Artisan Exchange Market - Rules and Regulations

I. Purpose
1. To provide consumers with fresh, locally grown or produced artisan products.
2. To provide Artisan Exchange members and other local artisans and farmers an opportunity to sell directly to customers.

II. Participation
1. Vendors must be full or part-time producers of accepted products that are offered for sale at the market. Vendors will provide all tables, chairs, and display materials for their booth. Hanging or free standing signs will be coordinated and approved by the market manager.
2. Application to market attached. Applicants must submit attached application to Artisan Exchange, 208 Carter Drive, Suite 13B, West Chester, PA 19382 or by fax to 610-719-0320 or by email to info@artisanexchange.wcpa.com.
3. Vendor Fee Plan (Note: These fees are based on a 8 ft wide X 6 ft deep vendor space):
   - $30 per week of scheduled attendance at market
   - Spaces are assigned by the market manager to achieve the configuration most beneficial to foot traffic and local regulations. On occasion a vendor may be asked to move from their established spot to another to accommodate some special concern. Vendor locations will be posted each week. Please refer to this map upon your arrival.
   - Please make all checks payable to: “Artisan Exchange,” and bring your payment to the first Market Day.
4. Insurance: All vendors are required to carry General Business Liability Insurance for a minimum amount of $1,000,000.00 and Product Liability Insurance for a minimum amount of $1,000,000.00. In addition the following Party must be named as Additional Insured on your insurance policy.

Artisan Exchange West Chester LLC, 208 Carter Drive Suite 13B, West Chester, PA 19382

Please submit one copy of your Insurance Certificate to the Market Manager(s) to keep on file.

PLEASE NOTE - YOU WILL NOT BE ALLOWED TO SETUP AND PARTICIPATE IN THE MARKET AS A VENDOR WITHOUT COPY OF INSURANCE CERTIFICATE ON FILE.
5. **Attendance:** Vendors are expected to attend the market according to their level of weekly commitment, 10 AM - 2 PM. Packing up early is prohibited, except for in special cases that have been pre-approved by Market Manager. A vendor should notify the Market Manager at least 24 hours prior to any planned absence or tardiness. Habitual tardiness or absence from the market may result in expulsion from the market.

The market is open **rain or shine,** unless a state of emergency is declared by Chester County. Outdoor Vendors are responsible for providing their own sun and rain protection.

6. **Market hours: Saturdays from 10 AM - 2 PM**  Vendors should arrive at the market site on time to be fully ready for selling at the opening time of 10 AM. Setup is allowed after 8:30 AM on Saturday. No vehicles allowed in the building on Saturday before the market opens.

### III. Permitted Items for Sale

1. **Items allowed for sale** shall include artisan products produced by the vendor or another approved artisan, including artisan food products, fruits, vegetables, plants, herbs, cut flowers, baked goods, jellies, jams, honey, meat, cheese, and eggs. The resale of items purchased (not produced) by the vendor shall not be permitted if there is another vendor who produces the item in question unless prior approval is given by the Market Manager. On occasions, when agreed to by the Market Manager in advance, products that are not available at market may be purchased and resold from other local artisans. These are to include only those items that are in great need for the good of the market.

2. **Crafts:** Space providing, we welcome a limited array of artisans to sell their handmade products, solely upon the discretion of the Market Managers. Vendors must be the producers of these items.

3. **Baked or canned goods:** All baked goods, jams, jellies, relishes, sauces, etc., must be produced by the vendor or be made exclusively from the vendor’s fruits/vegetables.

4. New applicants must be aware that we promote product balance and encourage products that are unique and unrepresented within our market. Duplicate products may be denied entry.

### IV. Regulatory Compliance

Vendors must comply with local, state, and federal regulations that apply to their business. These include:

1. Proper permits and licenses from local, state, and federal agencies as required by law, and the compliance with health and labeling regulations that apply to all
V. Operation of Stands

Vendors have the right to operate their stands as they choose, after meeting the following minimum standards:

1. Vendors must ensure safety at their stands. Vendors should check the perimeter of the selling areas to be sure that any item brought to market represents no hazard to pedestrians or motorists. Outdoor Sun and shade structures must be secured by weights at all corners.
2. Vendors will strive to sell only products of the highest quality and freshness in keeping with the market’s desired image.
3. Vendors must have signs listing the prices of every item offered for sale. Signs must be posted before sale begins.
4. Vendors must clearly separate and label organic and non-organic products offered for sale in the same display.
5. Vendors must clean their sales and loading areas at the end of the market each day and remove all trash and other debris from the premises they brought in. Use of trash bins and dumpsters is only allowed by Artisan Exchange member tenants.
6. Vendors must observe the hours established for the market.
7. Each vendor will be assigned a space in the market area (approx. 8 ft wide by 6 ft deep) in which to conduct his/her business. Vendors are not allowed to encroach on the walkways outside of the assigned space. Maintaining traffic flow is critical to our continued operation. If a vendor is interested in using more than the aforementioned amount of space to display and sell his/her product, he/she will be charged an appropriate additional fee.
8. No radios or other sound or light emitting devices and no hawking, calling or other loud noises.

VI. Governance and Organization of the Market

1. The Artisan Exchange Market is owned by Artisan Exchange West Chester LLC and is operated as part of the marketing efforts offered to Artisan Exchange members and other invited vendors. The owners of Artisan Exchange and market management staff will be responsible for the day-to-day market decisions, including new vendor recruitment, customer relations, publicity, and events planning. All vendors are encouraged to promote the market and its activities to their customers in support of our collaborative efforts. Market Managers are always eager to receive feedback, advice, and concerns from the market vendors. If vendors have specific market related concerns, we encourage them to be brought to the attention of the managers.