

## Rules for the Chestertown Market

Market Manager: Julie Medrano

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410-490-5546

**Preface:** Chestertown Farmers Market was authorized by the Mayor and approved by the Council in the early 1980s. It has grown as a popular attraction in Downtown Chestertown. The responsibility lies with the Market Manager who is accountable to the Chestertown Farmers Market Board of Directors.

**Hours of Operation:** The Market is held year-round on the 300 and 200 block of High Street in Chestertown MD every Saturday from 8am until Noon.

### All Vendors:

1. Vendors that live in Kent, Queen Anne's, or Cecil County will be given preference and priority.
2. All vendors will be assigned spaces at the discretion of the Market Manager. Vendor space will be assigned before the beginning of the market season and spaces will be re-assigned at the discretion of the Market Manger with 72 hour notice. Vendors will be put on a waiting list after initial spots are filled. Vendors are not allowed to move spots unless they discuss with the Market Manager first.
3. Vendors who wish to attend the market weekly and for the whole season must submit an application to the Market Manager.
4. Vendors will be notified by either the Farmers Market or Artisan Market Manager if they are accepted or denied before the start of the season.
5. Vendors must direct all concerns and disputes concerning other vendors to the Market Manager for resolution. Vendors are not allowed to harass other vendors about their products under any circumstances.
6. Vendors must keep their assigned spots clean, safe and sanitary. They are not allowed to smoke or vape at their stalls.
7. Vendors must always dress appropriately for all weather conditions at the Market and keep clean appearances.
8. Vendors cannot dump bulk trash items in the trash cans placed around Fountain Park.
9. Vendors must supply eco-friendly shopping bags and are responsible for bringing their own canopy and/or umbrella.
10. Vendors must obey all Town Ordinances in effect that pertain to the Market.
11. Vendors' continual failure to comply with Town Codes and Ordinances and violation of Market Rules will result in warnings from Market Manager.
  - a. 1<sup>st</sup> violation verbal warning
  - b. 2<sup>nd</sup> violation written warning
  - c. 3<sup>rd</sup> violation suspension (2 market days)
  - d. 4<sup>th</sup> violation permanent expulsion from the market
12. The Market and the Town is not liable for any stolen or lost items from Vendors.

**Insurance:**

1. All market vendors approved to vend at the market longer than 3 weeks are required to have insurance. Farmers may supply proof of liability insurance prior to March 23rd. Artisans may supply proof of liability insurance prior to February 1<sup>st</sup> of each calendar year. The Town's liability policy will only cover the liability of the Town on the Town property itself and not the safety of the food products, the vehicles, the umbrellas, or tent liability or the condition of the space created by the vendor's property, goods, or equipment.

**Inclement Weather:**

1. Market will be held rain or shine. The market may be closed or closed early due to serious weather events such as hurricanes and heavy storms.
2. In heavy winds, all canopies must be secured with weights heavy enough to keep the canopy in place. If the vendor has no such weights, the canopies must be taken down.

**Town Events:**

1. In the case of certain town events, the Town has the right to close the market early. They must notify the Market Manager of all Town Events at least two weeks prior to the event.
2. Market Managers will be required to notify all vendors of major town events (Chestertown Tea Party, Dickens Festival, Halloween Parade, etc.) at least a week prior to the event taking place.

**Parking:**

1. Vendors will be allowed to park at their assigned space on High Street. One car is allowed per parking space.
2. Community Organizations may park anywhere around the block of High Street.
3. Vendors are not allowed to park in the Handicapped spaces unless they themselves are Handicapped. Violators will be fined.
4. Other parking can be found on the open parts of High Street, Memorial Park, Lawyers Row, and the Court House.
5. Idling of vehicles longer than 5 minutes is prohibited.

**Fees & Attendance:**

1. Vendors are required to pay a minimum of \$800 to the Town of Chestertown (\$20 a week for a 10X10 tent) that reserves their space from March 30, to December 28, 2024. If the vendor is unable to pay the full amount, then they can pay half of the fee at the beginning of the market and the other half of the fee after July 1<sup>st</sup>.
2. Fees for market vendors vending between January and March will pay \$10/week (\$110 total) and pay the Market Manager at the start of January.
3. If there is a legitimate reason (i.e product affected by adverse weather or product not available the entire market season, vendor not attending the Full Market Season) for not paying \$800 in

one or two payments, then other payment options are to be discussed and approved by the Market Manager.

