



2017 BALTIMORE FARMERS' MARKET & BAZAAR GUIDELINES:

The Baltimore Farmers' Market & Bazaar (BFM&B), produced by The Baltimore Office of Promotion & The Arts, Inc. (BOPA), is Maryland's largest Farmers' Market that offers a variety of items. The 2017 season of the BFM&B operates on Sundays from April 23, 2017 through December 17, 2017 from 7 AM to Noon. The Market takes place rain or shine under the Jones Falls Expressway (JFX). BOPA reserves the right to photograph and/or video tape the BFM&B and use said images for city promotional, sponsorship and/or fundraising purposes.

ELIGIBILITY REQUIREMENTS:

Vendors selected to participate in the 2017 BFM&B season must have applied by the application deadline of December 31, 2016 and have been approved by the Market Committee. Vendors are binded into an agreement with BOPA.

GENERAL RULES:

All booths must comply and operate within the guidelines of this document, the application, and the signed contract. They must meet the both Health Department and Fire Department codes, as applicable.

SET-UP | HOURS OF OPERATION/CLOSING:

Vendors must arrive between 6 AM – 6:30 AM to set-up their space. Streets are closed at 6 AM and re-open at 1 PM. Vendors' booth must operate until the Market closes. When the Market ends at Noon, vendors are then able to begin breaking down. Vehicles are not allowed on-site until 12:15 PM. We ask that everyone be cautious to pedestrian traffic and other vendors. Vendors must vacate the Market when streets re-open at 1 PM.

TARDINESS/NO SHOW:

The Farmers' Market Manager and/or Bazaar Coordinator must be notified by the Wednesday prior if vendor is unable to attend that Sunday's Market. Vendors who arrive after 7 AM will be given a verbal and written notice. Vendors who do not show-up on scheduled dates without notifying the Bazaar Coordinator prior to Sunday's Market will be given a verbal and written notice. After three notices in either instance, the vendor may be disqualified from continuing to participate in the 2016BFM&B season and their agreement will be terminated.

PARKING:

Acceptable parking at the BFM&B include: street parking on surrounding streets, surface parking lots off of Guilford Ave., or (complimentary parking for 2 hours) at the Mary Catherine Bunting Garage at Mercy Hospital located at Pleasant Street and Guilford Ave. Patrons are required to bring their pulled parking ticket to the Welcome Tent to get validated before returning to their vehicle.

Non-Acceptable Parking includes: unassigned or unused spaces, walkways/driveways, grassy areas, handicapped entrances, or anywhere on the Hollywood Diner property or parking lot off of Saratoga Street. Vehicles will be ticketed and towed if parked in these areas. The BFM&B is not held accountable for parking tickets during Farmers' Market hours.

CLEANING:

The BFM&B arranges cleaning services before and after Market operating hours. We encourage all individuals involved at the Market to recycle – please place clean plastic, boxes, paper, etc. in the yellow recycling bins (or your own cardboard box) throughout the Market. Vendors must maintain the upkeep of their surrounding area(s). There should be no trash and debris before, during, or after Market hours in or around booth(s).

FARM VENDORS:

The Farms accepted are those that grow/raise their products locally, with Maryland farms vetted first. Products sold must be grown or produced by the farm and land(s) listed on the application. All items must be approved by the BOPA committee and limitations will be set.

Produce growers must grow/produce their own items. You must relay any crop failure to the Market Manager to be allowed to supplement from an approved source.

Any “holiday” items must be listed on your application and approved.

*NOTE: If you are selling ready-made items for consumption (i.e.: muffins, salads, etc.) you need a health permit. See Cottage Food Business/Md. State, website.

FOOD VENDORS/CONCESSIONAIRES:

Product offerings listed on application must be made by the concessionaire and/or their company facility and approved by the Farmers’ Market Manager. No re-Selling. Please note that greater consideration is given to applicants utilizing local farms and/or locally made ingredients in their retail product.

The product must be prepared and sold within the guidelines of the Baltimore City Fire and Health Departments, and have a Food Permit if it is to be sampled or consumed on site. Some highlights are listed below and on the BFMB applications. Please go to their websites for complete guidelines.

