



Emmaus Farmers' Market

P.O. Box 14

Emmaus, PA 18049

www.emmausmarket.com

NON-PROFIT COMMUNITY TABLE REQUEST FORM

Please complete all fields on this form and return via email at info@emmausmarket.com. Upon receipt of your form, your request will be reviewed and submitted for approval. The request must be received a minimum of 2 weeks in advance of the date requested. **Please review our [Bylaws](#) and [Rules and Regulations](#) to understand your role at the market. Please make sure your (1) updated 501(c)3 is attached in the email AND you have (2) updated insurance liability documents for 2026 for prompt approval.** Upon approval of date(s) available and all documents received, you will be contacted by Jen Schuster to confirm your scheduled date and provided with details regarding your table. If you have questions or need additional details please contact Jen Schuster, Marketing and Event Coordinator, directly at emmausfarmersmarket@gmail.com. Thank you!

Organization: _____

Contact Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Please choose 3 Sundays from May through November with option 1 being your first preference.
(Non-profits are welcome to participate 3x a market season in different months).

1: _____

2: _____

3: _____

Is your updated 501(c)3 form attached? **YES / NO** if no, why? _____

Are your (2) liability insurance documents attached? **YES / NO** if no, why? _____

(Two documents, one with Emmaus Borough 28 South Fourth St. Emmaus PA 18049 & one with Emmaus Farmers' Market P.O. Box 14 Emmaus, PA 18049)

Please provide a short description of what you would like to present at a Market Community table. (If interested in selling items, see Bylaws 6.c.i. on the next page for reference.)

Important Information for Community Tables:

1. Participants must review all market bylaws and rules & regulations, which can be found on the Farmers' Market website under the "contact us" tab. This is extremely important for the safety of customers and participants.
2. Community Table participants must provide their own tent, table and chairs with sufficient weights (30lb each leg) for each corner of the tent. The Community Table set up is on the green next to the fountain as of May 2026.
3. Vehicles must be unloaded and removed from site by 9:30 a.m. sharp. No exceptions. Vendors will be filling in the Triangle area at 9:30, so punctuality is necessary.
4. Vehicles may not enter the Triangle until the market is over. Market hours are 10am-1pm.
5. After unloading, participants must park at market parking in the **Schantz Funeral Home** parking lot on Third Street at 250 Main St, Emmaus, PA 18049. Please leave street parking for our customers.
6. The Emmaus Farmers' Market will not be held liable if there is any damage to equipment or tents during the market. Participants understand the market is open rain or shine and will contact Jen via email by Saturday afternoon if they cannot attend the market on Sunday.
7. Nonprofits may only occupy the Community Table **once per month**, and up to **three times in any given season**.
8. Participants may not sell any items for fundraising that could compete with market vendors (ie: selling cookies as a fundraiser competes with bakeries such as The Flour Shop & Hausman's Fruit Farm baked goods) unless written approval is received.
9. Participants must show proof of **501(c) non-profit status** and may not be a local business or sell items unless approved by our board.
10. Community Table Participants must have "The Emmaus Farmers' Market" **AND** "Borough of Emmaus" as riders for liability insurance of 1,000,000 and show proof thereof before dates are set. Emmaus Farmers' Market needs two separate documents for each location. Addresses are as follows:

1.) Emmaus Farmers' Market P.O. Box 14 Emmaus, PA 18049	2.) Borough of Emmaus 28 South Fourth Street Emmaus, PA 18049
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Regarding attendance rules for Community in Bylaws 6.a.iii.:

a. Market

iii. Educational and Community Activities — Space will be made available free of charge for market, educational, or community promotional activities as needed. This space **MUST** be booked with the Market Coordinator at least two weeks in advance and will be assigned at the discretion of the Market Coordinator. A single organization may attend EFM a maximum of once per month.

Regarding non-profit "sales of items" in Emmaus Farmers' Market Bylaws 6.c.i.:

c. Community Tables

i. Participating in the EFM. Nonprofit booths are not permitted to sell (or give away) any products, unless it is for fund raising purposes and the market approves the products in writing. Organization representatives shall not interfere with market operations by aggressively soliciting signatures, donations, or attention. Such activities shall not block sidewalks or access to assigned stall spaces. Nonprofit organizations are required to submit an application but are not required to pay seasonal booth or inspection fees. The market retains the right to

regulate the time, place and manner of activities relating to displays, signs, posters, placards, and other expressions of the interests represented. Each organization must prominently display its name. All organizations are expected to adhere to all applicable rules.

Regarding documentation from Bylaws 6.b.ix.:

b. Vendors

ix. Insurance- Although EFM carries \$1 Million of liability insurance, the market does not provide an insurance to cover activities of vendors, their employees, or agents. Each vendor must carry a minimum of \$1 million of liability insurance. Proof of individual insurance coverage must be received by the market Secretary each year before vendors will be allowed to participate in the market. Certificate of Insurance must list: Emmaus Farmers' Market,

1. Location: Triangle Park, Main Street, Emmaus PA 18049 and be mailed to EFM P.O. Box 14 Emmaus, PA 18049 and Emmaus Borough, 28 South Street Emmaus, PA 18049

It is strongly recommended that non-profits attend a market before their scheduled date to understand the Triangle and the logistics. If you have any further questions, contact Jen.

I AGREE AND ACCEPT THAT I READ THIS DOCUMENT IN FULL, IN ADDITION TO ALL RULES AND BYLAWS ON THE EMMAUSMARKET.COM WEBSITE:

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NAME	non-profit	date