

2024 Cambridge Farmers Market Vendor Application Information

The application process for the 2024 Cambridge Farmers Market will OPEN on January 29, 2024. For best consideration, please apply by March 1, 2024. Late applications will be considered on a case-by-case basis.

Final vendor decisions will be made by March 15.

Application Requirements: The Cambridge Farmers Market is a PRODUCER ONLY market. No re-sell of goods allowed. All farmers must produce their own products. Failure to comply with this requirement may result in dismissal from the market. No refunds will be given.

1. You must have current business insurance in place before you apply to our market.
2. You must have the proper health department licenses in place before you apply.
3. If you are a non-farm vendor, you must make your products yourself. We only accept craftspeople who handcraft their items, such as wooden bowls or cutlery, candles, soaps & body care products, etc. Please contact the CMS office. office@downtowncambridge.org for more information.
4. If you are a non-profit organization providing a community service and would like to come to our market please contact the CMS office, office@downtowncambridge.org for more information.

We do not accept the following vendors or products at our market:

- Re-sold items – vendors are not allowed to re-sell products
- Religious or political material

Vendor Fees for 2024

Full Season

\$225 Returning Vendors

\$300 New Vendors

Daily Rate

\$25 per market

All Vendor fees are to be paid online. No cash will be accepted. This is a change from 2022.

Guiding Principles

1. Prioritize, in all decision-making, the interests of local, sustainable agriculture, and educate the public about agricultural concerns.
2. Provide an accessible, profitable venue for small-scale businesses that produce and distribute their products locally.
3. Present a diversity of the highest quality local vendors and handmade products in a vibrant marketplace.
4. Encourage environmentally, economically, and socially sustainable practices in organizational and vendor operations
5. Create an environment for our community to gather and participate in local culture and commerce.

Basics: 2024 Market Season

As on 1/15/24, the only community conflict that could create a market closure in the Ironman Race in September. The farmers market will begin Thursday April 4, 2024 and will continue through Thursday November 21, 2024. There will be a special Thanksgiving pop-up market Monday November 25, 2024.

- Market hours are 3:00 pm – 6:00 pm every Thursday, XXXXX
- Set up may begin at 2:00pm, all vendors should arrive by 2:30pm. The market manager has the right to refuse late arrivals. No refunds will be given.
- Vendors should expect to spend 5 hours at Markets (2:00 pm – 7:00 pm), vendors may begin breaking down after 6pm.
- Vendor fees are listed above. The application fee is \$25.

Market Information

- The market is sponsored by Cambridge Main Street / Downtown Cambridge, a nationally accredited and state/city designated Main Street organization and 501c3 non-profit.
- The Farmers Market's designated contact is Margaret Knudsen, Executive Director
- Cambridge Main Street obtains seasonal market permits via Planning & Zoning - City of Cambridge, permissions for use of the Long Wharf parking area - City of Cambridge, and provides liability insurance coverage for the market.
- Cambridge Main Street also provides marketing / promotional support to the market via, printed materials (printed rack card, posters), photography, graphic design, email/social media and press coverage marketing.
- Cambridge Main Street also conducts annual customer surveys and maintains regular customer communications.

MARKET POLICIES

SET UP & ATTENDANCE POLICIES

- Vendors not using their space(s) are to notify the CMS office ideally within 3 days prior to the market date (earlier if possible) so that they may be offered on a daily basis to other admitted vendors to the market which have not been assigned regular spaces.
 - o The market manager requires an absolute minimum cancellation notice of 48 hours prior to the start time of the market. If cancellation is received anytime after after 3:00pm the Tuesday prior, or there is no record verifying the cancellation, the vendor will still be responsible for the booth fee for that market day. Vendors may call / text the CMS office (443) 477-0843, email office@downtowncambridge.org to cancel.
 - o CMS will not take verbal cancellations during a market day.
 - o A vendor who is a no-show on market day will not receive a refund of their booth fee for that week. Vendors who no-show on two (2) or more occasions are subject to suspension from the Cambridge Farmers Market for the remainder of the market season.