*A Food Permit must be attained prior to vending at the Market. Applications can be found at: www.baltimorecityhealth.org/foodcontrol. Please fill out the application and mail/bring to BOPA, along with a check for the proper fee amount, to The Director of Finance.

* All food cooked on premise must have a “tagged” fire-resistant tent, and a 2A-10BC Portable Fire Extinguisher. Deep Fryers need a Class K extinguisher. Additional guidelines are available.

BAZAAR VENDORS:

Bazaar vendors are accepted based on creativity, uniqueness, variety, space availability, and branding. Items sold by Bazaar vendors must be listed on applications and pre-approved by the Market Committee prior to participating. Business insurance is not required but highly encouraged.

VENDOR SPACES & RATES

BOPA has a one-season contract (April – December) with Farmers, Food/Concessionaries, and Bazaar vendors. Farm and Food Concessionaries must be present every Sunday from opening day until the last day of the Market. Bazaar vendors select which Sunday’s they would like to participate and must notify Bazaar Coordinator at least one week in advance of their dates. Pre-determined space locations are decided by the Farmers’ Market Manager or the Bazaar Coordinator. Vendors from previous seasons are not guaranteed the same space(s). Vendors are responsible for supplying their own tent(s), tent weights, tables, chairs, décor, etc. for their booths and must remain within the parameters as designated by BOPA. The vendor’s entire set-up should not protrude onto the walk-ways and must line-up consistently, leaving a 3-foot or 36-inch walkway to conform to Baltimore City Fire Department regulations and the Americans with Disabilities Act.

Vendor fees are based on the individual vendor and the type of merchandise sold. Farmers and Food/Concessionaries' seasonal fee is collected in three installments. Bazaar vendors must pay on-site each Sunday they are present. Preferred payment is by credit card, followed by money order or check made payable to BOPA. Cash is not accepted.

Each vendor is solely responsible for complying with federal, state, and local tax requirements.

DECORUM

Booth spaces and products should be attractively displayed and business conducted in an orderly and business-like manner. Shouting or other objectionable means of soliciting trade will not be tolerated. No profanity, abusive conduct, alcoholic beverages, booth or space sharing or resale of space (unless approved by the Farmers' Market Manager or Bazaar Coordinator prior to participating in the Market). Hucksters are not permitted in the Market or within 200 feet of BFM&B premises. Radios may be played for your own personal use but not in a manner to disturb neighbors or patrons.

PROHIBITIVE MERCHANDISE

The BOPA reserves the right to approve the contents of all exhibits and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the BFM&B. The list of prohibited items includes, but not limited to: weapons, tobacco products, pornography, counterfeit merchandise, live animals, fireworks, store/name brand cosmetics and in general re-sale items (CDs, tube socks, etc.).

COMPLIANCE

Complaints against a vendor, regardless of the matter, must be directed to the attention of the Farmers' Market Manager or Bazaar Coordinator, in writing. When The BOPA determines, in its sole discretion, that a vendor has violated any provision of these guidelines, it will issue a written warning. Failing to comply with the BFM&B guidelines will result in expulsion. The BOPA reserves the right to: cancel a vendor's application at any time if and when the BOPA and/or its designee (i.e.; Farmers' Market Manager or Bazaar Coordinator) finds a vendor in violation of any of the aforementioned guidelines and eligibility requirements including the City health codes; revise guidelines at any time as it deems appropriate; approve and/or disapprove of any item brought to the BFM&B. All vendors will allow a BOPA representative or their agent to visit their business.

INSURANCE:

Business Insurance is **required for Farmers and Food/Concessionaire vendors** and is recommended for Bazaar vendors. Merchant will list the Baltimore Office Of Promotion And The Arts, Inc., Mayor and City Council of Baltimore as additional insured on their certificate of Commercial Liability Insurance for the 2017 BFM&B season.

WELCOME TENT/CONTACTS:

The BFM&B Tent is located at the Hillen St. entrance to the eastside of the Market. For more information or questions please contact:

Sandy Lawler, Farmers Market Manager, slawler@promotionandarts.org

Symone Audain, Bazaar Coordinator, saudain@promotionandarts.org

Samuel Hanson, Market Assistant, shanson@promotionandarts.org