

Crossroads Farmers Market 2016 Market Rules and Regulations

I Eligibility Requirements

- a **The Crossroads Farmers Market is a producers only market.** Vendors must actually grow, produce, or make (at least 75% of) the fruits, vegetables, plants, herbs, flowers, baked goods, prepared beverages, jellies, jams, honey prepared foods, handicrafts and/or other products they intend to sell at the Crossroads Farmers Market. Any products from a partnering farm or garden must be: produced within 125 miles, listed in advance in the vendor application, approved by the market manager, AND labeled with the correct producer's name. The term Producer includes the Primary Applicant's family and employees when they are directly involved in methods of production.
- b A vendor's farm or production facility must be within 125 miles of the Crossroads Farmers Market.
- c A vendor must possess appropriate liability insurance and proper permits for products sold.
- d All vendors must agree to accept \$5 (credit/debit) tokens. All produce vendors must be WIC certified and accept WIC/FMNP coupons. All vendors selling fruit, vegetables, meat, eggs and honey must agree to accept Fresh Checks. All vendors selling SNAP-eligible foods must accept \$1 EBT tokens (used by SNAP food stamp clients). When accepting \$1 EBT tokens, vendors must comply with federal guidelines for SNAP benefits at farmers markets: <http://www.fns.usda.gov/snap/eligible-food-items>. Change may not be given for \$1 EBT tokens, WIC/FMNP coupons or Fresh Checks. Crossroads Farmers Market will reimburse vendors for tokens and Fresh Checks on a biweekly basis.
- e Requirements for specific vendors:
 1. **Farmers** must grow or produce 75% of the goods sold at market on their farm or garden. Farmers may also sell baked goods made on the farm. All produce vendors must be certified to accept Maryland WIC and Seniors Farmers Market Nutrition Program (FMNP) checks and WIC Fruit and Vegetable Checks (FVC). All fresh foods vendors must accept Fresh Checks. CFM will reimburse vendors for tokens & Fresh Checks on a biweekly basis.
 2. **Bakers or value added producers (jams, fruit butters, candy)** must produce goods from scratch, using locally sourced ingredients when possible. Those producing potentially hazardous foods must prepare in a certified kitchen. Bakers or value added producers preparing non-hazardous goods on a farm or in a home kitchen must obtain proper permit from Montgomery County and must follow Cottage Food Business guidelines: http://www.montgomerycountymd.gov/agsservices/resources/files/Farmers_Markets/application.pdf
Bakers may accept \$1 tokens only for food items intended for home consumption.
 3. **Prepared/Hot Food Vendors** must produce goods from scratch, using locally sourced ingredients when possible. These items must be prepared in a licensed commercial kitchen or food cart. Prepared food vendors must have the appropriate "Itinerant" permit from Montgomery County.
http://www.montgomerycountymd.gov/agsservices/resources/files/Farmers_Markets/application.pdf
Prepared food vendors may accept \$1 tokens only for eligible SNAP items. (see attachment)

4. Farmstead Meat and Meat Products. The Producer must raise animals for meat and meat products. Animals not born on the Producer’s farm must spend half their life on the Producer’s farm. Grazing animals must have regular access to pasture. You may not use antibiotics or hormones.

5. Poultry and Eggs. The Producer must raise poultry for meat from day-olds. Laying hens may be bought as pullets. Poultry must have adequate room and light indoors, and access to pasture. You may not use antibiotics.

6. Farmstead Milk and Dairy Products. Milk, cream, butter, cheese, yogurt, ice cream, and other dairy products must be made by the Producer wholly from milk raised by the Producer or an approved partner farm. Grazing animals must have regular access to pasture. You may not use hormones. Crossroads Farmers Market will promptly reimburse vendors for tokens and Fresh Checks, if applicable.

7. Fish and Shellfish. The Producer must raise or legally catch fish and shellfish and hold the appropriate license. Prepared foods (e.g. fish pie) must be made exclusively from the Producer’s catch.

II General Rules

- a **Definition of a Vendor:** A person who has completed an application, agreed to the market guidelines and been accepted for participation in the Crossroads Market. A “vendor” is the grower or producer of products sold, and includes family members or employees of the applicant listed on the application.
- b **Permitted Items for Sale:** Vendors may only sell items listed in their vendor application. Other products like eggs, jams, honey, preserves, baked goods and prepared/hot foods will be permitted as they fit with vendor guidelines and are approved by the Montgomery County Health Department. A no-cost permit via Maryland Department of Agriculture is required to sell eggs.
- c **Prohibited Items for Sale:** No vendor will be allowed to resell water or beverages (Homemade juices or teas are allowed). No live animals may be sold at the market. No reselling of items not locally produced.
- d **Adhering to Market hours.** Market hours are 11:00am-3:00pm. We do not distribute Fresh Checks before or after this time. Vendors may not sell before the market begins at 11:00am, or after the market ends at 3:00pm. Vendors are expected to begin setting up by 10am and to have cleaned up and vacated the market site by 4:00pm. **Please adhere to these hours except under special circumstances.**

