



MONROE FARMERS MARKET

2024 Vendor Application

Please submit application to the Monroe Farmers Market email monroefarmersmarket@gmail.com Or mail to 203 Valley View Drive North, Stroudsburg PA 18360

Our Mission

“To inspire and nurture a healthy community and enhance the neighboring business environment by offering local, healthy, fresh foods, and specialty products produced by local, independent, owner-operated farmers and producers in a vibrant, educational marketplace.”

The Summer Market starts May 4, 2024 and ends October 26, 2024 and runs from 8:00am to 12:00pm . The Holiday Market starts November 2, 2024 and ends December 28, 2024.

A separate fee is charged for each session.

The Monroe Farmers Market is a producer-only market. 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. Acceptance as a vendor requires an affirmative vote of the membership.

Primary Contact Information: *Please write legibly*

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

County: _____

Daytime phone: _____ Cell phone: _____

Email: _____

Website Address: _____

Fax number: _____

Business Information

Acres farmed: _____

Other markets/sales outlets you may use. For example, do you have a CSA?

Type of farming (Conventional, Organic Etc.)

DATE AVAILABLE: _____

Unprocessed Products: Please list the unprocessed agricultural products that you would like to sell at the market: Note: all of these products must be produced on your farm. Circle all that apply.

Fresh Vegetables

Fresh Fruit

Meat and Fish (Please list the types of meat or fish: beef, pork etc.)

Flowers

Honey

Maple Syrup

Mushrooms

Eggs

Milk (Raw or Processed?)

Other

Processed Products: Please list the processed products that you would like to sell at the market. Please be specific and detailed. List your sources of ingredients of processed products. Attach another sheet if necessary.

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 Farmers' Market and the Borough of Stroudsburg as additional insured.

Monroe Farmers Market Borough of Stroudsburg PA Courthouse Square 700 Sarah Street
Stroudsburg, PA 18360 Stroudsburg, PA 18360

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

2024 Fees

One 10'x10' space(tent) for the Summer Market \$400.00. The fee is non-refundable. Each additional 10'x10' space(tent) is \$400.00. Fees are due by check by April 20,2024. You also can choose to pay half the fee \$200 in April and the remaining \$200 by July 1, 2024. Cash payments are not accepted.

The Holiday Market is \$120, due by October 19, 2023.

Site Visit

A site visit by officers of the Market or their designees is required before an applicant can be accepted as a vendor.

Certification Page

Please initial on the lines provided and sign below.

_____ I have read and understood the vendor fee schedule including but not limited to the no-show policy.

_____ I have thoroughly read through the market rules and laws and agree to comply with all points including no-show penalty.

_____ I have completed the vendor list of goods and included it with this application. _____ I

understand that all vendors are subject to approval by the market vendor membership vote. _____ I have

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

Signature: _____

Printed Name: _____

Date: _____