

2020

**Cambridge Farmers Market
Cambridge, MD**



DEAR VALUED VENDOR,

Thank you for your interest in the Cambridge Farmers Market! If you are a returning vendor, we'd like to welcome you back and also express our appreciation for all that you do to help make our market a profitable and fun place to be. If you're joining us for the first time, we'd like to welcome you to our family of hard-working, friendly vendors.

You can count on us to do everything we can to help you get established so that you can successfully market your products to our ever-growing base of loyal customers. As we busily prepare for what we hope will be the “most interesting” farmers market season ever, we are thankful you are joining us this year.

The Cambridge Farmers Market is a casual, open air, seasonal market located by the Cambridge Creek and Choptank River that offers fresh Maryland produce, meats, eggs, baked goods, artisan bread, pickled vegetables, jellies and jams, honey, and crafts, all from the state of Maryland or within 150 miles.

Every Thursday from May through September, the market offers something different – whether it's the freshest produce, live music, chef demonstrations, or health and wellness presentations – making it as much a center of commerce as it is for the community to connect. NOW, it is also a critical time for the community to access fresh fruits, vegetables, and other prepared foods, as we distribute access to the food supply chain.

Our market is open rain or shine, but may close without prior notice during extreme weather conditions in order to maintain the safety of shoppers and vendors. Remember to prepare your vendor station to account for weather as well as health and safety precautions. The market has been - under regular circumstances - a great place to bring the kids, throw a Frisbee, and pick up great local food products.

Come experience the market. Learn from the farmers and wellness providers. Talk with local artisans. Make your own statement in support of local food!

Warm regards,

Katie Clendaniel

Executive Director, Cambridge Main Street, Inc.

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: 2020 MARKET SEASON

- The 2020 Market Season is 5 months: May 7th, 2020 through October 1st 2020.
- The market season could be extended into October if vendor interest is present
- There are 22 Thursdays in the 2020 Market Season.
- Market hours are 3:00 pm – 6:00 pm every Thursday, May 7th - October 1st 2020
- Set up may begin at 2:00pm
- Vendors should expect to spend 5 hours at Markets (2:00 pm – 7:00 pm)
- Vendor fees are \$13 per space; There is NO application fee at this time.
- We are exploring a Saturday morning market - contact us if you are interested.

THE MARKET SPONSOR & MARKET MANAGER

- 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 Katie Clendaniel, Executive Director or Gary Glanz, co-ordinator. The market Manager can be reached directly by email at market@downtowncambridge.org or by (Katie) cell 443-205-5364 (Gary) cell (631) 875-9061.
- 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.

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 Cambridge Main Street
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- Cambridge Main Street also conducts annual customer surveys and maintains regular customer communications.

SPECIAL WEEKS AT THE MARKET

Cambridge Farmers Market has identified several key market weeks in the calendar below. These weeks have extra promotion and vendor/visitor opportunities that vendors should be aware of. Check online for the most up-to-date list of activities.

SPECIAL WEEKS POSTPONED DUE TO COVID-19 UNTIL FURTHER NOTICE. We will review the possibility of special market days based on the possibilities as the year progresses.

Market Day	Special Event
May 7th	Market Opening Day & Chamber Ribbon Cutting
May 14th	Power Boat Race Weekend @ Great Marsh Park
May 21st	Memorial Day Weekend
May 28th	Pet Day
June 11th	Second Saturday Weekend
June 18th	Father's Day Weekend
June 25th	Pet Day
July 2nd	Fourth of July Weekend
July 9th	Taste of Cambridge Weekend
July 30th	Pet Day
August 6th	Second Saturday weekend / National Farmer's Market Week
September 3rd	Downtown MusicFest Weekend / Labor Day weekend
September 12th	Second Saturday Weekend
September 19th	IRONMAN weekend (location shift to corner Water / High Streets City Park near entry to Long Wharf area.