4. Vendors who are accepted in the market must attend at least 80% of the Saturdays that they are approved to attend. If they cannot be there in person, they must find an appropriate substitute to sell for them. The 80% attendance rate does not apply when a vendor or vendor family members are ill, or are selling products that are adversely affected by the weather.
5. Part time vendors are vendors that do not plan on attending the market for more than 4 weeks during the season from March until December. The attendance rule does not apply to part time vendors.
6. Vendors must notify the Market Manager at least 24 hours in advance if they will not be at the Market. Market Manager may at their discretion move a vendor into the unoccupied space.

### **SNAP/FMNP/EBT/Matching Tokens**

1. Only those Vendors who have been designated FMNP farmers by the Maryland Department of Agriculture may accept Farmers Market Nutrition Program checks and Senior Farmers Market Nutrition Program checks. These FMNP farmers must follow all regulations and rules set forth by the Maryland Department of Agriculture for program participants. FMNP farmer authorization should be displayed at the Vendor's booth. Vendors eligible to accept WIC Fruit and Vegetable Benefit may do so following the rules and regulations set forth by Maryland Department of Health & Mental Hygiene (DHMH).
2. The Market accepts the Supplemental Nutrition Assistance Program (SNAP) at the market level, and all vendors who have eligible items are strongly required to participate in the SNAP program. Vendors who are eligible to accept SNAP directly are also permitted to do so; however, they must notify market management of their plan to do so prior to the start of the market season. The Market provides a match at the market level. All vendors who accept SNAP tokens must also accept matching tokens. Vendors must submit tokens on a weekly basis to the market manager. They will be reimbursed on a as needed basis. If vendors accept SNAP directly, they must agree to provide receipts to their SNAP customers which may be redeemed for matching tokens at the designated market table.

### **Holiday Markets:**

1. A market will be held the Wednesday before Thanksgiving from 8am-Noon.
2. Vendors need approval from the Market Manager before selling at the Thanksgiving and Holiday Market. Priority will be given to bakers, then produce vendors, and lastly seasonal vendors as space allows.
3. Spaces will be assigned by the Market Manager as best fits the vendors attending.
4. If the Christmas Eve market does not fall on a Saturday, then a special Holiday Market will be held at the discretion of the Market Manager

**Market Vendors Definition:**

1. A Vendor is defined as someone who is applying as Farm Vendor, Value Added Vendor, Downtown Vendor and/or Specialty Vendor.
2. Potential Vendors: Potential vendors are welcomed to 'try-out' the market for a maximum of 4 weeks before fully committing for the season, if there is space available, and must pay \$80 the day of their first market attendance.
3. Downtown Vendors: Vendors that have a brick mortar business on the 200 and 300 blocks of Downtown Chestertown are allowed to set up once a month at a date that is agreed upon the vendor and Market Manager and are subject to pay fees.

**Farm Vendor Requirements:**

1. Farm Vendors are defined as those that sell produce, meat, dairy, seafood, and eggs.
2. The Market strives to be a Producer-Only Market. To maintain integrity and transparency Farm Vendors must grow the produce that they sell at the market. Buying and reselling is generally prohibited.
3. If a certain product is not offered at the Market, then Farm Vendors may sell that product, but they must first discuss it with the Market Manager. If approval is given, they must label where they are buying the product from and will be required to provide sourcing documentation as necessary.
4. Farm Vendors must have the appropriate scales and, weights and, measures properly examined, tested, stamped, and sealed and provide documentation to Manager as requested.
5. Vendors are subject to on site farm inspections by the Market Manager.
6. Samples are allowed but must comply with the Health Department Rules and Regulations. In addition, vendors are responsible for disposing of tasting containers.
7. Farm Vendors must comply with Maryland Department of Agriculture (MDA) regulations, the Kent County Health Department, and supply appropriate licenses, certifications and processing documentation to Market Manager before the start the Market season.

