The Farmers Market at Maryland

2014 Winter Season Overview and Vendor Application/Agreement

University of Maryland

Instructions: Each vendor interested in participating in the Farmers’ Market at Maryland must review and complete the Vendor Application/Agreement a minimum of two weeks before participating in the Farmers Market at Maryland. The Vendor Application/Agreement must be filled out prior to each farmers market season.

Vendors should pay their application fee with checks or money orders payable to: “University of Maryland” with “Farmers Market Vendor Winter App Fee” in the memo line.

Send completed checks and application materials to:

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

OVERVIEW

The 2014 Winter Season of The Farmers Market at Maryland will run from 11 a.m. to 3 p.m. each Wednesday from February 5 through April 16 in front of the Cole Student Activities Building (Cole Field House) on the College Park campus. There will be no Market on March 19, 2014 during the Spring Break vacation.

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”).

- 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 products that were grown or made by others. In order to sell products (agricultural produce, meats, or foodstuffs) at the Market, a Vendor must have provided all applicable paperwork, including insurance and inspection certificates, 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, Chinese, Japanese, Vietnamese, Thai, Mongolia Hawaiian, Cajun, and/or Korean foods, or other food traditional 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, burritos).

- All Vendors in The Farmers Market at Maryland must participate in each weekly market session for the duration of the Market and miss no more than 2 markets during the Winter 2014 season. Market sessions will be held Wednesdays from February 5 through and including April 16, 2014. There will be no Market on March 19, 2014 during the Spring Break vacation. Vendors must be ready to sell 15 minutes prior to the Market opening and must stay for the duration of each market (11:00am – 3:00pm) and through clean-up.

- All Vendor applicants will be charged a nonrefundable $75 application fee for the Winter Market. Applicants must submit the attached Vendor Application/Agreement, along with the required application fee and other materials. Only Vendors accepted by the University may participate in the Market.

- All Vendors must pay a weekly fee in the amount of 5% of the previous week’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 (TerpMarketManager@umd.edu) as soon as possible after each Market but no later than close of business on the following Monday.
• Vendors must inform the Market Manager in person or via e-mail by each Wednesday 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 local media 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. Vendors will be able to sell from their vehicles. 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.

• 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 $300,000. 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.
The Farmers Market at Maryland
Vendor Application/Agreement
University of Maryland

Please Note: Along with this application, each Vendor applicant must submit copies of its Certificate of Insurance, along with any applicable licenses and required producer certificates.

The nonrefundable application fee is $75. Make check/money payable to: “University of Maryland” and write “Farmer’s Market Vendor Winter App Fee” in the memo line.

Send completed checks and application materials to: The Farmers Market at Maryland, c/o Allison Lilly, 1109 South Campus, College Park, MD 20742

This Application/Agreement must be signed and dated by the producer completing this application.

APPLICATION INFORMATION

Market Season: Winter 2014

New or Returning Vendor (check one): ☐ New ☐ Returning

Name:

Business (Vendor name to appear on Farmers Market at Maryland marketing and promotional materials):

Street:

City: State: Zip:

County: Telephone: Fax:

E-mail address:

Type of vehicle driven to Market (box truck, pick up, etc):

Location of farm/business/leased land:

Driving Direction to farm/business:
Products to be sold at the Market (must be producer-only):

Please provide a three sentence description of your farm and products to be included in the Farmers Market at Maryland promotional and marketing materials:

AGREEMENT

I, the undersigned Vendor applicant, request permission to sell at The Farmers Market at Maryland.

I certify that I have read and understand the attached 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.

I agree to indemnify and hold harmless The Farmers Market at Maryland, the University of Maryland, and the State of Maryland, and their directors, employees, volunteers, representatives and agents, from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at the Market.

I understand and acknowledge that the University may terminate my participation in the Market in its sole discretion by sending written notice of termination to me at the above address.

Applicant Signature: ________________________________ Date: __________

Applicant Name: ________________________________

______________________________________________
FARMERS RECOMMENDED for participation in The Farmers Market at Maryland

By: ______________________________
Robert Schubert
Market Manager
The Farmers Market at Maryland

ACCEPTED for participation in The Farmers Market at Maryland

By: ______________________________
Jay P. Gilchrist
Director Campus Recreation Services
University of Maryland