- Set-up for the market begins at 2:00 pm, selling starts at 3:00 pm, and tear down begins at 6:00 pm. Please be appreciative of your fellow vendors and don't sell before start of market, and do not break down before the market is closed. Failure to follow this parameter will result in a fee of \$50.
- A Vendor/Business may request more than one 10 x 10 ft. booth space. This needs to be listed on the Vendor Application and communicated to the CMS office. Market Day Fees are submitted for each 10 x 10 ft. booth space that is utilized.
- The following policy regarding layout and vendor vehicle traffic will apply:
 - o The market will be laid out so that vendors sell to a common area in the center of the market.
 - o No vendors will be permitted to enter the market after opening time or remove their vehicles until the market closes for the day.
 - o Barricades will be placed at either end of the Market to ensure that vehicular and pedestrian traffic are kept separate with the assistance of vendors.
 - o In the event of severe inclement weather, the Market Manager may close the Market early. Vendors will be contacted via phone, email and/or facebook.

To facilitate orderly daily layout of the market(s), vendors are requested to notify the market manager in advance when they plan to begin participation in a given market. They are also asked to notify the market manager when they plan to discontinue participation for the season.

- Market Hours: The market will adopt stated and posted operating hours at the beginning of each season. Any departure from these listed hours must be approved in advance by the Market Manager.
- Filling Market Slots: First priority for filling new or replacement slots at the market will be from those persons on the waiting list. Replacement market slots will be filled by product line.
- Waiting List: The market will have a waiting list policy as follows: All new applicants to the market will be placed on a market waiting list if they are not admitted immediately to the market. This list will be kept in writing with copies available from the Market Manager. Each person on the list will be noted by name, address, telephone number and a brief description of their product line. The date they were placed on the list will be included in their listing. Prior to each new market season each person on the waiting list will be asked if he or she wishes to remain on it.

WEATHER POLICIES

- The Cambridge Farmers Market is an outdoor market.
 - Commercial General Liability Insurance can protect your business and the Cambridge Farmers Market in the event of accidents due to weather.
- Rainy Day Policy
- The Cambridge Farmers Market does not have any indoor or covered options to move Markets during inclement weather.
 - If there is thunder, lightning, high winds, and/or severe weather, then we are required

to cancel the market.

Windy Day Policy

- On days with high winds or days with gusts, all freestanding display racks, sandwich boards, and shelves must be secured with stakes or weights. If this is not feasible, none

of these items will be permitted. Please assess the weather conditions when setting up your booths.

- If the wind starts to destabilize canopies or other display items, all vendors will be required to take down canopies and remove free-standing display items for the remainder of the Market day.
- In severe situations, the Market will close early.
- Cambridge Farmers Market is NOT responsible for lost or damaged merchandise. No refunds or payment transfers are provided in the event of Market cancellation.

PRODUCT POLICIES

- Farmers and other producers must come from Eastern Shore counties.
- 80% of produce must be grown by that farmer. No exceptions.
 - o All produce that the farmer does not grow him/herself MUST be labeled with the place of origin. (MDA)
 - o All farm stands MUST have the name of the farm clearly on the stand. (MDA)
- 100% of Non-produce items must be produced by the vendor themselves.
- A fee of \$50 will be assessed if product origination is determined to not be disclosed. Said fee must be paid by the vendor prior to any future participation at the Cambridge Farmers Market.
- Vendors must apply every year in writing for admission to the market listing their addresses, email and telephone numbers and what they intend to sell on the market on the attached application.
- Vendors must agree to adhere to the following regulations pertaining to products:
 - It is the vendors' responsibility to secure all required state or county permits and hold relevant licensure. Copies must be presented to the Market Manager by start of the season.
 - All scales used at the market must be registered with and inspected by the Maryland Department of Agriculture's Weights and Measures Section prior to their use at the market. Vendors selling packaged products (jams, preserves, etc.) must comply with the Maryland Packaging and Labeling Regulations.
 - Nursery stock offered for sale must be from operations in compliance with Maryland Department of Agriculture's nursery inspection and certification program. They must have a valid Nursery Inspection Certificate and/or a Plant Dealer's License.
 - Anyone wishing to sell eggs at the market must be in compliance with the Maryland Egg Law's Egg Inspection Program and supply the packer registration number on the application form for the market.
 - Vendors selling honey and bee products must have their colonies registered with the Maryland Department of Agriculture. They must hold a valid Certificate for Honey Bee Colony Registration.

