

## 2020 State Center Farmers Market (SCFM)



### **GUIDELINES (Updated 2/12/2020)**

**ELIGIBILITY REQUIREMENTS:** Vendors selected to participate in the 2020 SCFM season must have applied by the application deadline of March 31, 2020 and have been approved by the State Center Community Farmer's Market Committee. A meeting with all the selected vendors will take place a week prior to the opening day of the Market season. Vendors cannot participate in the market without prior approval.

**GENERAL RULES:** All vendors must comply and operate within the guidelines of this document, and the signed application. They must meet both the Health Department and Fire Department codes, as applicable.

**LOCATON | SET-UP | HOURS OF OPERATION/CLOSING:** The Market is located at The State Center Complex at 300 West Preston Street, Baltimore, MD, 21201. The Market opens every Wednesday from 10AM – 2PM starting May 6, 2020 – October 7, 2020. Vendors must arrive between 8AM – 9:30AM to set-up their space. Vendors must be operational from 10:00 AM until the Market closes at 2PM, and vendors are then able to begin breaking down. Vehicles are not allowed on-site. Vendors must vacate the SCFM by 3PM. There are no exceptions to this rule.

**TARDINESS/NO SHOW:** If a vendor is unable to attend that Wednesday's Market, the SCFM Manager must be notified by the Monday prior. Vendors who do not show-up on scheduled dates without giving proper notification will be given a verbal or written notice. Vendors who arrive after 10AM will be given a verbal or written notice. After three notices in either instance, the vendor will be disqualified from participation in the 2020 SCFM season and their agreement will be terminated.

**PARKING:** Parking is available off Eutaw Street in the contractor parking area during hours of operation. There is 20-minute parking in front of the 300 building for unloading your equipment and product only. Please note that this is a fire lane and vehicles cannot block the curb area after the 20-minute time allotment or the vehicle will be towed and the owner subject to ticketing.

**CLEANING/RECYCLING:** Vendors must bring their own trash receptacles and take their trash with them at the end of the Market day. Vendors must maintain the upkeep of their surrounding area(s). There should be no trash and debris before, during, or after Market hours in or around your area. All prepared food vendors must provide a complete fire resistant/grease-absorbing mat to be placed under the cooking equipment when cooking. No cardboard allowed. Vendors must dispose grease into appropriate receptacles and remove from the premises.

**FOOD VENDORS/CONCESSIONAIRES:** The product must be prepared and sold within the guidelines of the Baltimore City Fire and Health Departments and vendors must have a Food Permit if their product is to be cooked, sampled or consumed on site. A Baltimore City Health Department Food Permit must be attained prior to vending at the Market and must be valid for the entire Market season. Applications can be found at <https://health.baltimorecity.gov/environmental-health/food-facilities> or call the Health Department at 410.396.4424. All food cooked on premise must have a “tagged” fire-resistant tent, and a 2A-10BC Portable Fire Extinguisher. Deep Fryers need a Class K extinguisher. Additional guidelines are available at <https://fire.baltimorecity.gov/>. Vendors must also have a valid Street Vendor/Kiosk License, information available at: <https://transportation.baltimorecity.gov/street-mobile-vending>.

**FEDERAL NUTRITION BENEFITS PROGRAM:** 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 the Maryland Department of Health (MDH). The Market accepts the Supplemental Nutrition Assistance Program (SNAP) at the market level, and all vendors who have eligible items are 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 also provides a match at the market level, and all vendors who accept SNAP tokens must also accept matching tokens. Vendors must submit tokens on a weekly basis to the market manager and will be reimbursed on a bi-weekly 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 central market table. There will be a Food Access Coordinator on site to: provide information about the Maryland Market Money program; assist vendors with acceptance of WIC and SNAP cards and tokens; record attendance; distribute materials intended for all vendors; record all incidents occurring before/during/after market hours; act as liaison between SCFM and all approved vendors; maintain decorum throughout the market; resolve minor disputes on behalf of SCFM; and, document in writing, known or alleged violations of the guidelines.

**VENDOR SPACES:** Vendors must be present every Wednesday from opening day until the last day of the Market. Vendors from previous seasons are not guaranteed the same space(s). Vendors are responsible for supplying their own tent(s), tent weights, tables, chairs, décor, trash cans, etc. for their area(s) and must remain within the parameters as designated by SCFM. The vendor’s entire set-up should not protrude onto the walkways and must line-up consistently. All vendors must display name of business and pricing of items.

**VENDOR DECORUM AND CONDUCT:** Booth spaces and products should be attractively displayed, and business conducted in an orderly and businesslike manner. Shouting or other objectionable means of soliciting trade will not be tolerated. No profanity, abusive conduct, booth or space sharing or resale of space (unless approved by the SCFM Manager prior to participating in the Market).

**COMPLIANCE:** Complaints against a vendor, regardless of the matter, must be directed to the attention of the SCFM Manager in writing. When the SCFM Manager determines, in its sole discretion, that a vendor has violated any provision of these guidelines, it will issue a written warning. Failing to comply with the SCFM guidelines will result in expulsion. SCFM reserves the right to: cancel a vendor's application at any time if SCFM Manger or Department of General Services (DGS) finds a vendor in violation of any of the guidelines and eligibility requirements including the City Health Codes; and revise guidelines at any time as it deems appropriate. All vendors will allow the SCFM Manager and DGS to visit their business.

**MISCELLANEOUS:** The SCFM reserves the right to adjust the time of operations if the city requires the space for a civic/special event, or threat of severe weather conditions. For example, if the State is closed for inclement weather the farmers market will be closed as well. Vendors are responsible for obtaining and paying for all required licenses and permits and must provide documentation of such compliance. Vendors agree to cooperate in occasional business and customer surveys.

**WELCOME BOOTH/CONTACTS:** The SCFM booth will be in front of the 300 West Preston St. entrance. For more information or questions please contact the SCFM Manager:

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