



Market Guidelines and Vendor Application

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The Pigtown Community Farmers Market 2018: Every Thursday, 3-7 pm, June 7th - October 4th

Eligibility Requirements: All vendors must grow, produce, or create themselves the products that they intend to sell at the Pigtown Community Farmers Market.

Application process: All parties interested in selling at the Pigtown Community Farmers Market must sign the vendor agreement and return with full payment to Friends of Carroll Park (mail to P.O. Box 6471 Baltimore MD 21230 or email to kravaliya@gmail.com) by April 15th, 2018.

- Payments are accepted in the form of cash, checks, or money order. Please make checks payable to Friend's of Carroll Park and indicate "Farmers Market Vendor Fee" in the memo line of the check.
- Tabling at the market for the entire season costs **\$150**. Please send this to us no later than **April 15th, 2018**.
- \$100 will be returned at the end of the season if the vendor misses no more than **one** market day.

General Rules:

1. A Vendor is a producer of the goods sold and may include spouse, children, parents, siblings or employees of the applicant.
2. Vendor items allowed for sale include fruits, vegetables, berries, nuts, plants, herbs, flowers, cheese, eggs, meat, seafood, baked goods, honey, jams, jellies, soaps, cleaning products, frames, artisanal goods, and handicrafts (please list the specific items you intend to sell on your application form).
3. The Market Manager will assign permanent spaces prior to the opening of the market. These spaces are 10x10ft (if you require more space than this, please contact the Market Manager to discuss ASAP. More space is not guaranteed). The Market Manager reserves the right to change these spaces as needed. Vendors must supply tables, canopies, or displays. Tent canopies must be made of flame retardant or fire-proof material. No participant will have the right to sell, sublease, transfer, or permit any other seller to use the assigned market space without prior consent of the Market Manager. Vendors are allowed to sell their items within their leased space only.
4. Non-registered vendors will not be allowed to sell at the market.
5. The market will open Thursday, June 7th and end on Thursday, October 4th. The market hours will be 3:00pm- 7:00pm. Set-up begins at 2 pm. All vendors must be set-up and ready by 2:45 pm. Any vendor not set up by 3:00 pm will be assessed a \$10.00 fee. In general, vendors must offload and move vehicles to designated parking spots. Some vehicles will be permitted on the lot with prior consent of the Market Manager.

6. The Pigtown Community Farmers Market is rain or shine. The Market will be open except in cases of extreme or unsafe weather in which case all vendors will be notified by 12 pm on Market day. All vendors are expected to attend the market unless notified otherwise by the Market Managers.
7. Vendors that miss more than one market day during the season automatically forfeit the end-of-season rebate. Vendors must notify the Market Manager by 10 am if they are unable to attend the market.
8. All Vendors must remove trash and leave their market space clean and free of debris.
9. The Pigtown Community Farmers Market will take place at Carroll Park, 1798 Washington Blvd. Baltimore, MD 21230 on the corner of Washington Boulevard and Bayard Street. Street parking is available on adjacent streets.
10. All Vendors must comply with sanitary rules and regulations. Sale of food items is subject to approval by the Baltimore City Health Department. A valid health permit is required (**See below*).
11. All individual vendors are required to have liability insurance (**See below*).
12. The Pigtown Community Farmers Market and Friends of Carroll Park are not responsible for any lost, damaged, or stolen merchandise.
13. Market conduct must be friendly, business-like, and professional. Any conduct deemed otherwise may result in dismissal. Market fees are not refundable in the case of dismissal.
14. All vendors will be required to report all of their sales on a form provided by the Market Manager.
15. The Pigtown Community Farmers Market may make space available to community groups for non-sales purposes. Groups may request such space by contacting the Market Manager in advance of the market day. Spaces will not be allowed for petitions or materials graphic or partisan in nature. The Pigtown Community Farmers Market reserves the right to deny requests for community group space.
16. The Pigtown Community Farmers Market reserves the right to terminate this agreement if it is determined that the market guidelines have been violated, or if participation is not consistent.

Pigtown Community Farmers Market Vendor Agreement

Business Name: _____

Contact Name: _____ Contact Email: _____

Contact Phone Number: _____

Address: _____

Market Day-of Contact Name and Cell Phone Number:

Food Vendor Permit #: _____ (please attach a copy of your vendor permit)

1. Please circle forms of payment which you accept. Please note that the Pigtown Community Farmers Markets operates a Central Hub where customers can use credit, debit, and EBT cards in exchange for tokens to be spent at Vendor stalls.

Cash Credit Card Debit Card WIC-FVC SNAP (EBT) WIC-FMNP

Senior-FMNP

2. Please list items you plan to sell:

3. Please attach a copy of your Health Department Permit and Liability Insurance.

This contract will not be considered complete until these documents have been received.

4. Please read and sign below:

I have carefully read and understand these guidelines and I agree to comply. My signature is my guarantee that I will sell the products listed on the bottom of the form and that I will meet the standards of the Pigtown Community Farmers Market.

Signature of Vendor: _____ Date: _____

Signature of Market Manager: _____ Date: _____

5. MAIL COMPLETED FORM + PAYMENT to: Friends of Carroll Park

A copy signed by the Market Manager will be returned to you on the first day of the Market.