



Farmers' Market Program Rules 2025 Season

Updated: February 5, 2025

Introduction

Farm to City's mission is to unite communities, families, and farmers year-round through good, locally produced food. Our objectives are to increase the number of farmers and food artisans selling at our markets, the number of markets we operate, and to maintain a crew of well-trained market managers.

Farm to City (FTC) allows three categories of Producers to sell at our markets: Farmers, Food Artisans, and Kitchen Craftspeople.

These market rules set out Farm to City's instructions for and our expectations of Producers. All their product production facilities must be located in the region within 150 miles of Philadelphia.

The Farm to City employees who administer and operate the markets are its Director, Program Manager, and on-site market managers (Site Managers).

A. Products Allowed

1. **Producer-only Rule:** Producers at FTC markets are permitted to sell crops, other farm products, prepared foods, or kitchen-related items that they grow, produce, or make themselves. FTC must approve all products offered for sale. Producers must submit Product Lists for every new year on forms provided by FTC. FTC will review these lists to assure compliance with this Producer-only Rule and that Producers are not introducing new categories of products that would adversely affect sales of Producers who are currently selling the same product category at the same market.
2. Producer requests to add products to its list of approved products must be received via email to Site Manager and Program Manager at least ten days before market, and approved in writing before such products are offered for sale.
3. Contract growing or labor and lease agreements with other farms in exchange for products do not qualify those products as produced from Producer farms.
4. Food Artisans shall not use commercially available multi-ingredient products or mixes in their recipes.
5. At least one main ingredient in prepared foods must come from a farm within 150 miles of the market. Preference will be given to Producers who utilize whole or milled locally produced grains.
6. We give preference to Food Artisans whose products do not contain refined sugar, or high-fructose corn syrup.
7. We give preference to Producers whose products are USDA Certified Organic.

8. Certified. Organic Producers must provide FTC with a copy of their USDA-Certified Organic document.
9. Artificial sweeteners, coloring, and flavors that are not directly extracted from plant and animal sources and cannot be used in food sold at FTC markets.

B. Exceptions to Grower Only Rule

Exceptions may be granted to farmers who request permission to resell products from other local farms if all the following requirements are met:

1. No other farmer grows and sells the requested product at the same market.
2. The farmer displays signage clearly indicating who produced the requested product and where the product was produced.
3. The farmers understand that they must stop selling the purchased products when a farmer producing the same product joins the market.

Other exceptions to locally produced requirements are:

- Coffee, olive oil, and products of only chocolate, and
- Out-of-region nuts and spices in prepared food.

C. Market Hours

1. Sales begin at the established opening time and not before unless the Site Manager approves.
2. Producers must arrive early enough to set up, hang their business signs, put prices on all their products, erect and secure their tents, and that their staff is ready to sell at opening time. They must stay until the closing time unless previous arrangements for extraordinary circumstances are made with the Site Manager.
3. Producers who are late to market may be relocated. Producers who are often late may lose their market space.

D. Market Space

1. Farm to City assigns spaces at the market to Producers who are registered or accepted for the year. Each assigned space is 10' by 10', the footprint of a typical pop-up tent.
2. Displays must not limit the view or access of customers to other stands.
3. If space at the market is limited, the market fee may be increased for any Producer who requests or uses more than one 10ft x 10ft space.

E. Attendance

1. Producers can attend up to five of Farm to City markets.
2. Producers must attend each week between their start and end dates except for absent dates they note on their market quarterly attendance schedules.
3. To cancel a scheduled market day, Producers must fill out a [cancellation form](#), which notifies Program manager and Site Manager. Late notice may result in cancellation fees.
4. Producers who do not submit a market day cancellation form shall be charged their daily market fee.
5. Producer repeated requests to cancel market days or failure to submit a market day cancellation form can result in loss of permission to attend the market.

F. Producer Demeanor and Care:

1. **Potential Hazards.** Producers must be sure that no objects belonging to them pose any danger to pedestrians, motorists, vehicles, or other property. Producers must exercise caution in arrival, parking vehicles, unloading, setting up, restocking, and packing up.
2. **Courteous Conduct.** Farm to City expects Producers to be courteous and respectful to all market customers, each other, and FTC staff. Farm to City serves a diverse community of different races, backgrounds, and gender expressions.
3. **Violation of Courteous Conduct.** When the Director or Program Manager receives a written complaint of a violation of courteous conduct, they must investigate the complaint by interviewing the complainant and the alleged violator, collecting other available information, then review the evidence to determine if there was a violation of Farm to City's policies. They shall notify both parties to the complaint of their decision. If the complaint is substantiated, the violator can be asked to leave FTC's market program.
4. **Playing Music.** Producers should be considerate of other Producers, customers, and market activity when playing music. The Site Manager will ask for the volume to be reduced if it is too loud or disruptive.
5. **No Smoking or Vaping** within 30 feet of any market stand.

