

# The Farmers Market at Maryland 2018 Season Overview and Vendor Agreement

## INSTRUCTIONS

Each vendor interested in participating in the Farmers Market at Maryland must review and complete the Vendor Application and Agreement. The Vendor Application and Agreement, and all associated application materials, must be returned by March 2, 2018.

Vendors should pay their application fee with checks or money orders payable to “University of Maryland”. Include the “Farmers Market Vendor’s Application Fee” in the memorandum line. Send completed checks, application/ agreement, and other needed materials to:

The Farmers Market at Maryland  
c/o Larry Tumlin  
1109 South Campus  
College Park, MD 20742

## OVERVIEW

The Farmers Market at Maryland will open during the Spring and Fall seasons from 11 a.m. to 3 p.m. on every Wednesday from April 4, 2018 through November 14, 2018 on Tawes Plaza Garden 3900 Campus Drive on the College Park campus. During summer the market will operate from 11:00 am to 2:00 pm from May 9, 2018 through August 22, 2018. The market will be closed on July 4, 2018 in observation of the 4th of July holiday.

The Farmers Market at Maryland, a producer-only farmers market, provides a weekly opportunity for students, faculty, and staff, as well as residents of College Park, to purchase healthy foods, fresh from local farms. In addition to facilitating physical wellness, this farm-to-table approach to eating inspires environmental consciousness, which is an important aspect of social wellness.

## CRITERIA AND REQUIREMENTS FOR PARTICIPATION

All vendors in the Farmers Market at Maryland (“the Market”) must meet the following criteria and requirements to be eligible to participate as a vendor in the weekly market:

- Vendors must come from the local area, which means that all produce or products sold must originate from a farm or commercially licensed kitchen existing within a 250-mile radius of the University of Maryland, College Park (“the University”). Limited “Cottage Food” products will be accepted at the Farmers Market at Maryland based on MD COMAR 10.15.03.27.
- Vendors must be producer-only. All products sold at the Market must be grown or produced by the Vendor. The Market Manager, hired by the University of Maryland, reserves the right to visit a farm or kitchen at any time to verify producer-only status. Only farmers who grow or raise the food they sell and producers who make their own goods, such as bread, cheese, and preserves, may participate in the Market. Vendors are prohibited from reselling any product that were grown or made by others. In order to sell products (agricultural produce, meats, or foods) at the Market, a Vendor must have provided all applicable paperwork, including insurance and inspection certificates, and required health inspection licensing to the University.
- Vendors may not sell non-food items (e.g., jewelry, clothing, and books). Vendors may not sell any type of product that has not been approved in advance, in writing by the University.

- Vendors shall not sell food intended to be consumed on premises (excluding cheeses, milks, juices, and baked goods). No cooking, heating, service or assemblage of prepared foods ready for human consumption is allowed unless the Vendor has received express prior written permission from the University. Vendors shall not sell any food, beverage, or other product in violation of any University exclusivity arrangements listed below:
  - Vendors shall not sell the following foods and/or products: Asian food including, without limitation to Chinese, Japanese, Vietnamese, Thai, Mongolian, Hawaiian, Cajun, and/or Korean foods, or other food traditionally prepared in a wok, in an amount that exceeds 10% of the sales from the vendor.
  - Vendors shall not sell any nationally or recognized branded chicken products or any products that are substantially similar in nature and/or presentation to products offered as part of the Chik-Fil-A menu.
  - Vendors shall not sell pizza, hamburgers, “sub” sandwiches, or Mexican foods (tacos, quesadilla, fajitas, and burritos).
- Specialty Vendors are vendors that will participate in the market on a part-time basis, one or two markets per month. Days of availability will be confirmed by the Market Manager for entire market season. Specialty Vendors are not allowed to miss any days they have agreed on for the market. Specialty Vendors must apply and be approved by the Market Manager.
- All Vendors in the Farmers Market at Maryland (excluding Specialty Vendors) must participate in each weekly market session for the duration of the Market and miss no more than 3 markets during the 2018 season. The market will be closed on July 4, 2018 in observation of the 4th of July holiday.
- Market sessions will be held Wednesdays from April 2 through and including November 14, 2017. Vendors must be ready to sell 15 minutes prior to the Market opening and must stay for the duration of each market ( Regular: 11:00am – 3:00pm and Summer: 11:00 am to 2:00 pm) and through clean-up.
- All Vendor applicants will be charged a nonrefundable \$50 application fee for the Farmers Market. Applicants must submit the attached Vendor Application and Agreement, along with the required application fee and other required materials. Only Vendors accepted by the University may participate in the Market.
- All Vendors must pay a monthly fee in the amount of 5% of the previous month’s total gross sales. Vendors agree to open their sales figures to inspection upon request by the University.
- Vendors must report each week’s Market sales to the Market Manager (via [TerpMarketManager@umd.edu](mailto:TerpMarketManager@umd.edu)) as soon as possible after each Market and no later than close of business on that Friday of the market week.
- Vendors must inform the Market Manager in person or via e-mail by each Friday what new food varieties they plan to offer, will no longer offer, or plan to offer at discounted prices the following week. The Market Manager and/or the marketing and promotions team will share this information with on campus community to promote the Market.
- Vendors must follow University approved cash handling procedures. Vendors are responsible for paying all applicable local, State and federal taxes relating to their activities at the Market.
- Vendors must display a sign identifying the name and location of their farm, as well as a price for each item for sale.
- Each Vendor will be assigned a parking space for the duration of their participation with the Market. Tents or canopies may be used with prior approval from the Market Manager, but must be adequately secured for safety and to avoid injury or damage to property. Vendors are required to make immediate safety changes when directed to do so by the University.

