

## 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 7:00am 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 except as noted in #19.
4. **Regulations went into effect June 27, 2011 requiring that businesses in Maryland that advertise raw meat, eggs, fish, fruits, vegetables, shellfish and processed dairy products as local or being locally grown, regionally grown or produced, or otherwise represented as having originated close by, must have point-of-sale signage indicating the state of its origin. This regulation will be enforced.**
5. Sale of all food items is subject to approval by the Baltimore City Health Department.
6. Market vendors are expected to attend the Market regularly. If a vendor is not planning to attend, or will be late, they must call or text Marc Rey at 410-917-1496 prior to Market Day. One unexcused absence will result in a fine of \$25; a second unexcused absence may result in dismissal or non-renewal.
7. 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.
8. 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 excessive amounts of refuse during or after Market hours. Sales shall be conducted in a business-like manner. No shouting or other objectionable means of soliciting trade 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.

9. Market participants agree not to practice distress pricing regularly.
10. At the conclusion of market hours vendors are to turn in all tokens and vouchers WEEKLY. If tokens need to be taken home, they must be turned in at the beginning of next week's market, as they are greatly needed for recirculation. Token hoarding will result in the withholding of payment checks. Vendors shall 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.
11. To cover market and corporation expenses, season fees will be charged as follows:
  - Producers & Non-Producers-\$475 per market space, plus security fee.
  - Holiday Fair-\$250 per space and includes the security fee.

All vendors shall pay a weekly surcharge of \$12.00 to cover police security.

Vendors whose checks are returned for insufficient funds will receive a warning and a \$50 fine. Any subsequent checks returned will result in the vendor's removal from the market.

Payment of these fees will allow participants to sell their goods each Saturday during Market hours.

At the discretion of the Board of Directors, a daily or partial season fee may be charged for those who cannot participate for the entire season or are on probation.

In case of any dispute regarding definitions, the Board of Directors shall have the sole authority to classify applicants.

12. 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.
13. 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 from the Market. **Each participant must set up within the size provided by that designated location unless otherwise mandated by the Board or the Market Master(s). This rule will be enforced by the Market Master(s).**

14. 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.
15. 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.
16. 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 (except those allowed under 18 and 19), 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*
17. 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*
18. Market participants shall be allowed to sell the following non-home grown, non-neighbor-grown items *if listed on the application* under "Purchased/Bartered Items" and approved by the Board: white potatoes, carrots, and onions. These items must constitute no more than 10% of the items for sale at any individual stall and must be *labeled as to origin*. The Board reserves the right to deny or modify this privilege at any time. *Note: This rule applies to the Summer Market Only*
19. Market participants shall be allowed to buy or trade from neighbors/local producers for no more than two items for sale at the market unless otherwise approved by the Board of Directors. Any partnership or neighbor purchases are subject to approval by the Board of Directors. *Note: This rule applies to the Summer Market Only*
20. Up to 10% of the Market's stalls may be occupied by artisan specialty products.
21. 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.
22. Farmers who are market participants will join Board Members on farm visits, as requested. Refusal to take part in farm visits at the request of the Board will be

considered in subsequent applications for Market participation. *Note: This rule applies to the Summer Market Only*

23. In addition to food sales, the Market may offer community-oriented workshops, demonstrations, and entertainment.
24. The Board may reserve one sales space in the Market for its own fund-raising activities. Funds from such sales are not intended for profit.
25. The Board may make available space for use by the community. Groups/individuals may request such space by contacting the Community Space manager in advance of the Market day. Procedures for the community space (residents and groups) are as follows:
  - a) Priority is given to nonprofits and then community groups/individuals.
  - b) If a vendor is unable to attend the Market, an attempt will be made to fill the space with a community groups/individual.
  - c) The calendar for community spaces for the following year opens after the October Board Meeting.
  - d) Community Space pricing will be reviewed at the October Board Meeting.
  - e) Opportunity will be given to book 3 times per season as openings are available.
  - f) When the calendar is filled, a wait list will be created. Community groups/individuals will be contacted, regardless of the number of times they have booked, when a space is available.
  - g) Each community space participant MUST have a Health Department permit and a signed Waiver of Liability. These items will be checked every week.
  - h) The community space manager OR the Board reserves the right to deny any requests for community space use.
  - i) Political groups may circulate with a clipboard through the Market at the discretion of the Market Master.
  - j) The Board will not permit tables for petitions or material of a graphic or partisan nature.
26. The Board shall promote the Market through advertising, newsletters, special events, press releases, posters, and other appropriate means.
27. The Board shall contain at least one farmer representative to advise the other members on farmer issues.
28. The rules and regulations are enforced by the Board of Directors or the corporation, who are responsible for the management of the Market.
29. All market participants agree to abide by the rules of the Market.

30. 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.
31. The Market is a place of business. Any conduct deemed as unprofessional (e.g., shouting, cursing, harassment with customers, other vendors, Market Masters, or any other Market attendees) will result in a warning for the first offense and immediate dismissal or non-renewal for the second offense. Market fees are not refundable in the case of dismissal.
32. The vendor parking policy is as follows: Any vendor may use their market space to contain their vehicles. Vendors in spots P11-P18 may park 1 farm truck in the lot. (Those spaces are not deep enough for a truck to be parked in their space). No additional vendor trucks may park on the lot (loading and unloading is acceptable). Any vendors that have ½ a space or less and therefore cannot fit their car in their space may use a single space in the parking lot. All vendor employees must park their cars elsewhere unless they have parked them in the vendor space. Vendors are responsible for their own workers and will be fined when their workers violate our policy. Violators of the parking policy will be spoken to for the first offense and fined \$25 for subsequent offenses and this may result in non-renewal. Exceptions to the parking policy must be approved by the Market Master on duty or the President. Examples of exceptions would be for an injured, extremely elderly, or disabled vendor.
33. Payment for Market space is due by the application deadline unless specifically excused by the Board. Bounced checks are considered non-payment. Refer to #11 above for procedures of non-payment and bounced checks.