

Guidelines for the Havre de Grace Farmer's Market

Revised January 2023

I. Eligibility Requirements

A. The Havre de Grace Farmers Market is a local producers' market. The Market is intended to be a showcase of local food and agriculture; however, artisans, bakers, and craftspeople who fit within the overall mission of the Market may be accepted. All items sold at the Market must be grown, produced, or made locally.

B. All Vendors must carry insurance for general liability and property damage, as well as product liability coverage, in an amount not less than \$500,000.

C. The Market is managed by a board of vendors. The Board establishes the Market Guidelines, approves vendor applications, determines vendor spacing, manages market advertising, and investigates complaints against any vendor for a violation of the Guidelines.

D. The Havre de Grace Farmer's Market is a member of Community Projects of Havre de Grace, Inc., a 501(c)(3) non-profit entity.

II. Procedure for Vendor Participation

A. Interested vendors may apply to the Market via the application form on the Market website: www.havredegracefarmersMarket.com.

B. Application deadline is March 1 for best consideration. However, applications are accepted during the Market season based on vendor space availability.

C. The vendor committee will review all eligible applications and make final vendor decisions by March 15.

D. Payment is due upon acceptance to the Market, along with proof of insurance. Spaces are not assigned until payment is received. Vendors submitting payment later than April 15 may not be listed on printed or online promotional Market materials.

E. By applying to the Market, a vendor applicant agrees to be bound by the Market Guidelines.

III. General Rules

A. Definition of a Vendor: A person who completed an application, agreed to the Market Guidelines, and accepted for participation in the Market by the Board.

1. Returning Full Season Vendor: The Board may in its discretion grant a discount to returning full season vendors. A Returning Full Season Vendor is a

vendor who paid the regular full season fee in the prior regular (May-December) market season.

2. Vendors participating in any markets outside of the regular (May-December) market or participating in the regular market on a daily rate (less than 12 markets) are not a full season vendor.

B. Permitted Items for Sale: Vendors may only sell items that are listed in their acceptance email from the Board as based on the Vendor's application. Additional items may be added during the season with prior permission from the Board.

C. Eggs. Any Vendor wishing to sell eggs at the Market must be compliant with Maryland Egg Law's Egg Inspection program and supply its packer registration number on the application to the Market. A copy of the annual egg law packing permit must be provided for the Board.

D. Due to physical space limitations in Havre de Grace at the market location, the Market is unable to accommodate local brick and mortar stores as market vendors.

IV. Maintaining Market Eligibility

A. Comply with local, state, and federal laws and regulations – Vendors must comply with all local, state, and federal laws and regulations relevant to the Vendor's items for sale. Vendors are responsible for obtaining all permits and licenses required for the sale of their items at the Market.

B. Regular Participation in Market – The Market will be in operation Saturdays from May to December from 8:30am-12:00pm. Vendors will have an hour before and an hour after the posted hours of operation to set-up and take down their booths.

C. The Board will assign spaces based on availability of space and flow of the Market. Vendors need to provide their own tables/tents/shade structures. Vendors are not guaranteed the same exact space for every market (due to the possibility that the number of vendors selling weekly may fluctuate); however, the Board will try to be as consistent as possible in vendor space location.

D. Vendors requiring electric at the Market may be responsible for providing their own generators. Electric is not guaranteed at the Market. Access to electric will be made available, if possible, based on vendor space location and electric availability by the City of Havre de Grace.

E. Pay Vendor fees. Vendors are responsible for paying the Annual Market Fee. Vendors may not sublet their space. Intermittent vendors may participate at a per diem rate, paid in advance when Market dates are reserved. Vendor fees are not refundable if a vendor ceases participation in the Market or has its application cancelled during the Market season.

F. Clean up. Vendors shall be responsible for post-market clean-up of their space. The space should be left as it was found with neither litter nor organic trash left behind.

G. Display Appropriate Conduct. No radios permitted during Market hours. Treat other Vendors and customers with respect.

H. NO SMOKING IN THE FARMERS MARKET AREA.

I. Attendance. In the event a Vendor cannot attend a Market for which they are scheduled, the Board should be notified at least 24 hours prior to the specific market day so the space may be allocated to other vendors if needed and the online Market map may be updated for customers. Except in cases of unavoidable or unforeseen events, failure to attend a minimum of 80% of a vendor's scheduled markets may result in expulsion from the Market.

J. Vendors are not permitted to bring animals to the Market for any reason. The sale of animals at the Market is prohibited.

V. Violations

A. Any complaints about potential violations of the Market Guidelines must be submitted to the Board in writing by the complainant. The Board shall investigate all complaints and in so doing, reserves the right to inspect any Vendor's farm or production facility if the complaint involves an alleged violation of the local producer rule. Any Vendor refusing to allow for an inspection shall forfeit the right to participate in the Market for the remainder of the season.

B. The Board reserves the right to cancel the approval of any vendor's application at any time if they find said vendor in violation of any of the Market Guidelines.

VI. Modifications of Guidelines

A. The Board reserves the right to revise the Guidelines at any time.

VII. The Board's decision on these Guidelines and all other matters concerning the Market is final.