



Hello, and thank you for your interest in Lancaster Central Market!

Enclosed you will find a list of important information to review about being a Standholder at Market and an application to complete. Before filling out the application in its entirety, please read through the list, as all items on it are non-negotiable and require Standholder compliance. When completed, please email your application to info@centralmarketlancaster.com.

Upon its receipt, your application will be given a preliminary review, after which you will be notified of the following: we need additional information for further consideration, you have been approved to move onto the next step, or we respectfully decline your application.

Depending on the outcome of the preliminary review, the next step involves a thorough review with the Standholder Review Committee, which is a group that includes Market volunteers, current Standholders, and board members from the Central Market Trust. Priority is given to fresh, local food sources offered by the grower or producer so that we can protect and maintain the unique and authentic Market experience for our customers. Also taken into consideration is the variety of products available at Market to ensure a quality mix of available goods.

Again, thank you for your interested in becoming a Standholder at Market! We look forward to reviewing your application.

Regards,

Standholder Review Committee
Lancaster Central Market



8 NORTH QUEEN STREET SUITE 7E LANCASTER, PENNSYLVANIA 17603



Important Standholder Information

- All Standholder leases require a 3-day commitment. Hours are Tuesdays & Fridays 6:00 a.m. to 4:00 p.m., and Saturdays 6:00 a.m. to 2:00 p.m. Stands must limit the number of Market days they close, open late, or leave early to 15 days per year.
- All food-related stands require health inspections by the Lancaster City Department of Health, Housing, and Sanitation, and annual operating licenses will be required. Off-site preparation or kitchen facilities must meet and be inspected in accordance with commercial requirements as defined by the Environmental Health & Protection Bureau.
- All stands require general liability insurance providing \$1,000,000 coverage with Central Market Trust listed as an additional insured.
- The current lease rate is \$254.00 per foot per year, billed quarterly. An additional \$20.00 per foot per year is charged for Standholder Association dues.

Example rent calculation. A 6' stand would be $\$254.00 \times 6' = \$1,524.00$. Standholder Association dues would be $\$20.00 \times 6' = \120.00 . Adding these together for an annual fee would be \$1,644.00. Rent is billed quarterly, so a quarterly fee would be \$411.00.

- Additional electricity charges are based on actual usage at each Market stand, billed separately on a monthly basis.
- You are required to submit stand construction and signage designs; must assume all costs associated with stand construction, plumbing, and electrical work required by your stand design; and obtain all permits required by the City of Lancaster.
- Please be aware that no cooking is allowed in Market as defined by the Central Market Trust and the Fire Marshal for the City of Lancaster.
- Standholders are strongly encouraged, and may be required, to have a business plan. Visit Lancaster Public Library on Duke Street or SCORE for resources and support.
- If you would like to connect with Kim Wissler, City of Lancaster Health Officer, regarding health and safety regulations at Market, she can be reached at (717) 291-4714.



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Standholder Application

Please provide your contact information.

Name: _____

Address: _____

Phone: _____

Email: _____

Tell us a little bit about your business background and history.

The Central Market Trust (CMT) works hard to provide Lancaster Central Market customers with a carefully planned product mix. What products do you want to sell? Please be as specific and complete as possible.

Fresh food

Prepared food to
take home

Prepared food for
immediate consumption



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Lancaster Central Market is a mix of various size stands that become available at different times. How much space (how many linear feet frontage) will your stand need? _____

What utilities will you need at your stand?

Water _____
Sewer drain _____
Electric for refrigeration _____

Low turnover of stands is important to the success of Lancaster Central Market, so we want all new stands to succeed. Please complete this “mini-business plan” to provide an expectation of your costs and revenue.

_____ Average number of sales per Market day
x \$ _____ Average value of each sale
= \$ _____ Projected revenue per Market day

x 13 Market days per month
= \$ _____ Projected revenue per month

– \$ _____ Product cost
– \$ _____ Monthly rent
– \$ _____ Monthly labor costs
– \$ _____ Monthly utility costs
– \$ _____ Interest expense for borrowed money
– \$ _____ Other regular expenses

\$ _____ Projected monthly profit

Most businesses that fail do so because of lack of cash for working capital. You will need enough money to carry your business through the time before it becomes profitable.

How much working capital will you have available to you when your stand opens? \$ _____

Number of months you expect your stand to reach the monthly sale you estimated above in the “mini-business plan”? _____

When would you like to open your stand? _____

If your product(s) qualify, will you accept SNAP/EBT? _____ yes _____ no

In an effort to better understand the “health” of Lancaster Central Market, we are tracking some key indicators. If you become a Standholder, will you be willing to share the number of transactions you have each month? _____ yes _____ no