BOOTHS & STALLS POLICIES

- Vendors are required to maintain their stands in a neat and orderly fashion and be responsible for removing all debris from their stall area at the end of each market day.
 - o Trash must be placed into suitable containers and hauled off by the vendor; no trash may be left behind. Vendors must clean their space at the end of the market. A fee of \$50 will be levied against a vendor if it becomes necessary for the Market Manager to clean their booth area after their departure. Said fees must be paid prior to any future participation at the Cambridge Farmers Market by the vendor.
- Safety: All vendors are required to operate their stands in a safe manner so that customers do not trip or fall over produce, tables, boxes, etc. or slip on liquid spills, etc.
- Fumes or noxious gasses: All vendors are to make provisions for exhaust gasses to be funneled away from the tent / stall or common areas of the market. Vendors may not smoke in any vendor area.
- The Market Manager assigns booth spaces to vendors as they arrive on market day. After the first market day those here weekly will be given a permanent vendor space.
- All canopies, including umbrellas, on-site at the market during normal market hours, including during setup and breakdown, are required to be sufficiently and safely weighted to the ground. Each leg must be anchored with no less than 10 pounds. Any vendor who fails to properly weight his or her canopy may not be allowed to sell at the market that market day, unless that vendor chooses to take down and stow their canopy and sell without it.
- Vendors provide their own tents, tables, chairs, signs, refrigeration, and storage.
- Each vendor is strongly encouraged to prominently display a sign in their booth, identifying the farm or business name, and the location (county or city) of the farm or business. Signs are suggested to be a minimum of 11" x 17". All product descriptions must be accurate and truthful.
- Product / Produce lists & prices must be clearly posted at the market stall, able to be clearly viewed by the customer.

PETS POLICY

The Cambridge Farmers Market is a pet-friendly outdoor market.

We ask that you be a responsible pet owner: keep pets on leash, do not bring aggressive pets to

the market, provide water for your pet, and pick up after your pet.

COMPLIANCE

- Compliance: Vendors agree to comply with all applicable federal, state, and local governmental laws and regulations as well as all Health Department regulations.
- The Cambridge Farmers Market Manager has final authority on-site to interpret and enforce rules and regulations related to the safe and enjoyable conduct of all vendors, visitors and employees of the market. Vendors not complying with instructions or rules

of the Cambridge Farmers Market or its Market Manager will be considered in material breach and default of their application, and may be asked to vacate their premises immediately without refund.

- Failure to comply with these rules and regulations may result in discontinuation of participation in the Market, and any fees, fines, citations, etc. enforced by local, state and federal authorities.

INSURANCE AND INDEMNITY

All authorized organizations participating in the Cambridge Farmers Market (CFM) shall be individually and severally responsible to CFM and the City of Cambridge (the City) for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the organization's negligence or that of its servants, agents, and employees. All organizations hereby agree to indemnify and save CFM and the City harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by CFM and the City by reasons of the organization's negligence or that of its servants, agents and employees; provided that the organization shall not be responsible nor required to indemnify CFM and the City for negligence of CFM and the City, its directors, volunteers, servants, agents or employees. **No Insurance is provided by CFM to participants in CFM. All busker, food, artisan and specialty producers are strongly encouraged to carry \$1 million in general liability insurance naming CMS as additional insured.**