September 24th	Celebrate Fall / Farm to Table
October 1st	Last Day of the Farmer's Market

MARKET VENDOR INFORMATIONAL MEETING

CANCELLED DUE TO COVID-19

We will organize a call to review set up and requirements for 2020

~~When: Thursday, March 17th, 2020~~

~~Where: Dorchester County Public Library, 303 Gay Street, Cambridge MD 21613~~

~~Time: 3:00pm to 4:30pm~~

~~New and Returning vendors are strongly encouraged to attend the Market Vendor Informational Meeting. The meeting will include:~~

- ~~● Market Requirements – application, state and local forms, certificates~~
- ~~● Vendor Rules & Regulation Review~~
- ~~● Market Days~~
- ~~● Special Events~~
- ~~● Safety Tips~~
- ~~● Severe Weather Days~~

~~Light refreshments will be provided!~~

MARKET POLICIES

SET UP & ATTENDANCE POLICIES

- Vendors not using their space(s) are to notify the Market Manager 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.
 - 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 market manager at (443) 205-5364, email market@downtowncambridge.org to cancel.
 - The Market Manager will not take verbal cancellations during a market day.
 - 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 breakdown before the market is closed.*** Vendors must be in place and ready to sell by the start of the market at 3pm. 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 Market Manager. 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:
 - The market will be laid out so that vendors sell to a common area in the center of the market.
 - **No vendors will be permitted to enter the market after opening time or remove their vehicles until the market closes for the day.**
 - 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.
 - 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.
- Notification of Market Manager: 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 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.
 - All produce that the farmer does not grow him/herself **MUST be labeled with the place of origin.** (MDA)
 - 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.
 - 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 gases: 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.

Market & Vendor Insurance

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

Cambridge Farmers Market
Cambridge Main Street
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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.
505 Poplar Street, Suite 300
Cambridge, MD 2613

VENDOR APPLICATION AND VENDOR FEES

Vendor Deadline & Review Process

- Vendor applications are accepted throughout the market season.
- At this time there is no application fee.
- Pay Vendor Fees for week, month or season
- 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.

Cambridge Farmers Market
Cambridge Main Street
www.downtowncambridge.org

Vendor Information

Information about becoming a vendor is located within the vendor section of the Cambridge Main Street website. The Cambridge Farmer's Market handbook and application are now available on our website downtowncambridge.org. Select "Farmer's Market" from the top navigation menu, scroll down to view the interest form, fill it in & Submit! You may download the handbook/application and mail or scan/email to us at market@downtowncambridge.org.

Market Day Fee(s)

- The daily vendor booth fee is \$13 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.
- Vendors may submit payment in advance for multiple months or weeks, or on a weekly basis.
- **At this time we request as that payment be made electronically by month due to current COVID-19 recommendations that limit interpersonal money exchanges.**

Payment of Fees

Payment can be made one of two ways:

- *Best Option* Pay Online: <https://downtowncambridge.org/farmers-market/>
- Pay by Check - mailed to: 505 Poplar Street, Suite 300, Cambridge, MD 21613 (MUST BE RECEIVED IN ADVANCE)

Benefits of paying market day fees in advance:

- Receive a permanent location for your booth
- Receive a 10% discount on vendor fees if you pay for the whole season upfront.
- 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.

Cambridge Farmers Market
Cambridge Main Street
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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:
 - <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."

Cambridge Farmers Market
Cambridge Main Street
www.downtowncambridge.org

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.

Cambridge Long Wharf Farmers' Market 2020 Application

Please return this page to the Market Manager with copies of relevant permits & licenses.

Business Name: _____

Contact Name: _____

Address: _____

Email: _____

Most Direct Phone #: _____

Facebook / Instagram / Twitter "handles" (for promotional purposes):

Web site address (if you have one): _____

Description of Product:

Products: _____

Anticipated Type of Produce grown or produced by you: _____

Cambridge Farmers Market
Cambridge Main Street
www.downtowncambridge.org

Check all that apply: Conventional Non-GMO

 Naturally Grown Organic-Transitional

 Organic-Certified Organic-Exempt

 Grass Fed/Pastured Kosher

Will you accept: FMNP WIC/FVC SNAP Debt / Credit Cards

Fee & Reservation of space:

I would like to pay my fee: _____ Weekly _____ Monthly _____ Entire Season (22 weeks)

I would like to reserve # of spaces: _____ (indicate number of spaces)

Requested Start Date: _____ End date: _____

Frequency: ___ Weekly ___ Twice monthly ___ Monthly

Other: Interested in our Saturday Morning Market: ___ Yes ___ No

Possible Start date: _____ End date: _____

Licenses: _____(initial) I am attaching or providing by the first market day any relevant food / product sales licenses required by the State of Maryland or local Dorchester County Health Dept.

Acknowledgement:

By signing below, I acknowledge that I have been given a copy of the market rules and policies, and I agree to follow them. I understand that non compliance will result in penalties or other consequences as determined by the market manager.

Signed: _____ Date: _____