G. Parking at Market Sites

FTC arranges free parking places for one vehicle per Producer at its markets when possible. Parking spaces at some markets are limited and assigned by FTC staff. New Producers, non-weekly Producers, and Producers bringing more than one vehicle may need to find parking places elsewhere.

1. **Market Setup and Leaving:** Producers and their employees must exercise caution when parking their vehicles, unloading, reloading, and packing up at market's end. FTC is not responsible for traffic incidents at the markets.
2. **Parking Tickets.** If a Producer receives a parking ticket within the time and space allowed by the municipality by permit or ordinance, the Producer can dispute the ticket directly with the municipal parking authority. FTC can provide the Producer with supporting documentation, such as a lane closure permit or ordinance citation.
3. **Producers are responsible** for parking violations received outside the parking spaces and time allowed for the market by the municipality.

H. Market Management

Farm to City is responsible for: assigning Producers to markets and their location in the markets, the operation and management of the market, and the administration of the farmers' markets. Farm to City employees are authorized to make operational and administrative decisions, including interpretation and enforcement of these rules and approval of applications.

I. Market Fees.

Last year's Market fees are based on Producers' average market day sales in the previous year. Each year, FTC's basic market fees will be adjusted by the [Philadelphia-area inflation index](#), as calculated by the Bureau of Labor Statistics. The 2025 market fees will reflect the approximate 11% compounded inflation for 2022 and 2023, since no adjustments were made in 2024. In subsequent years our basic market fees will reflect one year of inflation. All market fee values denominated in dollars (the threshold numbers as well as fees) are subject to the inflation change. Percentages are

not.

- 1. New Producers:** The basic market fee is \$45 per market day.
 - 2. Returning Producers: The basic market fee is:**
 - \$33 for 2024 average weekly sales of less than \$330 per week.
 - \$45 for 2024 average weekly sales between \$330 and \$1,100.
 - 4.1% of 2024 average market day sales above \$1,100 to a basic fee ceiling of \$165
 - 3. For higher volume markets, there is a surcharge of:**
 - \$10 per week for Rittenhouse Saturday, Bryn Mawr, and Chestnut Hill markets.
 - 4. For moderate volume markets, there is a surcharge of:**
 - \$5 per week for Media and Rittenhouse Tuesday markets.
- There is no surcharge for other markets.

Other market fee payment requirements:

1. Bryn Mawr market Producers must pay a fee per market day for each parking space used. Parking fees for Producers at this market are included in monthly invoices.
2. Invoices are due upon receipt. FTC will charge a \$5 per month late fee for market fees not paid within 15 days. If balance on the statement is not paid within 60 days, Producers cannot attend markets until the outstanding balance is paid.
3. Producers must pay market fees online. Exemptions for payment by check can be arranged with the Program Manager and FTC bookkeeper (clients@wellspring-fin.com). FTC Staff will not accept payments at market sites.
4. Producers who demonstrate a pattern of late payments may be required to keep their payment card on file with FTC. We will issue a receipt to the late payer.
5. Farm to City offers a 5% discount on market fees to Producers who attend a market weekly for at least six months in a calendar year. Producers who qualify must submit the full discounted payment before the end of their second month at the market(s) for the weeks in the year they plan to attend. Payment will be reconciled at the end of the year.
6. Producers must contact clients@wellspring-fin.com about any invoicing discrepancies or questions within 14 days of issuance.

J. Equipment

1. Producers must bring the supplies and equipment needed to sell their products and protect them from the elements.
2. The Philadelphia Department of Public Health requires farmers' market tents to have a weight of at least 25 pounds securely attached to each tent leg or other immovable object (tree, street sign). FTC applies this requirement to all our markets. FTC staff will ask Producers not meeting this requirement to remove their tents. Tents must have vertical legs (not splayed) and have a white canopy.
3. The Pennsylvania Department of Agriculture requires that Producers using scales to weigh products at farmers' markets must obtain a scale license from the Bureau of Ride & Measurement Standards. See [Two Year Weighmaster License](#) Application.
4. Producers must bring a broom and a container for waste for use by customers and themselves to clean up their selling area during and at the end of market hours.

