



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@centralmarketlanaster.com](mailto:info@centralmarketlanaster.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 interest 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, & Saturdays 6:00 a.m. to 3:00 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 \$40.15 per square foot per year, billed quarterly.

***Example rent calculation.*** A 6'x 7' stand would be  $\$40.15 \times 42 = \$1,686.30$ . Rent is billed quarterly, so a quarterly fee would be \$421.58

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.



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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.

### Standholder Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Does your business have multiple locations?**

\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Seasonal lease \_\_\_\_\_ OR Annual lease \_\_\_\_\_

Summer seasonal leases are available for produce, producers only. Please contact Mary Goss, Manager of Market Operations ([Mary@centralmarketlanaster.com](mailto:Mary@centralmarketlanaster.com)) for more information.

**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

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Prepared food to  
take home

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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