

Jefferson Maryland Farmers Market
Vendor Rules/Guidelines and Agreement 2023

Eligibility Requirements:

- A. The Jefferson Maryland Farmers 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 within Maryland, Virginia, Pennsylvania, and West Virginia.

In partnership with Jefferson BSA Troop 1066, food trucks will attend the Farmers Market and will be operating at the same time to increase foot traffic. The Boy Scouts will try to have both dinner and dessert trucks on each market evening.

Local musicians are scheduled to play each week and will be directly outside the pavilion near the entrance in order to attract attendance.

- 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 Farmers 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 Farmers Market.** If insurance expires mid-market season, the vendor must provide 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 the 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. If you are an egg vendor, please visit Maryland Department of Agriculture site to review the guidelines for selling eggs.
<http://mda.maryland.gov/foodfeedquality/Documents/farmermarketseggs.pdf>
- E. **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. Vendor fees are used to compensate the musicians and to purchase advertisements on social media. Market managers are volunteers and do not receive monetary compensation.
1. Just once - \$20 (tented space only)
 2. For one full month (June, July, or August) or for once/month during the season - \$25 (tented space only)

3. 2023 Season Vendor - \$75/season
4. **2023 Season Vendor Outside/Tented Paid by May 1, 2023- \$50/Season**
5. **2023 Season Vendor inside pavilion Paid by May 1, 2023 - \$65/Season (as space allows)**

Definition of a Vendor:

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

Adhering to Market Hours:

Vendors may not sell before or after the Market hours, without exception. Market hours are 4:00pm – 7:00pm on Wednesdays. 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 and/or any cottage industry guidelines. 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 Maryland Farmers Market will be in operation **May 17th– September 13th**, every Wednesday of the month with Market hours of operation will be from **4:00pm - 7:00pm**.

The Jefferson Ruritan hosts a carnival at the end of July and the Market will relocate outside the pavilion the week prior and the week of the carnival the market usually relocates to the Cambridge Farms pavilion. We will confirm the space as it gets closer to the Market opening.

4. We will be advertising on-line for the coming Market weeks for the vendors that will be participating. We want our customers to know which vendors will be at the Market each week. Vendors are also encouraged to let the Market Manager know about any new products or information regarding their products they would like to advertise. Please share information about your business and the Jefferson Maryland Farmers Market on your own social media channels.
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 are required to maintain their stands in a neat and orderly fashion and be responsible for their appearance. The market will provide tables and benches that are part of the inside pavilion. We ask you to bring a table covering and it is recommended you have your own chairs for seating. Please bring any display or equipment you will need for display. Market will usually 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 area and 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.
8. In 2022, Jefferson Farmers Market was voted the #2 market in Frederick County in the News Post Best of the Best competition. Due to the interest and growth of our market, vendors may be assigned or volunteer for tent space directly outside the pavilion and fees have been adjusted accordingly. Vendors must secure their tents with weights of 30lbs or more, attached to each leg by a non-elastic strap. Tented vendors must also supply their own tables and chairs for their display.
9. Wine and alcohol vendors need to send in their signed permits to the State of Maryland Comptroller's Office by the 20th of the month prior to participation at the market. The Jefferson Ruritan must sign the form, so please provide sufficient lead time for the signature.

10. The Market Manager Will Assign Spaces upon Arrival of the Vendors on each Market Day. 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. From time to time, there may be inside space available due to vendor cancellations, and indoor space will be offered on a first-come-first-served basis to outside vendors.

11. **No Smoking in the Market Area.**

12. **CDC regulations will be observed. Social distancing and masks may be required based on current regulations. 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.**

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. You as a vendor or exhibitor, agree to hold harmless the Jefferson Ruritan and Jefferson Maryland Farmers Market from any injury, accidents, or any, and all liability. No insurance is provided by Jefferson Maryland Farmers Market to participants of the market. All producers and exhibitors 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.

Jefferson Maryland Farmers Market Agreement 2023

Having read the Jefferson, Maryland Farmers Market Rules and Guidelines, I hereby agree to abide by these rules and guidelines and wish to participate as a vendor for the 2022 market season held on **Wednesdays** from **May 17th to September 13th from 4pm-7pm**. The Market will be held at the Jefferson Ruritan Center located at 4603 Lander Road, Jefferson, MD 21755 inside and outside the covered pavilion and will operate rain or shine.

- \$20.00 Single Day
- \$25.00 One full month (June, July, or August) or once monthly
- \$75.00 2023 Season
- \$50.00 2023 Outside/Tented Vendor Season paid by May 1, 2023**
- \$65.00 2023 Inside Vendor Season paid by May 1, 2023**

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

Product/Craft

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

**Nikki Larson
3623 Fry Road
Jefferson, MD 21755
402-770-2470 (Cell/text)**