K. Signs

1. Producers must display signs with the name of the farm or business and the state and nearest town.
2. Producers must display product price signs or a board listing the price of every product offered for sale.

3. Products not produced by the Farmer selling them must be clearly identified by the farm and location where they are produced.

L. Food Safety and Packaging

1. Producers must comply with any “plastic bag ban” laws in the municipality where the market is located.
2. Producers are encouraged to use paper bags to contain their products and to ask their customers if they have their own bags. Producers are discouraged from using Styrofoam.
3. Producers must comply with applicable county health codes. See Appendix Two, Food Safety Requirements.
4. All prepared food on display but not in a closed container must have a sneeze guard. At the time of sale, an employee wearing clean gloves must put such products in a food container. Bare hands cannot be in contact with unpackaged prepared products.
5. Boxes containing food should be elevated 6 inches off the ground. Food cannot be stored on the ground.
6. Every cooler must contain a thermometer and bagged ice or a coolant to keep product temperature lower than 41 degrees F, or frozen.

M. Site Sanitation & Appearance

1. Producers must clean their stand and vehicle areas during and at the end of the market, then take all refuse with them. Producers cannot dispose of their refuse in municipal or private waste containers.
2. FTC expects Producers to keep their stand area attractive: products should be well-arranged on tables; neutral table coverings should be used to better highlight products; boxes and other bulk or empty containers should be placed out of view.

N. Communication

1. All communication should be by email. If that is not possible, let us know, and we can arrange communication by phone or surface mail. Texting and unscheduled phone calls are discouraged.
2. Invoicing issues: contact [our bookkeeper](#). Provide your business and market names, market dates of concern, and questions.
3. Attendance and products sold: send email to Site Manager, cc to [Program Manager](#):
4. Products sold conflicts: We encourage Producers to communicate first with each other to work out conflicts. For example, a compromise in which a Producer can sell bought-in eggs only after an egg Producer sells out. If no resolution is found, Producers can consult the Site Manager, who may communicate with the Pgm Mgr.

O. Producer Authorization for Food Subsidy Programs

The Farmers Market Nutrition Program (FMNP) vouchers are used by qualifying low-income households (WIC-Women, Infants, Children; and Seniors) to purchase produce at farmers’ markets. The vouchers come in the form of depositable checks. FTC encourages farmers to enroll in the [FMNP program](#).

SNAP/EBT cards issued to qualifying households to purchase produce, eggs, bread, and many prepared foods from authorized Producers at farmers’ markets. Contact the [FTC Program Manager](#) for information on authorization to accept SNAP/EBT cards.

P. Inspections

1. Farm to City reserves the right to visit any Producer farm or production facility, with advance notice, to inspect the production of crops or products sold at its markets. We may request copies of receipts for seeds, seedlings, or ingredients.
2. County Health Departments may conduct food safety inspections. See Appendix Two, Food Safety Requirements.

Q. Registration for Returning Producers.

Producers who wish to return in 2025 to the markets they attended in 2024 must meet Good Standing criteria. Farm to City will provide returning Producers with guidelines toward the end of the current year to achieve Good Standing. Criteria 1 and 2 below must be met before Producers are invited to register for 2025. Registration includes submitting Items 3-7 in list below:

1. Market fees
2. Weekly sales reports
3. Registration form
4. Evidence of municipal tax registration (see Appendix One, Municipal Tax Requirements)
5. Current food safety licenses if required (see Appendix Two, Food Safety Licensing Requirements)
6. Current, liability insurance certificates (see Appendix Three, Insurance Requirements) and
7. Product lists for the new season.

R. Registration for New Producers

Candidate Producers must review these market rules to determine that their business qualifies for consideration. If yes, they must complete and submit the Application Form on the [Farm to City website](#). FTC staff will confirm your eligibility and invite qualified Candidate Producers to participate in one of our markets depending on the availability of openings. Invited Candidate Producers must then submit evidence of municipal tax registration, current food safety licenses, if required, current certificates of liability insurance (see items 4, 5, and 6, in section Q) and Product Lists for the new season.

revised Jan 15, 2025

Appendix One

Food Safety Licensing Requirements

CITY OF PHILADELPHIA

The Philadelphia Department of Public Health regulates all aspects of farmers' market locations and operations.