**Value Added Food Vendors:**

1. Value Added Producers are defined but not limited to bakers, caterers, and cooks.
2. Products must be as locally sourced as possible. Bread, pies, cookies, and pastries must all be baked from scratch.
3. All products must use as much locally sourced ingredients as possible.
4. All products must comply with Health Department appropriate licensing requirements.
5. Cottage Food vendors must cook or bake food that follow the MDA and Health Department cottage food guidelines.

**Specialty Vendors:**

1. Specialty Vendors are defined as those that offer products that do not fit the Farm Vendor or Value Added Food Vendors definitions, and/or offer their products for a limited amount of time.

Vendors include but are not limited to vendors selling soap, honey, wool, fibers, natural remedies, foraged plants or materials, and/or holiday products.

2. All specialty products will be required to provide processing/processor documentation as requested from Market Manager.
3. Specialty products such as those that are foraged materials/plants, naturally remedies, soaps, lotions ect. must be created using as much regionally located raw material as possible.
4. Exotic (Non local) fibers are not allowed to be sold in any circumstances.
5. Specialty Vendors wanting to sell holiday products (wreaths, arrangements, ect.) must notify the Market Manager two weeks before they would like to sell so that space can be arranged for them.
6. Potential vendors may be allowed to sell as space allows or in the absence of another vendor at the market.

**Wineries & Breweries:**

1. Wineries and Breweries must supply their offsite permit to the Market Manager prior to selling at the market.
2. All Wineries and Breweries must comply with MDA licensing requirements.

**I am acknowledging that I have read the above information and as a Farm Market Vendor, I agree to follow the rules and regulations set forth.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Artisan Vendors

Artisan Market Manger: Rhonda Gover

410-708-1745

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### Fees & Attendance:

1. At the start of the Full Season Market all Vendors are required to pay a \$20 entrance fee. This applies to new Vendors who are accepted when the market season is already in effect.
2. Vendors are required to pay \$10 week for a designated 10 X 10 space in the market, refusal or inability to pay will result in immediate removal from the market.
3. Vendors must notify the Market Manager no later than 6pm then the Friday before, if they will not be at the market. All vendors calling out must receive confirmation of received communication from Market manager. Vendors may call, text, or email the Market manager. Failure to call out may result in vendor being charged despite their absence.

### Artisan Vendors Requirements:

1. Artisans are defined as those that sell a diverse selection of products that are committed to the spirit and values of the Market, such as jewelry, fabrics/fibers, artwork, photography, wood work, glassware and pottery. Products must be original, handcrafted designs produced by the artisan.
2. Artisan Vendors are required to submit pictures of products they would like to sell to Artisan Manager, for judging prior to acceptance.
3. Vendors may only sell products for which they have approval from the Market Manager. If a vendor wishes to sell other products they must first apply to sell those items with the Market Manager.
4. All vendors are individually responsible for collecting sales tax and submitting this to the proper authorities.

**I am acknowledging that I have read the above information and as an Artisan Market Vendor, I agree to follow the rules and regulations set forth.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Community Organizations:**

1. Community Organizations are those that are a nonprofit organization dedicated to providing awareness and education about their organization.
2. Community Organizations are not subject to market fees.
3. Organizations must fill out the permit a month prior to attendance.
4. Community Booths can set up starting at 8am.
5. Priority will be given to organizations that promote eco-friendly causes, support the local community, and that promote healthy and sustainable lifestyles.
6. Community Organization spaces are assigned when available by the Farmers Market Manager. The Market Manager will show the organizer where to set up the morning of the day they are scheduled to attend the market.
7. Those wishing to sell raffle tickets at the Market, must obtain and display a raffle permit from the Kent County Commissioners. .
8. All Community Organization disputes will be directed to the Market Manager.
9. Political parties are not allowed to set up within the farmers market boundaries.

**I am acknowledging that I have read the above information and as a Community Organization Vendor, I agree to follow the rules and regulations set forth.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**