


**Springs Historical Society/Springs Farmers Market
Operational Guidelines for Vendors 2024**

1. Thank you for joining the many vendors selling a variety of items at the Springs Farmers Market. Fees for 2024 are: Weekly-\$12.00/space, annually-\$154.00/space. Vendors buying space on a weekly basis will be assigned a space on a "first-come-first-served" basis. To ensure assignment of a specific space on any given Saturday, the vendor must pay his/her fees in advance. **No space will be saved on any Saturday without payment in advance.** Each Saturday all spaces not previously reserved by "payment" may be assigned to other vendors on a "first-come-served" basis.
2. The Market Manager controls vendors selling sites on the grounds. **Do not establish a selling site without first obtaining permission from the manager.** A Manager will be available each Saturday.
3. Prior to set up, all weekly vendors must complete and submit an "Application Form" to the Manager acknowledging the legal responsibilities of the vendor's display and products and agreeing to indemnify and hold harmless the Springs Historical Society of any loss or claims arising from the vendor's display or products.
4. Vendors must limit their display to the space purchased. Expansion of display area beyond the space purchased will result in the charging of an additional \$12.00 space fee. Outdoor canopies are permitted within selling space on the sales dates only. Vendors purchasing one space outside to sell from their truck or van are limited to a space equal to the length of their vehicle (approximately 18ft. selling frontage). Inside spaces are identified by table length and overhead markers. Additional spaces of equal size are \$12.00 each.
5. Vendors using covered but not enclosed selling spaces on the East side of the building must maintain an open walkway for customers under the roof and in front of the table provided. The wall behind these tables can be used for display. Displays outside the covered space will be an additional \$12.00.
6. The Historical Society will arrange for the operations of a concession stand selling miscellaneous refreshment items such as coffee, soft drinks, sandwiches, etc. No other sellers will be permitted to sell similar on-site prepared items.
7. **Trash cans at the Market are for shopping customers only.** Vendors are responsible for the removal of all trash/refuse from their Market site each week and to leave a clean selling site at the end of the day. The Market Managers will not dispose of paper/cardboard waste.
8. Any vendor witnessing inappropriate activity by anyone on the Market grounds during the operation of the Market should report their information to the Market Manager. The Manager will request these individuals to immediately cease the inappropriate activity or to leave the Market grounds. The Manager will refer those refusing to local law enforcement.
9. The Market Manager has full responsibility for the safe and efficient operation of the Market at all times. In the interest of crowd safety, some of the items prohibited are: Guns, Fireworks, Alcohol, Tobacco, and Fresh Meats.

Thank you again for being here.

 **Jim Green (240-310-2086)**
Market Manager

**SPRINGS HISTORICAL SOCIETY
2024 SPRINGS FARMERS MARKET
SPRINGS, PA**

Beginning Saturday May 25th through September 21st The Farmers Market will have advertised open hours of 8:00AM to 1:00PM for the 18 week season. A manager will open the buildings by 6:30AM, to permit vendors to drive in and unload their product. Their vehicles must be out by 7:45AM. In the afternoon the loaded vehicles must be out for the buildings to be closed by 1:30PM.

This Market is an outlet for anyone interested in selling his or her wares. It may include produce, vegetables, plants/flowers, eggs, baked goods, crafts, honey/jams/preserves, used clothes/furniture, tools, antiques, quilts, etc. Covered and uncovered spaces are available. The Market will supply tables for covered spaces. Uncovered spaces allow sellers to drive up and sell out of vehicles and tables are **NOT** provided. If you are interested in selling on a regular basis, a Seasonal Fee of \$154.00 per space will provide a guaranteed space at the same location each week (a \$62.00 SAVINGS). The weekly fee is \$12.00 per space paid to the Manager when setting up or by 8:00AM. Vendors paying on weekly basis are not guaranteed the same space location each week. Weekly reservations paid in advance may be purchased for a specific spot on a specific date by contacting the Manager. Weekly advanced reservations will be held only until 8:00AM on that Saturday and advance payments are **NOT** refundable.

Come and be a part of this exciting activity. We are confident that everyone will benefit in some way. The merchants will have an easy outlet for their wares, buyers will conveniently purchase the freshest and most reasonably priced goods, and the Springs community will experience greater exposure. We hope to make every visit to the market a "feel good" experience.

If you would like to participate by selling, please complete and return the enclosed Application Form. **Vendors who were enrolled as a Seasonal Vendor in 2023 will be provided the same spaces in 2024, providing their Application and Seasonal Fee of \$154.00 per space are recieved not later than Monday, May 13, 2024.** New Seasonal Vendors will be assigned a space on a first come first served basis by Jim Green, Market Manager, and will be given priority over Weekly Vendors. **To be assigned a new Seasonal Space an application and the \$154.00 Fee per space must be received by May 13, 2024.** Weekly Vendors will be assigned space on first come first served basis. A manager will be available by 6:30AM each Saturday to assign weekly spaces. Any questions please contact Jim Green 240-310-2086 .