- Producers must send Farm to City copies of their current food safety licenses.
- Farm to City is the Philadelphia Farmers' Market Operator License holder. Farm to City submits a list of its markets and a list of Producers participating in each market with information from their food licenses to the Department of Public Health.
- Producers who prepare food, who sell ready-to-eat drink (in open containers) or food, or who package food on-site, must have either a Permanent Special Event

Permit or Mobile Vending License from the Office of Food Protection. For more information, call 215-685-7495 or visit page 3 of [A Guide to Special Events with Food Vendors](#). See also [Applications and Regulations for Food Vendor Permits](#).

- The following types of Producers are exempt from the Office of Food Safety's approval process: Producers who only sell whole, uncut fruits and vegetables and non-food agricultural products and Producers who only sell pre-packaged foods and drinks.
- The Department of Health Department honors the current applicable food safety permits and licenses of Producers' facilities in Farm to City's submission.

MONTGOMERY COUNTY

Montgomery County requires all producers who sell at farmers' markets to register with the County Health Department for inspection. You must submit a copy of your current food preparation license and fee for each market you attend: Bryn Mawr, Ambler, and Bala Cynwyd.

The Guidelines, Application form, and fee can be found at:

- [Farmer's Market Guidelines](#)
- [Farmer's Market Vendor Application](#)
- [Permit Fee Schedule](#) (last one, page 5)

Contact: Anita Capone, 610.278.5117 x 6829 Anita.Capone@montgomerycountypa.gov

Suggestions for filling in the Application:

Page 1. Requirements. Note that some producers are exempt. Also, see Mobilized Vendors for different requirements.

Page 2. Market Information: Municipality, Name, Addresses, Opening/Closing Dates; and Hours of markets - use these as applicable:

- Bryn Mawr Market is in Lower Merion Township, - E. Bryn Mawr Avenue at Lancaster Avenue, Bryn Mawr. Season - Jan 8/Dec 31. Market Hours: April through December (except 4th week in November), 9 am to 1pm; January - March every 1st, 3rd, & 5th Saturdays, 10am to noon. Assigned space or booth number – variable
- Ambler Market is in Ambler Borough at 128 W. Butler Avenue. Market season is from May 7 to Nov 19. Hours are 9-noon. Assigned space or booth number – variable.
- Bala Cynwyd Market is in Lower Merion Township: 1 Belmont Avenue, Bala Cynwyd. The season is Jun 1/Nov 9. Hours are 10am-1pm. Assigned space or booth number – variable.
- Owner information: Farm to City, 2401 Walnut Street, Suite 102, Philadelphia, PA 19103.

Page 3, Item 2, Food/Drink Items. If you sell or offer sample of these, list how you protect and deliver them at correct temperature.

Page 4, Item 4. Sinks and Restroom. If you prepare food or offer uncontained samples at the market, you must have a sink. See [Section C in this document](#) for detailed

requirements.

Location of restrooms.

- *Bala Cynwyd Market.*– the Belmont Office Building, first floor.
- *Bryn Mawr Market* – Luddington Library.

Page 4, Sketch of Booth Area to show features listed in the application form. Use an arrow to point in the direction of the restroom from your booth and in the direction of the sink if need one and if it's not near your booth.

DELAWARE COUNTY

Producers attending the Media Farmers Market must register each year with the Delaware County Health by filing a [Farmers' Market Review application](#). Do not send license fee payments. The Department will come to the market to inspect. Producers will be notified by the Department whether they are required to submit a payment. The annual fee for a farmers market license is \$47.00. Early in the year Farm to City sends a list of producers attending these markets to the Department.

Contact: Tracy Spicer, Environmental Health Specialist, 1510 Chester Pike, Suite 700, Eddystone, PA 19022. 484-658-3154 office, SpicerT@co.delaware.pa.us

Appendix Two Municipal Tax Requirements

Philadelphia Markets

All individuals and businesses that earn income in the City must be registered with the City of Philadelphia and file an annual tax return to report income and net profits earned in the City. [New Taxpayer Registration](#). The taxes due are on Business Income Receipts and Net Profits.

