



MONROE FARMERS MARKET

2021 Special Event Vendor Application

Monroe Farmers' Market
1198 Pennell Road, Saylorsburg, PA 18353
– email: monroefarmersmarket@gmail.com

Our Mission

“To inspire and nurture a healthy community and enhance the neighboring business environment by offering local, healthy, fresh foods, and specialty products in a vibrant, educational marketplace.”

Special Events Vendors must be approved by the Monroe Farmers Market (MFM) Executive Committee and may sell at the Monroe Farmers Market only when there is a special event. The cost for a 10' x 10' space is \$30 per special event. A special cost break if you do four event days, for \$100. Payment must be received by MFM Treasurer by May 1, 2019. The treasurer is Lalena Stirr 344 Dutch Hill Rd, Canadensis, PA 18325. Payments must be by check. Cash payments will not be accepted.

Please circle the events you would like to attend as a Special Event Vendor.

2021 Special Event

Community Health Day	June 19
Dog Day/ Pet Fest	July 24
Tomato Day	August 21
Kids Day	September 18
Harvest Day	October 23

The Monroe Farmers Market is a producer-only market that takes place each Saturday from 8 am to 12 noon at the Courthouse Square in Stroudsburg from May 1st through Thanksgiving. All produce and unprocessed agricultural products offered for sale by a vendor at the market must be grown by the vendor in Monroe County, PA or a contiguous county. A significant portion of all ingredients in processed products must be locally sourced in Monroe County, PA or a contiguous county.

Special Events Vendors who are approved to sell at the MFM for a particular year are not automatically approved to sell for any other year. A Special Events Vendor must submit an application and be approved for each year he or she would like to sell at the market.

Primary Contact Information: *Please write legibly*

Name:

Business Name

Mailing Address

City, State, Zip

County

Daytime phone:

Cell phone:

Email:

Fax number:

Website Address:

Please describe the items you will be selling at the Monroe Farmers Market below:

Licenses, Permits, Insurance

Health Department Related Licenses

Food vendors must have current licensing. All vendors engaged in baking, canning, food preserving, food processing, food packaging, etc., must have a food processors license issued by the appropriate government agency. No vendor will be permitted to sell any such regulated product at the market without submitting a copy of the license with this application.

_____ *Health Department related licensing does NOT apply to my business.*

_____ *Health Department related licensing does apply to my intended business at the market and enclosed with my application is a copy of the local/State issued license(s) required to sell my product(s).*

PA Sales Tax

If you plan to sell a product at the Market which is taxable, you may be required to charge your customers sales tax. Contact the PA Dept. of Revenue's business tax hotline at (717) 787-1064 or visit <http://www.revenue.state.pa.us/>.

_____ *PA sales tax does not apply to my intended business.*

_____ *PA sales tax does apply to my business and enclosed is a copy of my PA sales tax number.*

Additional Licenses, Permits, etc.

Please provide copies of any other licenses, certificates or permits required to sell your products at the market. Depending on your business, products and production location, you may be subject to additional permits and/or licenses from similar regulatory agencies. It is your responsibility to ensure proper compliance with all requirements. The MFM will not be held accountable for any vendor's failure to comply with such regulatory licensing or permitting requirements. Failure to comply with local, state or federal requirements may result in immediate expulsion from the market.

Insurance

All vendors are required to provide certificates of insurance in the amount of \$1,000,000 naming the Monroe Farms Market and the Borough or Stroudsburg as additional insured. Please send the certificates and fee to the MFM Treasurer, Lalena Stirr at 344 Dutch Hill Rd, Canadensis, PA 18325.

Monroe Farmers Market
Courthouse Square
Stroudsburg, PA 18360

Borough of Stroudsburg PA
700 Sarah Street
Stroudsburg, PA 18360

As required, a proof of liability insurance is attached to this application or will be provided after I receive confirmation of acceptance

Site Visit

A site visit by officers of the Market or their designees may be required before an applicant can be accepted as a Special Event Vendor.

Certification Page

Please initial on the lines provided and sign below

_____ I have thoroughly read through the market rules and laws and agree to comply with all points.

_____ I have included all documents for local, county, state, federal agencies that apply to my business.

Signature:

Date
printed name:

Revised March 2021