I have read the Vendor Application and the CFM Rules & Regulations. If accepted into CFM, I hereby agree to abide by said Rules & Regulations. I acknowledge full responsibility for all my activities in the market, and for those assisting me, throughout this market season. I acknowledge the authority of the CFM Executive Director, Market Manager, and the CFM Board of Directors to immediately settle any disputes regarding presentation, demonstration or entertainment legitimacy, procedural and conduct violations, and impose any penalties, including possible suspension or removal from the market. I agree to allow the CFM Executive Director, Board of Directors, or representatives of CFM at any time to inspect the premises where the products I've offered for sale are produced. Failure to allow an inspection will constitute a violation of the CFM Rules & Regulations.

All vendors must review and agree to the Cambridge Farmers Market Rules & Regulations; Insurance and Indemnity; Application rules; and the waiver. Applicants' electronic signature is submitted with the Vendor Application.

Vendor Liability Insurance helps to protect CMS so that an accident involving a single vendor does not threaten the market as a whole. Vendor Liability Insurance can also protect your business at additional Markets, and may protect your products and equipment from unforeseen loss.

- It is strongly recommended that all vendors carry business liability insurance with the Cambridge Main Street as additional insured.
- Insured Vendors should provide proof of General Commercial \$1 million of liability insurance with the Cambridge Main Street named as additional insured.

- Please provide a copy of your certificate of insurance to the Market Manager. Some possible sources of liability insurance are in partnership with the Farmers Market Coalition <http://www.campbellriskmanagement.com/vendor---producer-application/> and the Food Liability Insurance Program www.fliprogram.com

American National, has an insurance policy specifically designed for cottage food producers: <http://farmandranchfreedom.org/texas-cottage-foods-law-2013-faq/> <http://texascottagefoodlaw.com/Resources/Liability-Insurance>

Artist and Craft Insurance: <https://insuranceforartists.com/>

It may be possible to add the Cambridge Main Street - Farmer's Market and Vendor Insurance to current home insurance policies.

Please have your insurance company add the following to your certificate of insurance as additional insured, with a waiver of subrogation and agreement to be primary coverage.

Cambridge Main Street, Inc.

306 High Street

Cambridge, MD 2613

VENDOR APPLICATION AND VENDOR FEES

Vendor Deadline & Review Process

- Vendor applications are accepted throughout the market season with priority given to those who apply by March 15th.
- At this time there is no application fee.
- Pay Vendor Fees for the season and drop-in
- The Vendor Application Review Process may take up to 1 week during the Market season.
- Vendors from the previous Market season are given a priority status application time period. Farms / vendors from the Dorchester County area will be given priority.
- The Market will review vendor applications based upon product type, current number of vendors selling similar products, and product quality. With the exception of agricultural products, the Market strives to have no more than 2 vendors selling very similar items.

This is determined on a case-by-case basis by Market staff. Uniqueness of vendor items and proof of Vendor Liability Insurance will be considered in vendor approval decisions.

Vendor Information

Market Day Fee(s)

- The daily vendor booth fee is \$25 per 10x10 sq. ft. space for all vendors in the Market.
- The Market Day Fee must be paid the day of the market or in advance.

Payment of Fees

Payment can only be made online. We will not accept cash in 2024:

- Pay Online: <https://downtowncambridge.org/shop-our-store/>

Benefits of purchasing a season pass:

- Receive a permanent location for your booth
- Promotion of your business in social media and email communications.

Date Changes & Refunds:

- No refunds will be given for inclement weather or date cancellation.
- Vendors experiencing emergencies and unexpected circumstances may request a refund or payment credit.
- If plans change and you will be missing a Market date, please send a courtesy email to market@downtowncambridge.org so we can make the necessary site map adjustments.

VENDOR TYPES

Farmers

Agricultural Producers and Farmers are an integral part of the Cambridge Farmers Market. We welcome new and returning local and regional producers of agricultural products throughout the season.