NO vendor is allowed to sell before 11am EXCEPT in extremely special circumstances as described below:

- **VENDING BETWEEN 9AM AND 10AM: ONLY if a customer has limited mobility or cannot come to market during regular operating hours. We do not want our regular customers thinking we open at 10am. At all times, please stress that the market opens at 11am.**
 - **VENDING BEFORE 11AM (including between 10am and 11am): ONLY during inclement weather. During rain or weather events, vendors can sell before 11am to ensure maximized sales.**
- e **Appropriate equipment.** Vendors are expected to provide their own signs, tents, tables, weights, and chairs, as needed. Vendors are expected at the market, rain or shine, and should come with appropriate equipment for this all-weather market.
 - f **Clear signage.** Legally, vendors must post clear, legible, and visible signs with the following information:

1	Business name & location	3	Information about methods of production
2	Product names & prices		

Signage and labeled, bilingual prices are important for two reasons: 1) signage helps create your identity within the shopper base and 2) visible prices create consistent and fair system for shoppers. Having signs is an important method for bringing in good sales. **Bilingual (English-Spanish) signage is highly recommended. Crossroads staff will assist with translation, as needed!**

Maintaining Market Eligibility:

- 1. Regular Participation in Market** – The Crossroads Farmers Market at Anne Street will operate from 11:00am-3:00pm on Wednesdays beginning June 1st 2016.
 - Market absences must be approved by Market Manager. Please contact the Market Manager if you are a regular vendor and are not able to attend market on any given day. **Failure to notify the Market Manager in advance of missing Market will result in a \$20 fine.** Repeated absences may result in suspension or expulsion from the Crossroads Farmers Market.
 - Vendors may participate on an occasional basis with advance permission from the Market Manager.
 - In effort to create a consistent vendor attendance and consistent customer base early in the season, we require that all 2016 vendors be present at market -without absence - during the first four weeks.
- 2. Allow for inspections** – All vendors shall allow Crossroads Farmers Market, with or without notice, to inspect their production facilities and ask to review all production-related records. Vendors should expect a jointly scheduled pre-season visit from Crossroads Market Manager in 2016.
- 3. Comply with sanitary rules and regulations** – All vendors must comply with rules and regulations of the Montgomery County Health Department. Vendors shall apply directly to the Montgomery County Health Department’s Division of Licensure and Regulatory Services for any necessary temporary permit. Vendors are responsible for submitting a copy of the appropriate permit with their market application. Vendors required to have licenses are expected to have them on-site during market days.
- 4. Vend in assigned space with appropriate equipment** – The Market Manager shall assign spaces prior to the first market day of the season. Only approved Market Vendors can sell approved products in the assigned market space.
- 5. Pay weekly Vendor fees.** Vendors are expected to track and report weekly sales by payment type. Vendors will report total weekly sales to Market Managers after market or via email, and will pay a vendor fee of 5% of each week’s sales. Total sales include payment in cash, check, \$1 and \$5 tokens, Fresh Checks, WIC FMNP, WIC FVC, and Senior FMNP accepted during the market. In 2016, 5% vendor fees will be deducted directly from your reimbursement check. An additional 2% fee will also be deducted for any wooden tokens accepted, to help cover costs of the ATM machine. However, on-site ATM access is proven to increase overall sales, so most vendors see this as a benefit rather than a hindrance. If you don’t accept Fresh Checks or tokens or receive reimbursements from Crossroads, you will need to pay your 5% vendor fees by check on a monthly basis.
- 6. Data collection and reporting-** All vendors will participate in Crossroads Farmers Market’s data collection and reporting procedures, especially in regards to sales, to support our efforts to share statistics with our funders and supporters. Vendors are also expected to participate in vendor surveys administered periodically by Crossroads staff.

- 1 **Display Appropriate Conduct and Clothing** –No smoking under or around market tents. Treat other market vendors, customers and Market staff with respect.
- 2 **Clean up** – Vendors shall be responsible for post-market clean up of their space, including sweeping up discards.
Vendors are responsible for disposing of their own discards.

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

3 Violations

- a Any complaints against a Vendor are the responsibility of the Market staff and Board of Directors, and will be investigated.
- b The Board of Directors and Market Manager reserve the right to cancel the approval of any vendor’s application at any time if and when the Board of Directors finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements.

4 Hold Harmless Clause and Insurance

- a All authorized vendors participating in the Farmers Market shall be individually and severally responsible to Crossroads for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendors’ negligence or that of cost, damages and other expenses, including attorney’s fees, suffered or incurred by the City by reason of 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 City for negligence of the City, its servants, agents or employees. All producers shall be required to carry appropriate liability insurance and attach a certificate of insurance along with the market application.

5 Modifications

- a The Board of Directors and the Market Manager reserve the right to revise the guidelines at any time as deemed appropriate, as long as they are communicated to Vendors.