

Jefferson Maryland Farmers Market
Vendor Rules/Guidelines and Agreement 2020

Eligibility Requirements:

- A. The Jefferson Maryland Market is a weekly local market that offers fruits, vegetables, plants, herbs, flowers, baked goods, prepared beverages, jellies, jams, honey, prepared foods, handicrafts and/or other products. Items sold at the should be grown, produced, or made locally.

In addition, we will host a monthly Treasures Market this year. These vendors are welcome to sell items that are used or vintage. This area will be outdoors and of course these items need not be local.

- 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. The policy shall name Jefferson Maryland Market and Jefferson Ruritan both located at 4603 Lander Road, Jefferson, MD 21755 and any other entities, if determined to be necessary, as added insured's, and shall maintain all other coverage as required by law. A copy of the Certificate of Insurance must be provided with the Agreement to the Jefferson Maryland Market. If insurance expires mid-market season, the farmer or producer must provide Jefferson Maryland Market with a copy of the renewed insurance policy at the time of the policy expiration.
- C. If you are a Meat Processor, all the farmers/growers for whom you process foods that will be sold at Jefferson Maryland Farmers Market must carry insurance for general liability and product liability of not less than \$500,000. If you as the Meat Processor are providing insurance coverage for these farmers/growers, a copy of the policy naming those farmers/growers must be provided with your application as proof of insurance coverage.

- D. Vendor Fees - Vendors are responsible for paying the Market Fees which shall be made payable to the Jefferson Ruritan and shall be made at the beginning of the Market and participation.
1. Just once - \$20
 2. For one month (June, July, or August) or for once/month during the season - \$25
 3. 2020 Season Vendor - \$75/season
 4. 2020 Season Vendor Paid by May 1, 2020- \$50/Season

Definition of a Vendor:

A person who has completed an application, agreed to the market guidelines and been accepted for participation in the Jefferson MD Market.

Permitted Items for Sale:

Vendors may only sell items listed in their vendor application. Additional items may be added during the season with prior permission from the Market Manager.

To sell eggs, please visit Maryland Department of Agriculture site to review the guidelines for selling eggs.

<http://mda.maryland.gov/foodfeedquality/Documents/farmermarketseggs.pdf>

Adhering to Market Hours:

Vendors may not sell before or after the Market hours, without exception. Market hours are 4:00pm – 7:00pm on Wednesday's. Vendors are asked not to arrive for set-up before 3:00pm. Vendors are expected to be set up by 4:00pm and be gone from the market site by 7:30pm.

Clear Signage:

Vendors shall post clear, legible, and visible signs with the following information:

1. Farm or business name & address
2. Product names & prices

Maintaining Market Eligibility:

1. Comply with sanitary rules and regulations – All vendors must comply with rules and regulations of the Frederick County Health Department. Vendors shall apply directly to the Frederick County Health Department's Division of Licensure and Regulatory Services for any necessary temporary permit <http://health.frederickcountymd.gov/> Vendors shall be responsible for submitting a copy of the appropriate permit to the Market Manager with their market application. Vendors required to have licenses are expected to post them on market days.
2. Vendor is responsible for any necessary permits and must comply with all required state, county, and national permits and/or regulations for their planned market activity. Noted are regulations and governing agency, however this is NOT an all-encompassing list:
 - a. Scales must be registered with and inspected by the Maryland Department of Agriculture
 - b. Packaged products must comply with the Maryland Packaging and Labeling requirements
 - c. Nursery stock must be from operations in compliance with the Maryland Department of Agriculture's nursery inspection and certification program.
 - d. Vendors selling eggs must be following and in compliance of the Maryland Egg Law's Inspection Program
 - e. Vendors selling honey and bee products must have their colonies registered with the Maryland Department of Agriculture and hold a valid Certificate for Honey Bee Colony Registration.
3. Regular Participation in Market - The Jefferson MD Market will be in operation May 20– September 2th, every Wednesday of the month and the Market hours of operation will be from 4:00pm - 7:00pm. Vendors will have a half-hour before and a half-hour after the posted hours of operation to set-up and take down their booths. Please contact the Market Manager if you are a regular vendor and are not able to attend market on any given day.

The Jefferson Ruritan hosts a carnival and the Market will relocate the week prior and the week of the carnival. Usually, the Cambridge Farms pavilion is used during those two weeks. We will confirm the space as it gets closer to the Market opening.