Agricultural Producer / Farmer Defined:

- 80% of the vendor's sales at the Market are from agricultural products.
- Any and all products are raised or produced on the farm and processed or manufactured on the farm.
- All agricultural products sold at the market shall be of merchantable quality.
- Agricultural Products are defined (in U.S. Code Title 7, Ch. 18, Section 451) as: agricultural (fruits and vegetables), horticultural (plants), vinicultural (wine), dairy products, livestock and the products thereof, products of poultry and bee raising (meats and honeys), edible products of forestry, and any and all products raised or produced on farms and its processed or manufactured products.

Cottage Food Vendors

Cottage Food Vendors at the Cambridge Farmers Market are encouraged to use high quality and organic ingredients.

- Cottage Food Vendors are required to be familiar with and comply with all current aspects of the Maryland Cottage Food Law:

o <https://health.maryland.gov/washhealth/Documents/Cottage%20Food%20Information.pdf>

- Any Cottage Food Vendor that is non-compliant with the Maryland Cottage Food Law, mislabels, or falsely advertises food products may have their vendor privileges revoked without refund.
- Cottage Food Vendors are required to have a valid Maryland Food Handler Certificate
- Please upload an image of the Food Handler Card on the online application, before your first Market day.

Cottage Food Vendors may sell the following items:

- Baked goods that do not require refrigeration
- Cakes, cookies, breads, pastries and pies
- Nuts and unroasted nut butters

- Fruit butters, jams and jellies
- Dehydrated fruits, vegetables and beans
- Popcorn and popcorn snacks

- Granola and cereal
 - Candy
 - Roasted coffee
 - Tea, herbs and herb mixes
 - Dry mixes
 - Pickles
 - Vinegars and Mustards Cottage Food Vendors must follow all labeling requirements of the State of Maryland
 - Name and physical address of the Cottage Food producer
 - Name of the product: ex. "chocolate chip cookies"
 - List of major allergens in the product including: "wheat, dairy, nuts, peanuts, eggs"
 - Statement of non-inspection: "This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department."
- Cottage Food Vendors must follow all labeling requirements of CFM. We want our visitors to be informed about the ingredients in your products so they can make informed buying choices. The consumers know the many names that their allergen is known by, but as the producer you may not. Thank you for helping make the Market a place where consumers can make informed food choices.

Artisan & Craft Vendors

Up to but no more than three (3) booths per market day will be dedicated to artisan and craft vendors, with per market day selection focusing on diversity and consistency. The product categories accepted for these booths are

- Handmade items;
- Food related, derived or themed products;
- Recycled or repurposed items;
- Gardening related or themed.

While we respect independent sales consultants with direct selling businesses and organizations, artisan and craft vendor booths are not available for this purpose, regardless of the product category.

Community Booth

Cambridge Farmers Market desires to give back by featuring organizations that add value to our community through education or outreach. For this reason, we offer one (1) Community Booth space almost every Thursday during market season at no cost. Our only request is that the organization promote its attendance at CFM. Items offered for sale in the Community Booth must be approved by the CFM Market Manager before the market day.

Food Vendors & Food Trucks

Vendors who prepare food on-site at the Market, in a food truck or prepare items that are not listed on the cottage food list must obtain a health permit from Dorchester County Health Department.

RELIGIOUS AND POLITICAL ORGANIZATIONS

The Cambridge Farmers Market is a non-partisan, secular, 501(c)(3) non-profit organization. The federal tax code prohibits partisan political activities and/or religious affiliations by 501(c)(3) charitable organizations. Partisan or religious organizations, solicitors, candidates, or

other representatives of unapproved organizations will be asked to stop any prohibited activities or be asked to leave the Market if they do not stop prohibited activities. CFM does not allow organizations with a political or religious affiliation to join the Market as vendors. We welcome visitors of all political and religious backgrounds and want everyone to feel welcome at the Market.