

Penn Street Market Document Checklist

ALL VENDORS PLEASE SUBMIT THE FOLLOWING DOCUMENTS (preferably scanned copies via email) to Courtney Shober at PennStreetMarketManager@GreaterReading.org

FOR GRCA/Penn Street Market:

- Completed Vendor Application
- Completed Vendor Agreement
- W9 Form
- a Clear-quality logo for promotional materials
- A valid **certificate of insurance** prior to occupying and operating a market stand at the Penn Street Market. The policy should contain minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and **name the Greater Reading Chamber Alliance, 606 Court Street Reading PA, 19601 as an additional insured on a Primary and Non-Contributory basis.**

FOR THE CITY OF READING

ALL VENDORS

Please include:

- Vendor Health Permit Application **Copy** **(Return completed App to Courtney. The \$10 FEE will be paid by GRCA)**
- a copy of the main contact or participating vendor's ID*
- SPECIAL EVENT BPL Copy (\$15 fee paid to the City of Reading covers the season-long event of the Penn Street Market ONLY)**

OR

- Business Privilege License Copy (\$55 fee paid to the City of Reading covers a business for any events held in the City for the entire year)**

**Returning Vendors may submit last year's business privilege license number with the \$55 fee.*

Please contact myriam.cedeno@readingpa.gov to submit completed applications, set up online payments, or with specific questions about either of the two business privilege documents. Let her know your application is for the Penn Street Market.

PREPARED FOOD VENDORS/RESTAURANTS/FOOD TRUCKS

Please include up-to-date:

- ServSafe Certificate **Copy**

- Health & Safety Permit for City of Reading **Copy**

PLANT VENDORS

Please include:

- Nursery license **Copy** when plant material is sold

ORGANIC PRODUCE VENDORS

Please include:

- Organic certification license **Copy** when the products for sale state they are "certified organic"
-



2020 PENN STREET MARKET
Greater Reading Chamber Alliance
VENDOR AGREEMENT



This document sets forth the basic rules and procedures under which the Vendor agrees to operate. The signature of the Vendor below is an acknowledgment by the Vendor that he/she: (1) has read this document thoroughly; (2) understands its contents; (3) agrees to abide by the rules and procedures set forth herein; (4) has been provided a copy of this document; and (5) understands that failure to abide by the terms of this document may result in the Vendor being required to cease operations and remove his/her stand from the City of Reading property.

1. Purpose of the Penn Street Market Program

The purpose of the Penn Street Market Program is: (a) to provide support for local farmers, artisans, restaurateurs and food producers with a profitable, well-organized and managed retail outlet; (b) to promote locally-produced agricultural products; and (c) to provide consumers who live, visit, and work in the City of Reading with access to high-quality agricultural products at a competitive price and convenient location.

2. Complying with Regulations

A Vendor shall comply with applicable local, state and federal regulations, including, but not limited to, those dealing with the following:

- Business Privilege License from City of Reading
- W9 Form
- Proof of Insurance
- Any food safety, sanitation, health permits and labeling issues that apply to sales items
- State license seal on all weighing devices
- State pesticide license to use farm chemicals in agriculture crop production with safety
- Organic certification license when the products for sale state they are "organic"
- State and local taxes as required (PA sales tax is required to be collected on any products, which are not edible, e.g., ornamentals; seasonal business privilege tax submitted to City of Reading at completion of market season)
- Nursery license when plant material is sold

3. Vendor Responsibilities

The approval of a Vendor by Penn Street Market is only valid for a single market season. A Vendor must obtain the approval of Penn Street Market to operate a market stand each season.

A person must submit a Vendor application, and all required documentation, **on or before 15 days prior to** the start of the intended marketing season with respect to which approval is sought.

A Vendor application will not be considered "submitted" until it is received by email (preferred), mail, or personal delivery.

Please return completed applications and signed agreements to the following email:
PennStreetMarketManager@GreaterReading.org Subject line: **2020 Vendor Docs**;

or mailing address:
Greater Reading Chamber Alliance,
Attn. Penn Street Market
606 Court St. Reading, PA 19601

(Return page 5 of this document after making copies; retain pages 1-4 for your records).

If Penn Street Market requires the Vendor to leave the market for any reason, it will provide the Vendor with written notice of this requirement.

The Vendor will charge reasonable prices for products sold. All prices must be clearly displayed. In addition, a Vendor will not undercut another Vendor by pricing products below profitable levels.

A Vendor may not offer low-quality products for sale that do not meet the standards of Penn Street Market or misrepresent the quality of any product to the consumer.

A Vendor shall keep their market stand area litter-free. A Vendor shall also work cooperatively with other Vendors to keep the common market area litter free. A Vendor shall not dispose of unsold merchandise in on-site trash receptacles.

