

2023 BALTIMORE FARMERS' MARKET GUIDELINES

The Baltimore Farmers' Market (BFM), produced by The Baltimore Office of Promotion & The Arts, Inc. (BOPA), is Maryland's largest Farmers' Market. The 2023 season of the BFM operates on Sundays from April 2nd - December 24th, from 7 AM to 12 PM. The Market takes place rain or shine under the Jones Falls Expressway (JFX). BOPA reserves the right to photograph and video tape the BFM for the purposes of using said images for city promotions, sponsorships and/or fundraising.

ELIGIBILITY REQUIREMENTS:

Vendors selected to participate in the 2023 BFM season must have applied by the application deadline of January 3, 2023 and have been notified of acceptance by the Baltimore Farmers' Market committee. Additionally, applicants must be in good financial standing 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 both the Health Department and Fire Department codes, as applicable.

SET-UP | HOURS OF OPERATION:

Vendors must arrive between 5:30 AM – 6:30 AM to set up their space. Streets are closed at 5:30 AM and reopen at 1:30 PM. Vendors must be operational from 7 AM until the Market closes at 12 PM, and vendors are then able to begin breaking down. Vehicles are not allowed to drive on-site until 12:15 PM. Be cautious of pedestrian traffic and other vendors. Vendors must vacate the BFM by 1:30 PM when streets reopen. There are no exceptions to this rule.

TARDINESS | NO-SHOW:

If a vendor is unable to attend that Sunday's Market, the Farmers' Market management team must be notified by the Wednesday prior. Vendors who arrive after 7 AM will be given a verbal or written notice. Vendors who do not show up on scheduled dates without notification prior to Sunday's Market will be given a verbal or written notice. After three notices in either instance, the vendor may be disqualified from continuing to participate in the 2023 BFM season and their agreement will be terminated.

PARKING:

Acceptable parking at the BFM 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 St. and Guilford Ave.

Non-Acceptable Parking includes: unassigned or unused spaces, walkways/driveways, grassy areas, handicap entrances, 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 is not held accountable for parking tickets during Market hours.

CLEANLINESS:

The BFM arranges cleaning services before and after Market operating hours. We encourage all individuals involved at the Market to recycle. Vendors must maintain the upkeep of their surrounding area. There should be no trash and debris before, during, or after Market hours in or around your area.

FARMS:

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 BOPA and limitations will be set. Produce growers must grow/produce their own items. You must relay any crop failure, WITH A WRITTEN NOTICE, to the Market Manager for permission 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 [Maryland Cottage Food Business](#) on the MD State website for more information. No Styrofoam containers allowed.

FOOD VENDORS:

Product offerings listed on applications must be made by the Food Vendor and/or their company facility and be approved by the Farmers' Market. No Re-Selling. Please note that greater consideration is given to Maryland applicants utilizing local farms and/or locally made ingredients in their retail product. No Styrofoam containers allowed.

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. Please go to their websites for complete guidelines. Highlights are listed below:

*A Baltimore City Health Department Food Permit must be attained prior to vending at the Market. Applications can be found at: <https://health.baltimorecity.gov/environmental-health/food-facilities> or call the Health Department at 410-396-4424.

*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: <https://fire.baltimorecity.gov/>

ARTISANS:

Artisans are producers and vintage/antique sellers, with preference given to Maryland businesses. Artisan vendors are accepted based on creativity, uniqueness, variety, space availability, and branding. Items sold by Artisan vendors must be listed on applications and approved by the Farmers' Market prior to participation. Business insurance is not required but highly encouraged.

VENDOR SPACES & RATES:

BOPA has a one-season contract (April – December) with Farmers, Food Vendors, and Artisans. Farms and Food Vendors must be present every Sunday from opening day until the last day of the Market. Artisans have pre-selected their schedule from the schedule options. Pre-determined space locations are decided by the Farmers' Market management team. Vendors from previous seasons are not guaranteed the same space. Vendors are responsible for supplying their own tent(s), tent weights, tables, chairs, décor, etc. for their area and must remain within the parameters as designated by BOPA. The vendor's entire setup should not protrude onto the walkways 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. Farmer, Food Vendor, and Artisan seasonal fees are collected in three installments. It's preferred that all vendors pay with Credit/Debit Cards via the invoices emailed to them from our Finance Department. Other accepted payment methods are checks and money orders made payable to BOPA. Cash is not accepted. Each vendor is solely responsible for complying with federal, state, and local tax requirements.

VENDOR DECORUM:

Booth spaces and products should be attractively displayed and business conducted in an orderly and appropriate manner. Shouting or other objectionable means of soliciting trade will not be tolerated. No profanity, abusive conduct, booth/space sharing or resale of space (unless approved by the Farmers' Market management team prior to participation at the Market). Radios may be played for your own personal use but not in a manner that disturbs neighbors or patrons during Market hours. As with the public, No Smoking or Pets allowed during Market hours.

PROHIBITED MERCHANDISE:

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. The list of prohibited items includes, but not limited to: weapons, tobacco products, pornography, counterfeit merchandise, live animals, fireworks, store/name brand cosmetics, and 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. If the Baltimore Farmers' Market or 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 guidelines may result in expulsion. BOPA reserves the right to: 1.) Cancel a vendor's application at any time if and when BOPA finds a vendor in violation of any of the aforementioned guidelines and eligibility requirements, including the City Health Codes. 2) Revise guidelines at any time as it deems appropriate. 3.) Approve or disapprove any item brought to the BFM.

INSURANCE:

Business Insurance is required for Farmers and Food Vendors, and is recommended for Artisans. Merchants will list the *Baltimore Office Of Promotion And The Arts, Inc.* as well as the *Mayor and City Council of Baltimore* as Additional Insured on their Certificate of Commercial Liability Insurance for the 2023 BFM season.

BALTIMORE FARMERS' MARKET / BOPA CONTACTS:

The BFM Welcome Tent is located at the Hillen St. entrance to the east-side of the Market. For more information or questions please contact:

Sam Huber, Farmers' Market Manager - shuber@promotionandarts.org

Delaney Cate, Event Manager - dcate@promotionandarts.org

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