



## Crossroads Farmers Market 2023 Vendor Guidelines

### I Eligibility Requirements

a **The Crossroads Farmers Market is a producer-only market.** Vendors must actually grow, produce, or make at least 75% of the fruits, vegetables, plants, herbs, flowers, baked goods, prepared beverages, jellies, jams, honey, prepared foods, handicrafts and/or other products they intend to sell at the Crossroads Farmers Market. The term **Producer** includes the Primary Applicant's family and employees when they are directly involved in methods of production.

b A vendor's farm or production facility must be within 125 miles of the Crossroads Farmers Market. Any products (up to 25%) from a partnering farm or garden must be:

- Produced within 125 miles of Crossroads Farmers Market,
- listed in advance in the vendor application,
- approved by the market manager, AND
- labeled with the correct producer's name.

c A vendor must possess appropriate liability insurance and proper permits for products sold.

d All vendors must agree to accept \$5 (credit/debit) central market tokens. ***Change in cash may be given for \$5 tokens.***

e All produce vendors must be WIC certified and accept WIC/Senior FMNP checks.

f All vendors selling fruit, vegetables, meat, eggs, mushrooms and herbs must agree to accept Fresh Checks.

g **Vendors selling hot, prepared foods MAY NOT ACCEPT \$1 SNAP/EBT or Fresh Checks tokens in any case (even for beverages, as not to confuse the non-eligible sale).**

h All other vendors selling **SNAP-eligible foods** (breads, baked goods, fruits, vegetables, meats, eggs, poultry, dairy products, seeds and plants which produce food for the household to eat, any food products or ingredients used to prepare meals at home, beverages, snack foods, ice cream, smoothies) **must accept \$1 SNAP/EBT tokens and Fresh Checks tokens.** When accepting \$1 EBT tokens, vendors must comply with federal guidelines for SNAP benefits at farmers markets:



<http://www.fns.usda.gov/snap/eligible-food-items>.

i **Change MAY NOT be given** for \$1 EBT tokens, WIC/Senior FMNP coupons or Fresh Checks.

j Each vendor applicant is responsible for educating any staff attending the market about CFM policies including token restrictions, WIC/Senior FMNP check acceptance procedures, clean up obligations, appropriate conduct, etc.

k **IMPORTANT:** Crossroads Farmers Market will reimburse vendors for tokens and Fresh Checks **every month, during the first week of the following month.**

l Vendors will be charged **5%** of their sales to participate in Crossroads Farmers Market, which will automatically be deducted from their reimbursement check each month.

m **Requirements for specific vendors:**

**1. Produce Farmers** must grow or produce at least 75% of the goods sold at market on their farm or garden. Farmers may also sell baked goods made on the farm. All produce vendors must be certified to accept Maryland WIC and Seniors Farmers Market Nutrition Program (FMNP) checks. All produce farmers must accept Fresh Checks.

**2. Cottage Food Businesses (non-potentially hazardous breads, jams, fruit butters, candy)** must produce goods from scratch, using locally sourced ingredients when possible. Those producing potentially hazardous foods must prepare in a certified kitchen. Producers preparing non-hazardous goods in a home kitchen must follow Cottage Food Business guidelines and include proper product labeling:

[https://health.maryland.gov/phpa/OEHFP/OFPCHS/SiteAssets/Pages/CottageFoods/MDH%20Cottage%20Food%20Businesses\\_Revised\\_2-2021.pdf](https://health.maryland.gov/phpa/OEHFP/OFPCHS/SiteAssets/Pages/CottageFoods/MDH%20Cottage%20Food%20Businesses_Revised_2-2021.pdf)

*Cottage businesses may accept \$1 SNAP tokens and Fresh Checks only for food items intended for home consumption.*

**3. Prepared/Hot Food Vendors** must produce goods from scratch, using locally sourced ingredients when possible. These items must be prepared in a licensed commercial kitchen or food cart. Prepared food vendors must have the appropriate "Itinerant" permit from Montgomery County.

<https://montgomerycountymd.seamlessdocs.com/f/FarmersMarketForm>

Vendors selling hot, prepared foods **may not accept \$1 SNAP EBT tokens or \$1 Fresh Checks** tokens in any case.

**4. Farmstead Meat and Meat Products** The Producer must raise animals for meat and meat products. Animals not born on the Producer's farm must spend half their life on the Producer's farm. Grazing animals must have regular access to pasture. You may not use antibiotics or hormones. Farmers who sell meat products must have their animals slaughtered at a USDA, or MD Dept. of Ag approved plant.