A Vendor who desires to post or erect any temporary sign, banner or printed advertisement shall - prior to erecting or posting the sign, banner or advertisement - obtain the approval of the Penn Street Market Manager. Approval may be withheld at the sole discretion of the Market Manager. Vendor must adhere to any prohibitions, requirements or limitations imposed by the City of Reading and the Market Manager on this subject.

Vendors participating in any food assistance programs must display the required signage for program participation.

A Vendor using a motor vehicle or trailer to load or unload goods or supplies at a market stand will – upon completion of loading or unloading - promptly move the vehicle or trailer to the designated parking area as determined by the Penn Street Market Manager, unless other conditions have been previously approved.

The Vendor will secure and maintain a policy of insurance to insure the Vendor against liability for injuries to persons and property arising from the vendor's direct operation of his or her market stand. The Vendor shall provide the Market Manager with a valid certificate of insurance prior to occupying and operating a market stand at the Penn Street Market. The policy should contain minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and name the Greater Reading Chamber Alliance as an additional insured on a Primary and Non-Contributory basis.

5. Qualifying Vendors

The Greater Reading Chamber Alliance Executive Director of Downtown Revitalization will act as the approving authority for Market Vendors. The approving authority may disallow an application in full or part for any bona fide reason. These reasons might include (but are not limited to) the following:

- Insufficient space
- Insufficient customers
- Non-approved items
- Excess supply of products being sold
- Prior violations of these rules and procedures

6. Stands

The Vendor shall maintain its market stand so that it is hazard free, litter free, reasonably attractive and fair to neighboring stands.

The placement of Vendor stands within the market will be determined solely by the Market Manager.

7. Days and Hours of Operation

The market season begins the first Thursday of June 4, 2020. The final market day will be Thursday September 3, 2020. Hours of operation are 10 a.m. and 2 p.m.

Vendors must be ready to sell at the 10 a.m. opening time on market days and remain open until the closing time of 2 p.m. Sales before or after the scheduled market hours are prohibited. It is the responsibility of the vendors to notify the Market Manager of any absences. Any vendor who has agreed to participate for the market season will be expected to attend all of the identified dates designated on their application. Failure to attend on the agreed upon days may cause a dismissal from the market.

8. Vendors, Products and Product Sources

A Vendor may sell the following products at the Penn Street Market – if you are offering something outside of the list below, please feel free to discuss it with the Market Manager.

1.) Raw/Unprocessed Ag Products

- Fruits
- Flowers
- Herbs
- Honey
- Maple Syrup
- Melons (whole or halves)
- Nuts grown in Pennsylvania
- Ornamentals (gourds, corn shucks) - Potted Plants
- Shell Eggs
- Vegetables

2.) Value-Added/Processed Ag Products (Manufactured by the vendor at vendor's location and with vendor label or processed from the vendor's grown products.)

- Canned Goods
- Cider
- Fruit Baskets
- Candles
- Honey Soap
- Maple Syrup Candy
- Preserves (in a jar)
- Baked Goods
- Handmade local crafts
- Handmade local art

All items must meet state and local health standards and regulations. A Vendor may not sell any product that is not on the list set forth in the preceding paragraph unless the Vendor gets approval from the Penn Street Market Manager at the address or fax number set forth above, describes the product and receives written permission to sell that product

PLEASE COMPLETE THE FOLLOWING SHEET, RETAIN A COPY FOR YOUR RECORD, AND SUBMIT PAGE 5 WITH YOUR UPDATED PAPERWORK.

Vendor’s Acknowledgement of Rules & Procedures

The Greater Reading Chamber Alliance has approved the following Vendor to operate a farm market stand at the Penn Street Market. This property is owned by the City of Reading and provided to Penn Street Market for purposes of providing a local supply of fruit, vegetables and other food commodities. This approval is conditioned upon the Vendor’s agreement to adhere to the rules and procedures set forth above. The Vendor is identified as follows:

Vendor/Business name:

Contact Person:

Business Address:

Phone Number: _____

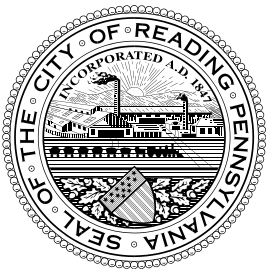
The Vendor has: (1) read this document thoroughly; (2) understands its contents; (3) agrees to abide by the rules and procedures set forth herein; (4) has been provided a copy of this document; and (5) understands that failure to abide by the terms of this document may result in the Vendor being required to cease operations and remove his/her farm market stand from the City of Reading property.

The Vendor agrees that the foregoing is true and accurate. The Vendor agrees and intends to be bound by the rules and procedures set forth above, and has signed and dated this document below as evidence of the fact.

Printed Name of Vendor (Person or Corporation) Date

Signature of Vendor or Person Authorized to Date
Legally-Bind the Vendor

Greater Reading Chamber Alliance Date
Aaron Gantz, Executive Director of Downtown Revitalization (GRCA)



City of Reading Citizens' Service Center
815 Washington Street
Reading Pennsylvania 19601-3690
1(877) 727 3234 Fax (610) 655-6242
www.readingpa.gov
License Fee - \$55.00
BUSINESS PRIVILEGE LICENSE APPLICATION

<u>For City Use Only</u>	
Account Number	
Clerk	Date

The following information is necessary for our records and will be held in strict confidence.