4. We will be advertising on-line for the coming Market weekend for the vendors that will be participating. We want our customers to know which vendors will be at the Market each weekend. Vendors are also encouraged to let the Market Manager know about any new products or information regarding their products they would like to advertise.
5. Notice if you will not be participating notice is required by **Sunday** for the coming Wednesday's Market.
6. Repeated absences without notice may result in suspension or expulsion from the Market, with no refunds provided.
7. Vendors may participate on an occasional basis with advance permission from the Market Manager or by using Option 2 in the Vendor fees section and notifying the Market Manager which week they plan to attend (e.g. second Wednesday of the month).
8. We want to provide a schedule to our customers in the beginning of the market season regarding which vendors will be participating on which Wednesday's. When filling out the attached Vendor Application, please indicate which Wednesday's you are planning to attend.
9. Vendors must come with appropriate equipment. Vendors are required to maintain their stands in a neat and orderly fashion and be responsible for their appearance. Market will be held rain or shine since we will be in the covered pavilion located at the Jefferson Ruritan Center.
 - a. Vendors are required to maintain their stands in a safe manner and to make immediate safety changes when directed to do so by the Market Manager or a Jefferson Ruritan Club member.
 - b. 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.
 - c. Display Appropriate Conduct – No radios permitted during market hours. Treat other market Vendors, customers and Market staff with respect.
10. Wine Vendors need to send in their signed permits to the State of Maryland Comptroller's Office 20 days before market participation.

11. The Market Manager Will Assign Spaces upon Arrival of the Vendors on each Market Day. Treasure 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; we will try to be as consistent as possible.
12. NO SMOKING IN THE MARKET AREA. This includes the outdoor Treasures Market area.
13. All vendors will follow COVID-19 regulations as set by the Governor of Maryland and the Maryland Department of Agriculture and/or the Jefferson Farmers Market. This is an unusual situation without a history of best practices so understand rules and regulations may change to ensure the safety and health of all involved. We appreciate your patience and understanding during the 2020 season.

The Market Manager's decision on these rules and all other matters concerning the Market is final.

Violations:

1. Any complaints against a Vendor are the responsibility of the Market staff and will be investigated. Please submit all complaints in writing to the Market Manager.
2. The Market Manager reserves the right to cancel the approval of any vendor's application at any time if the Market Manager finds said vendor in violation of any of the guidelines and eligibility requirements and no refunds will be issued.

Hold Harmless Clause and Insurance:

1. All authorized vendors participating in the Market shall be individually and severally responsible to Jefferson Ruritan for any loss, personal injury, deaths, and/or any other damage that may occur because of the vendors' negligence or that of cost, damages and other expenses, including attorney's fees, suffered or incurred by Jefferson Ruritan due to the vendor's negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the Jefferson Ruritan for negligence of the

Jefferson Ruritan, its servants, agents or employees. No insurance is provided by Jefferson MD Market to participants of the market. All producers shall be required to carry their own liability insurance as noted in the Eligibility Requirements above.

Modifications:

The Market Manager reserves the right to revise the guidelines at any time as deemed appropriate. Vendors will be notified, in writing, of any changes.

Adrienne Summers
Market Manager

Date _____

Vendor Name

Date _____

Individual Signature

Address

Printed Name

Jefferson Maryland Farmer's Market Agreement 2020

Having read the Jefferson, Maryland Market Rules and Guidelines, I hereby agree to abide by these rules and guidelines, and wish to participate as a vendor for the 2020 market season held on Wednesdays from May 20th to September 4th from 4pm-7pm. The Market will be held at the Jefferson Ruritan Center located at 4603 Lander Road, Jefferson, MD 21755 in the covered pavilion so the market will operate rain or shine. There may be a special market in November and December for the holidays.

- \$20.00 Single Day
- \$25.00 One month (June, July, or August) or once monthly
- \$75.00 2020 Season
- \$50.00 2020 Season paid by May 1, 2020

Enclosed is my check made payable to [Jefferson Ruritan Club](#) in the amount of \$_____.

Signature

Date

Printed Name

Business Name

Address – Street

City, State, Zip

Phone Number

Email Address

Produce(s) / Craft

Mail this form, your check, verification of liability insurance, and copies of all applicable business licenses

**to: Adrienne Summers
3872 Jefferson Pike
Jefferson, MD 21755
301-788-0101 (Cell)**