be brought to the immediate attention of the Farmers' Market Manager.
- e. Participants and their employees and/or representatives may not carry firearms or other weapons while at the Market or anywhere on University property.

10. Commitment to Sustainable Practices

- a. As a program of Lehigh University's Office of Sustainability, the Bethlehem Farmers' Market seeks to minimize waste and unnecessary packaging. To the extent it is possible, participants commit to following best practices in their daily operations, including but not limited to
 - i. Restricting or eliminating the use of plastic bags
 - ii. Replacing plastic packaging with compostable/biodegradable/recyclable/reusable materials
- b. Participants agree to work with the Office of Sustainability in evaluating market practices, identifying areas for improvement, and incorporating sustainable practices into market operations.

I agree that adherence to these rules is in the interests of the Bethlehem Farmers' Market and all the vendors thereof. I understand that failure to comply with the rules of the market may result in forfeiture of my deposit and termination of my participation as a market vendor.

LEHIGH UNIVERSITY:

PARTICIPANT:

By: _____

By: _____

Name:

Name:

Title:

Title:

Proud partners of:



Buy Fresh Buy Local chapters in Pennsylvania are coordinated by the Pennsylvania Association for Sustainable Agriculture (PASA), on behalf of our national partner, Food Routes Network.