**5. Poultry and Eggs** The Producer must raise poultry for meat from day-olds. Laying hens may be bought as pullets. Poultry must have adequate room and light indoors, and access to pasture. You



may not use antibiotics.

**6. Farmstead Milk and Dairy Products** Milk, cream, butter, cheese, yogurt, ice cream, and other dairy products must be made by the Producer wholly from milk raised by the Producer or an approved partner farm. Grazing animals must have regular access to pasture. You may not use hormones.

**7. Fish and Shellfish** The Producer must raise or legally catch fish and shellfish and hold the appropriate license.

Prepared foods (e.g. fish pie) must be made exclusively from the Producer's catch.

## II General Rules

a **Definition of a Vendor:** A person who has completed an application, agreed to the market guidelines and been accepted for participation in the Crossroads Market. A "Vendor" is the grower or producer of products sold, and includes family members or employees of the applicant listed on the application.

b **Permitted Items for Sale: Vendors may ONLY sell items listed in their vendor application.** Other products like eggs, jams, honey, preserves, baked goods and prepared/hot foods will be permitted as they fit with vendor guidelines and are approved by the Montgomery County Health Department. A no-cost permit via Maryland Department of Agriculture is required to sell eggs.

c **Prohibited Items for Sale:** No vendor will be allowed to resell water or beverages (Homemade juices or teas are allowed). No live animals may be sold at the market. No reselling of items not locally produced.

d **Adhering to Market hours.** Market hours are 10:30am-2:30pm. We do not distribute Fresh Checks before or after this time. Vendors may not sell before the market begins at 10:30am, or after the market ends at 2:30pm.

Vendors are expected to begin setting up NO LATER THAN 9:30am and to have cleaned up and vacated the market site by 4:00pm. **Please adhere to these hours except under special circumstances.**

**NO vendor is allowed to sell before 10:30am EXCEPT in extremely special circumstances as described below:**

**VENDING BETWEEN 9AM AND 10AM: ONLY if a first-time\* customer has limited mobility or cannot come back to market during regular operating hours. We do not want our regular customers thinking we open at 10am. At all times, please stress that the market opens at 10:30am.**

**VENDING BEFORE 10:30AM (including between 10am and 10:30am): ONLY during inclement weather. During rain or weather events, vendors can sell before 10:30am to ensure maximized sales IF APPROVED by Senior Farmers Market Manager.**



e **Appropriate equipment.** Vendors are expected to provide their own signs, tents, tables, weights, and chairs, as needed throughout the season, from April through November . Vendors are expected at the market, rain or shine, and should come with appropriate equipment for this all-weather market. **On all market days with a wind forecast of 10mph+ winds, vendors are required to properly weigh all 4 legs of their tent(s) with their own tent weights, or they will be asked to take down their tent. This is for everyone's safety.**

f **Abiding by City of Takoma Park Rules.** Vendors are expected to follow Takoma Park's 2015 ban on the use of [polystyrene packaging and food-service](#) ware within the city, as well as the [2017 plastic bag ban](#). **\*New to 2020, the City of Takoma Park has banned the use of single use plastic straws.** Vendors are expected to comply with all new legislation. Compostable bags and cutlery will be permitted.

<https://takomaparkmd.gov/government/police/neighborhood-services/plastic-beverage-straws-and-stirrers-ban/>

- Resources for Alternatives to Plastic Straws: <https://bit.ly/2KGQjrQ>

g **Clear signage.** Legally, vendors must post clear, legible, and visible signs with the following information:

1. Business name & location
2. Product name, prices, and payment types accepted
3. Information about methods of production
4. Farm sources of purchased regional ingredients, where relevant

Bilingual signage and labeled prices are important for two reasons: 1) signage helps create your identity within the shopper base and 2) visible prices create a consistent and fair system for shoppers. Having signs is an important method for bringing in good sales. **Bilingual (English-Spanish) signage is highly recommended. Crossroads staff will assist with translation, as needed!**

### III Maintaining Market Eligibility

a **Regular Participation in Market** – The Crossroads Farmers Market will operate from **10:30am-2:30pm on Wednesdays, beginning April 26th, 2023 and ending on November 22nd, 2023.**

- Market absences must be approved by the Market Manager. Please contact the Market Manager if you are a regular vendor and are not able to attend market on any given day.
- **Vendors who complete a full season *without* absence, will be eligible for a reduced sales fee for their final month.**
- **Failure to notify the Market Manager 48 hours in advance of missing Market will result in a fine.** Repeated absences will impact the vendor's application status for the following season.
  - 1st Absence: Written warning
  - 2nd Absence: \$20 fine taken out of reimbursement check



- 3rd Absence: \$50 fine taken from reimbursement and evaluation with Market Manager
- Pop up vendors are invited to participate for a set period of time with advance permission from the Senior Market Manager.
- In an effort to create consistent vendor attendance and a consistent customer base early in the season, we require that all 2023 vendors be present at market -without absence - during their first four weeks of attendance.