Lower Merion Township: for the Bryn Mawr and Bala Cynwyd Markets

Business Tax Registration. All Producers must be registered with the Township and in compliance with the Business Privilege and Mercantile Tax Regulations. Before attending their first market day, new producers must provide a copy of their [Lower Merion Township Business Tax Registration](#) to Farm to City either by email or mail. After a business is registered, the Township will send annual renewal forms in November. Completed forms are due the next year.

Borough of Media

Producers attending the Media Market [must be registered](#) for business tax/mercantile taxes with the Borough the first year they attend. There is a registration fee of \$50.

In March, Farm to City sends a list of Producers participating in the Media Market to the Media Borough. The Borough checks this list against its list of registered Producers from the previous year and sends the names of Producers who are not on the list to its tax collector, e-Collect. Once registered, Producers returning in subsequent years will receive tax invoices from e-Collect.

Media Business Registration and Tax Reconciliation

Business	Task	When	Fee
Starts Media business, year 1	Applies for a Business Privilege License	year 1	\$50
Pays BPTaxes for year 1	Submits year 1 BPTax Reconciliation	April year 2	\$50
Pays BPTaxes for year 2	Submits year 2 BPTax Reconciliation	April year 3	\$50

Borough of Ambler

[Business Privilege Tax](#)

- Producers who attend the market more than 15 times during the year must obtain a Business Privilege License from the Borough of Ambler.
- Farm to City provides the Borough with a list of producers who have attended the market more than 15 times annually.

Appendix Three Insurance Requirements

Updated February 5, 2025

Instructions: For your own protection and the protection of affected parties, Farm to City's market rules require that your activities at our farmers' markets are covered by a general liability insurance policy for a general aggregate and a food product minimum of \$2,000,000 and each occurrence liability insurance or equivalent for a minimum of \$1,000,000.

Certificates of Insurance (COIs) demonstrate that you have liability insurance. Property owners and others with an interest in the properties where Farm to City markets are located request Certificates of Insurance. Your Certificates of Insurance should show Farm to City as a certificate holder.

We must receive your updated Insurance Certificates from your insurance agent before the expiration date of your policy.

Your Certificates of Insurance must state that Farm to City and the other relevant entities shown below are listed or referenced as Additional Insured in the second box from the bottom left of the ACORD certificate.

Deadline: We must receive current insurance certificates from your insurance agent before their expiration date.

Do not email COIs. Upload PDFs (not screenshots) directly to [the upload form](#).

PART ONE: FARM TO CITY

FARM TO CITY. List Farm to City on one certificate of Insurance as Additional Insured:

- Farm to City LLC, 318 Gaskill St, Philadelphia, PA 19147-1503

PART TWO: MARKETS

BALA CYNWYD MARKET: List these three entities as Additional Insured on a one Certificate of Insurance:

- Bala Plaza, LLC; Bala Plaza Mgmt, LLC; and Diversified Management Plus, LLC
1125 Ocean Ave Lakewood, NJ 08701

BRYN MAWR MARKET: List both entities as Additional Insured on separate Certificates of Insurance:

- National Railroad Passenger Corporation (Amtrak), 30th Street Station – Box #64, Philadelphia, PA 19104
- Township of Lower Merion, its officers, elected and appointed official, agents, representatives, and employees, 75 E. Lancaster Avenue, Ardmore, PA 19002

MEDIA BOROUGH MARKET: List the Borough of Media as Additional Insured on the Certificate of Insurance:

- Borough of Media, 301 N. Jackson Street, Media, PA 19063

JEFFERSON HOSPITAL MARKET: List Jefferson University Hospital as Additional Insured on the Certificate of Insurance:

- Jefferson University Hospital, 111 S. 11th Street, Philadelphia, PA 19107

UNIVERSITY SQUARE MARKET: List the University of Pennsylvania as Additional Insured on the Certificate of Insurance:

- Trustees of University of Pennsylvania, 3415 Walnut Street, Philadelphia, PA 19104

CHESTNUT HILL, RITTENHOUSE SQ., DICKINSON SQ., E. PASSYUNK, AND JEFFERSON MARKETS.-List just the City of Philadelphia as Additional Insured

on this Certificate of Insurance. Only one certificate is needed for all the markets you attend in Philadelphia, whether one market or more.

- City of Philadelphia, its officers, employees, and agents, Risk Management Office, 1515 Arch Street, 14th Floor, Philadelphia, PA 19102