

## Operating Guidelines

Standard Market operating procedures are as follows:

1. The market shall be known as the 32<sup>nd</sup> Street Farmers' Market, Inc., and shall be located partially on the 400 block of East 32<sup>nd</sup> Street and partially on the adjoining Waverly parking lot in Baltimore City.
2. The market shall be open from 7:00 a.m. until 12 noon every Saturday. The Market is year round, although the Summer Market (second Saturday in June through the Saturday before Thanksgiving) and the Winter Market (Saturday after Thanksgiving through the first Saturday in June) are subject to different rules regarding what items can and cannot be sold (e.g., the Winter Market does not restrict participants to selling what they grow).
3. The use of the Market is restricted to bona fide growers, raisers, or producers of produce, related food items, and flowers/plants, and products prepared from animal and plant organic sources, and to salespeople of seafood, bread/baked goods, non-producers of meat and cheese, and prepared food stuffs.
4. Sale of all food items is subject to approval by the Baltimore City Health Department.
5. Market vendors are expected to attend the Market regularly. If a vendor is not planning to attend, he/she must contact the President prior to Market day. One unexcused absence will result in a \$50 fine; a second will result in dismissal or nonrenewal.
6. Market participants shall pull into their assigned market spaces no later than 6:45am. replacing any barriers moved for entry. Items shall not be sold after 12:00 noon unless participants are otherwise informed. Anyone pulling into their assigned space later than 7:00 am or selling after noon shall be subject to one warning and for the second offense a \$50 fine. The third offense will result in removal from the Market.
7. Market participants agree to make their stands and products offered for sale as attractive as possible. Each participant shall keep the market space free from refuse during market hours. No participant may dispose of excess amounts of refuse during or after market hours. Sales shall be conducted in a business-like manner. No shouting, cursing, making negative remarks about other vendors will be tolerated. Participants not adhering to these rules shall be subject to one warning, a \$50 fine for the second offense, and removal from the market for the third offense. Market fees are not refundable in the case of dismissal.

8. Market participants agree not to practice distress pricing.
9. At the conclusion of market hours, participants shall (a) count and turn in all tokens and vouchers in the plastic pouch provided. Any tokens taken home must be turned in at the beginning of the next market day; and (b) remove any remaining food items associated with sales equipment, tables, chairs, bushels, boxes, bags, trash, etc., from the site as quickly as possible. Participants not cleaning their spaces to the satisfaction of the Market Master shall be subject to one warning, a \$50 fine for the second offense, and removal from the market for the third offense. Storage or handling of tables, shelters and chairs is the applicant's responsibility unless special permission is granted by the Market Master(s) or the Board.
10. To cover market and corporation expenses, season fees will be charged as follows:
  - (a) Summer--producers(growers, raisers, makers of product sold), \$475 per space  
nonproducers(do not make product sold), \$900 per space
  - (b) Winter--all pay \$475 per space
  - (c) All vendors shall pay a weekly surcharge of \$12 to cover police security regardless of attendance.
  - (d) Payment for space is due by application deadline unless excused by the Board. The first time a vendor check is returned for insufficient funds will result in a warning and \$50 fine. Any subsequent checks returned will result in removal from the market.
11. Each participant shall be issued a signed contract. No one shall be allowed to sell items at the market unless this person has been issued a contract. Health Department Food permits may be obtained by the Market at the participant's expense.
12. Each participant shall have a definite location in the Market that will be held for the entire season unless otherwise mandated by the Board of Directors or unless the Market is informed in advance of extended absence. Each participant must set up within the size provided by that designated location unless otherwise mandated by the Board or the Market Master(s).
13. The 32<sup>nd</sup> Street Farmers' Market Corporation shall employ or select Market Master(s), whose duty it shall be to assign market stands, inspect displays, supervise selling practices, collect fees, and perform whatever duties are necessary to ensure the proper operation of the Market.
14. No participant shall have the right to sell, **sublease**, transfer or permit any other seller to use an assigned market location except by special approval of the Board of Directors. A violation will result in removal from the Market.

15. The Board of Directors or their designee will conduct official on-site inspections of farms or producing operations. Inspection shall be made with a list of those items sold on the preceding Saturday (unless the inspection is made on a Saturday, in which that day's list of goods can be used). Participants shall show the Board of Directors or their designee where the items for sale were grown on the participant's or neighbor's farm (where appropriate). If a participant is shown to be selling non home-grown or non-home-produced items , the participant shall be fined \$150 and placed on probation. A second violation would result in removal from the market. *Note: This rule applies to the Summer Market Only*

16. In addition, the Board of Directors or their designee will conduct on-site, unannounced farm and production operation inspection of participants if a participant's reputability as a food grower or producer is in question. *Note: This rule applies to the Summer Market Only*

17. During the Winter Market, **all** nonlocal food items must be labeled as to origin.

18. A vendor may petition the Market Board to buy or trade an item **not** currently offered. Board approval is required before the item may be sold.

19. Up to 10% of the Market's stalls may be occupied by artisan specialty products.

20. All flowers, fruits and vegetables shall be picked within 48 hours of the market days, to the greatest degree possible. Cold storage items may be sold until July 1<sup>st</sup>. Sales of wilted/low quality goods are unacceptable and may result in cancellation of the participant's privileges.

21. In addition to food sales, the Market may offer community-oriented workshops, demonstrations, and entertainment.

22. The Board may reserve one sales space in the Market for the operation of a wireless machine for debit and Independence cards and for its own fund-raising activities. Funds from such sales are not intended for profit.

23. The Board may make available to residents of the community one sales space. Residents must request such spaces in advance of the market day. The Board reserves the right to deny any requests for community space use. The daily fee shall be \$40 for the community space. Note that political groups may circulate with a clipboard through the Market at the discretion of the Market Master.

24. The Board may make available space for use by other community groups for non-sales purposes. Groups may request such space by contacting the Community Space

manager in advance of the market day. The Board will not permit tables for petitions or material of a graphic or partisan nature.

25. The Board shall promote the Market through advertising, newsletters, special events, press releases, posters, and other appropriate means.

26. The rules and regulations are enforced by the Board of Directors or the corporation, who are responsible for the management of the Market.

27. The Board reserves the right to cancel the privileges of any member/market participant who, in the opinion of the Board of Directors, has violated the rules and regulations governing the Market.

28 . Each Market vendor will receive one parking pass to display on the truck or van. All other employees must park on-street or behind the Giant at Old York & 32nd Street, not on the parking lot or on Barclay Street, unless approval has been given by the Board of Directors. Offenders will be ticketed and/or towed. Vendors or vendor employees violating this rule shall also be subject to one warning, a \$50 vendor fine for the second offense, and removal from the market for the third offense.

29. Health Department regulations prohibit live animals (except service animals) from locations selling food. Both vendors and customers must observe this regulation.