**b Allow for inspections** – All vendors shall allow Crossroads Farmers Market to inspect their production facilities, with notice and review all production-related records. New vendors should expect a jointly scheduled pre-season visit from Senior Farmers Market Program Manager in 2023.

**c Comply with sanitary rules and regulations** – All vendors must comply with rules and regulations of the Montgomery County Health Department. Vendors shall apply directly to the Montgomery County Health Department's Division of Licensure and Regulatory Services for any necessary temporary permit. Vendors are responsible for submitting a copy of the appropriate permit with their market application. Vendors required to have licenses are expected to have them on-site during market days.

**d Vend in assigned space with appropriate equipment** – The Senior Market Manager shall assign spaces prior to the first market day of the season. Only approved Vendors can sell approved products in the assigned market space.

**e Pay weekly Vendor fees.** Vendors are expected to track and report weekly sales by payment type using a provided Google form and assigned pin. Crossroads charges a **5% fee of each week's sales to participate, no more than \$400 in one month.** Total reporting sales include payments in cash, cards, digital payments (zelle, venmo, cashapp etc), \$1 EBT and \$5 tokens, Fresh Checks, WIC & Senior FMNP and eWIC accepted during the market. Any CSA sales will be calculated separately. **In 2023, the vendor fee will be deducted directly from your monthly reimbursement check.**

**f Data collection and reporting-** All vendors will participate in Crossroads Farmers Market's data collection and reporting procedures, especially in regards to sales, to support our efforts to share statistics with our funders and supporters. Vendors are also expected to participate in vendor surveys administered periodically by Crossroads staff.

**g Display Appropriate Conduct and Clothing** –No smoking at the market, during market hours. Treat other market vendors, customers and Market staff with respect. The success of the market relies on the professional and supportive environment that vendors, staff, and customers help create.

**h Clean up/Recycling** – Vendors shall be responsible for post-market clean up of their space, including sweeping up discards. Crossroads encourages all vendors to recycle - clean plastic, boxes, paper, etc.

#### IV Nondiscrimination and Anti-Racism Policies

a Crossroads has a strict zero-tolerance nondiscrimination and anti-racism policy. We recognize that systemic racism is historical and persistent. Our food system was built under colonialism, institutionalized racism, and capitalism, and many negative aspects of it continue to disproportionately



affect Black, Brown, and Indigenous people, People of Color, and other historically disenfranchised community members. We are working towards creating more inclusive spaces and calling out oppressive behavior, defined as any conduct that demeans, marginalizes, rejects, threatens, or harms anyone on the basis of ability, age, cultural background, education, ethnicity, gender, immigration status, language, nationality, physical appearance, race, religion, or sexual orientation. Vendors that engage in discriminatory practices will be asked to leave.

## **V Campaigning and Proselytizing**

a The Market is not a forum for political or religious activities. Vendors and customers shall not campaign or proselytize. Space will not be allotted for this purpose.

## **VI Violations**

a Any complaints against a Vendor are the responsibility of the Market staff and Board of Directors, and will be investigated.

b The Board of Directors and Market Manager reserve the right to cancel the approval of any vendor's application at any time if and when the Board of Directors finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements.

## **VII Hold Harmless Clause and Insurance**

a All authorized vendors participating in the Farmers Market agree that both Crossroads and the City of Takoma Park shall not be liable for any damages whatsoever, including property damage and/or personal injury to any vendor, its agents, employees, guests, successors and/or assigns, which may occur on or about any part of the City of Takoma Park being used for the Farmers Market, regardless of how such injury or damage may have occurred. Vendors agree to indemnify and hold Crossroads Community Food Network and the City of Takoma Park, its employees, agents, successor and /or assigns harmless in regards to any injury or damage to any third party or property resulting in whole or in part from Vendors use of or presence at the subject premises.

b All producers shall be required to carry appropriate liability insurance and attach a certificate of insurance along with the market application. Producers should also keep a copy of their insurance in their market vehicle in case of any incident occurring at the market.

## **VIII Modifications**

a The Board of Directors and the Market Manager reserve the right to revise the guidelines at any time as deemed appropriate, as long as they are communicated to Vendors.



**I have received a copy of the 2023 Vendor Guidelines. I have read and reviewed the document and understand that as a participating vendor at the Crossroads Farmers Market, I agree to the guidelines, policies and procedures outlined in this document.**

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