All applicable questions (1-26) must be fully answered and clearly printed.

1. Business Name: _____	2. EIN/FIN: _____
3. Business Location: _____	
4. (___ Own Building)	
(___ Rent Building) – Landlord's Name: _____	
Landlord's Address: _____	
5. Business Mailing Address Where All Forms Are To Be Sent: _____	

6. Business Phone: _____	7. Fax: _____
8. Business Web-site: _____	9. E-Mail: _____
10. DATE OPENED IN THE CITY OF READING: _____	
11. DESCRIBE BUSINESS ACTIVITY: _____	
12. Will you be working in the City of Reading 15 or more days?: _____	

13. Organization & Type of Business:

Proprietorship	_____	Regular	_____	Wholesale**	_____ %
Partnership*	_____	Seasonal	_____	Retail	_____ %
LLP	_____	Temporary	_____	Service	_____ %
LLC	_____	Job-Site	_____	Commission	_____ %
S-Corp	_____	Itinerant Vendor	_____	Rental	_____ %
C-Corp	_____			Non-Profit	_____ %
Association	_____			Manufacturing***	_____ %

14. Are there Pool Tables, Juke Boxes, or other Amusement Devices on the Premises?**** (___ Yes) (___ No)	
15. Accounting Basis: (___ Cash)(___ Accrual)	16. Accounting Year: (___ Calendar) (___ Fiscal)
17. No. Of Employees (W-2 Recipients) _____	18. Monthly Payroll \$ _____

1099 EMPLOYEES

19. Please List Employees Who Are Paid As Independent Contractors, Subcontractors, or other individuals who will be issued 1099 forms. Please use additional sheets if necessary.

NAME	BUSINESS NAME	MAILING ADDRESS
NAME	BUSINESS NAME	MAILING ADDRESS

PLEASE COMPLETE ITEMS #19-21 ONLY IF BUSINESS IS A SOLE PROPRIETORSHIP (SCHEDULE C FILER):

20. Owner(s) Name (s): _____	21. Owner's SSN: _____
22. Owner's Home Address: _____	
Owner's Date of Birth: _____	
(mm/dd/yyyy)	

23. IF BUSINESS IS A PARTNERSHIP, LLC, LLP, LP OR A CORPORATION (C or S Corp) PLEASE COMPLETE BELOW (IF BUSINESS IS A SOLE PROPRIETORSHIP, PLEASE SKIP TO ITEM #23):

Partners', Members' Or Officers' Names	Title	Date of Birth	Social Security Number	Home Address

24. Name of Previous Owner (If Any): _____
25. Previous Business Address (If Any): _____

Before the issuance of a Business Privilege License, you are required to register with the Zoning and +Health Offices.

<u>OFFICIAL USE ONLY</u>	
Zoning	Zoning Office Approval:
+Health	Health Office Approval:
+Required For: Food Service - Eating & Drinking – Vending – Refuse & Solid Waste Haulers – Exterminators – Itinerant Food Service	

26. Rental Properties – List Each Rental Property Located Within the City of Reading:
 Please attach additional sheets if necessary.

26. I Hereby Certify That All Information and Statements Herein Are True and Correct and I/we have read the accompanying instructions.

If this form is not signed in the Citizens' Service Center it must be NOTARIZED.

X _____
Proprietor/Partner/Member(s)/Officer(s) Signature **Date**

X _____
Partner/Member(s)/Officer(s) Signature (If Applicable) **Date**

NOTE: The facts set forth herein are made subject to the penalties of 18 PA C.S. Sec. 4904 relative to unsworn falsifications to authorities.

*If Business Is A Partnership, All Partners Must Verify Questionnaire Either By Personal Appearance At This Office For The Purpose Of Signing This Questionnaire Or By Separate Notarized Statement.
 **Wholesale shall mean sales to dealers/distributors/vendors who resell the items purchased "AS-IS". When a product is sold and then used in the construction of a new product, it is NOT considered wholesale.
 ***Manufacturing: If claiming a manufacturing exemption, a written request detailing the nature of the operation must be made within thirty (30) days to the Municipal Operations Manager. An inspection of the operation is required prior to a decision being rendered. Acceptance or rejection of the request will be issued by the Municipal Operations Manager in writing. All gross receipts will be considered taxable until said decision regarding exemption is issued. No Manufacturing Exemptions shall be granted retroactively.
 ****Amusement Device Licenses Must be Obtained the Day Devices are Brought on the Premises.
 The license fee and business privilege tax are an annual license/tax. Notices will be mailed to you in January, on an annual basis, after your first year of business. If you do not receive these notices, it is your responsibility to notify us for a duplicate form.