- All tents or canopies must be NFPA 701 compliant and bear a label sewn to each tent or canopy showing the NFPA 701 compliant or documentation of NFPA 701 compliance that can be definitively linked to the tent must be provided.
- Vendors may not alter or damage University property. Vendors must maintain their stands and surrounding areas in a neat and orderly manner. All Vendors must assist in Market clean-up at the end of each Market day. Vendors will be responsible for cleaning their space. All personal property must be removed and all debris must be disposed of in appropriate receptacles or removed from the premises. The University reserves the right to dispose of any Vendor property that remains on premises after Market hours in any way it deems appropriate.
- The University of Maryland is a smoke-free campus. Vendors and their employees may not smoke while on campus, except in designated smoking areas (see <http://uhr.umd.edu/wp-content/uploads/sf-map0912.pdf>).
- Vendors must comply with all applicable federal, state and local laws and health and safety requirements and with applicable University policies, procedures and directives.
- Each Vendor must obtain and maintain all applicable federal, state, and/or local licenses, permits and certifications required for its Market activities.
- Vendors must provide copies of all such federal, state, and local licenses, permits and certifications, including business licenses, before the Market opens for the season. In addition, certificates must be provided with the Market application as follows:
  - Bakers must provide certificates for an approved baking facility.
  - Cheese makers who make cheese and other value-added products from milk that is purchased from regional dairy farms must provide certificates for cheese making facility.
  - Meat producers who primarily operate a food processing facility that processes meat raised by local farmers must provide state and federal (USDA) certificates for their processing facility.
- Market Vendors assume any and all risk of loss for damages associated with their participation in the Market. All Market Vendors must carry and maintain general commercial liability insurance (with general and product liability coverage for bodily injury and property damage) in an amount no less than \$1,000,000 per occurrence and a \$2,000,000 aggregate limit. The policy shall name "The University of Maryland, its successor(s), assign(s) and any other related entities," as additional insureds. Vendors shall also maintain all other coverage as required by law. Vendors must provide a copy of a Certificate of Liability Insurance along with their complete application packet.
- The University reserves the right to terminate the Market or cancel one or more Market dates if it determines such action to be in the best interest of the University. The Market will be cancelled whenever the University is closed for snow/severe weather and may be cancelled on any market day when severe weather would put the safety of vendors and shoppers at risk.
- The University may terminate a Vendor's participation in the Market by providing written notice of termination to the Vendor.

I certify that I have read and understand the above Farmers Market at Maryland Overview and that I meet the Vendor criteria stated therein. I further agree to abide by all Market requirements as outlined in the Overview, as well as all federal, State and local laws, codes and regulations, to cooperate with the University and Market Management, and to honestly pay all required Vendor fees.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Applicant Name (please print): \_\_\_\_\_