



## **2020 BALTIMORE FARMERS' MARKET & BAZAAR GUIDELINES**

The Baltimore Farmers' Market & Bazaar (BFMB), produced by The Baltimore Office of Promotion & The Arts, Inc. (BOPA), is Maryland's largest Farmers' Market that offers a variety of items. The 2020 season of the BFM&B operates on Sundays from April 5, 2020 through December 20, 2020 from 7 AM to Noon. The Market takes place rain or shine under the Jones Falls Expressway (JFX). BOPA reserves the right to photograph and/or video tape the BFM&B and use said images for city promotional, sponsorship and/or fundraising purposes.

### **ELIGIBILITY REQUIREMENTS:**

Vendors selected to participate in the 2020 BFMB season must have applied by the application deadline of December 31, 2019 and have been approved by the Baltimore Farmers' Market & Bazaar Committee. Additionally, applicants must be in good financial standing with BOPA.

### **GENERAL RULES:**

All booths must comply and operate within the guidelines of this document, the application, and the signed contract. They must meet both the Health Department and Fire Department codes, as applicable.

### **SET-UP | HOURS OF OPERATION/CLOSING:**

Vendors must arrive between 5:30 AM – 6:30 AM to set-up their space. Streets are closed at 5:30 AM and re-open at 1 PM. Vendors must be operational from 7:00 AM until the Market closes at noon, and vendors are then able to begin breaking down. Vehicles are not allowed on-site until 12:15 PM. Be cautious of pedestrian traffic and other vendors. Vendors must vacate the BFMB by 1:00 PM when streets re-open. There are no exceptions to this rule.

### **TARDINESS/NO SHOW:**

If a vendor is unable to attend that Sunday's Market, the Farmers' Market & Bazaar Management team must be notified by the Wednesday 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 7AM will be given a verbal or written notice. After three notices in either instance, the vendor may be disqualified from participation in the 2020 BFMB season and their agreement will be terminated.

### **PARKING:**

Acceptable parking at the BFMB include: street parking on surrounding streets, surface parking lots off of Guilford Ave., or (complimentary parking for 2 hours) at the Mary Catherine Bunting Garage at Mercy Hospital located at Pleasant Street and Guilford Ave. Patrons are required to bring their pulled parking ticket to the Welcome Tent to get validated before returning to their vehicle.

Non-Acceptable Parking includes: unassigned or unused spaces, walkways/driveways, grassy areas, handicap entrances, or anywhere on the Hollywood Diner property or parking lot off of Saratoga Street. Vehicles will be ticketed and towed if parked in these areas. The BFMB is not held accountable for parking tickets during Farmers' Market hours.

## **CLEANING/RECYCLING:**

The BFMB arranges cleaning services before and after Market operating hours. We encourage all individuals involved at the Market to recycle – please place clean plastic, boxes, paper, etc. in the blue lidded recycling bins (or your own cardboard box) throughout the Market. 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.

## **FARM VENDORS:**

The Farms accepted are those that grow/raise their products locally, with Maryland farms vetted first. Products sold must be grown or produced by the farm and land(s) listed on the application. All items must be approved by BOPA and limitations will be set.

Produce growers must grow/produce their own items. You must relay any crop failure WITH A WRITTEN NOTICE, to the Market Manager for permission to supplement from an approved source.

Any “holiday” items must be listed on your application and approved.

\*NOTE: If you are selling ready-made items for consumption (i.e.: muffins, salads, etc.) you need a health permit. See Cottage Food Business/Md. State, website. No Styrofoam containers allowed.

## **FOOD VENDORS/CONCESSIONAIRES:**

Product offerings listed on application must be made by the concessionaire and/or their company facility and approved by the Farmers’ Market & Bazaar. No re-Selling. Please note that greater consideration is given to Maryland applicants utilizing local farms and/or locally made ingredients in their retail product. No Styrofoam containers allowed.

The product must be prepared and sold within the guidelines of the Baltimore City Fire and Health Departments, and have a Food Permit if it is to be sampled or consumed on site. Some highlights are listed below and on the BFMB applications. Please go to their websites for complete guidelines.

\*A Baltimore City Health Department Food Permit must be attained prior to vending at the Market. 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. <https://fire.baltimorecity.gov/>

## **BAZAAR VENDORS:**

The Bazaar is producer and antiques only, with preference given to Maryland businesses. Bazaar vendors are accepted based on creativity, uniqueness, variety, space availability, and branding. Items sold by Bazaar vendors must be listed on applications and pre-approved by the Farmers’ Market & Bazaar prior to participating. Business insurance is not required but highly encouraged.

## **VENDOR SPACES & RATES**

BOPA has a one-season contract (April – December) with Farmers, Food/Concessionaries, and Bazaar vendors. Farm and Food Concessionaries must be present every Sunday from opening day until the last day of the Market. Bazaar vendors have preselected their schedule from the schedule options. Pre-determined space locations are decided by the Farmers’ Market & Bazaar. 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, etc. for their area(s) and must remain within the parameters as designated by BOPA. The vendor’s entire set-up should not protrude onto the walk-ways and must line-up consistently, leaving a 3-foot or 36-inch walkway to conform to Baltimore City Fire Department regulations and the Americans with Disabilities Act.

Vendor fees are based on the individual vendor and the type of merchandise sold. Farmers and Food/Concessionaries' seasonal fee is collected in three installments. Bazaar vendors will be invoiced separately. Vendors must pay online using the invoice that is emailed. Preferred payment is by credit card, followed by money order or check made payable to BOPA. Cash is not accepted. Each vendor is solely responsible for complying with federal, state, and local tax requirements.

## **VENDOR DECORUM**

Booth spaces and products should be attractively displayed and business conducted in an orderly and business-like 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 Farmers' Market & Bazaar prior to participating in the Market). Hucksters are not permitted in the Market or within 200 feet of BFM&B premises. Radios may be played for your own personal use but not in a manner to disturb neighbors or patrons during market hours. As with the public, No Smoking or Pets allowed during market hours.

## **PROHIBITIVE MERCHANDISE**

BOPA reserves the right to approve the contents of all exhibits and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the BFMB. The list of prohibited items includes, but not limited to: weapons, tobacco products, pornography, counterfeit merchandise, live animals, fireworks, store/name brand cosmetics and in general re-sale items (CDs, tube socks, etc.).

## **COMPLIANCE**

Complaints against a vendor, regardless of the matter, must be directed to the attention of the Farmers' Market Manager or Bazaar Coordinator, in writing. When the Farmers' Market & Bazaar/BOPA 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 BFM&B guidelines will result in expulsion. BOPA reserves the right to: cancel a vendor's application at any time if and when BOPA and/or its designee (i.e.; Farmers' Market & Bazaar Team) finds a vendor in violation of any of the aforementioned guidelines and eligibility requirements including the City Health Codes; revise guidelines at any time as it deems appropriate; approve and/or disapprove of any item brought to the BFMB. **All vendors will allow a BOPA representative or their agent to visit their business.**

## **INSURANCE:**

Business Insurance is **required for Farmers and Food/Concessionaire vendors** and is recommended for Bazaar vendors. Merchant will list the Baltimore Office Of Promotion And The Arts, Inc., Mayor and City Council of Baltimore as additional insured on their certificate of Commercial Liability Insurance for the 2020 BFMB season.

## **WELCOME TENT/CONTACTS:**

The BFMB Tent is located at the Hillen St. entrance to the eastside of the Market. For more information or questions please contact:

**Sam Hanson, Farmers Market Manager, [shanson@promotionandarts.org](mailto:shanson@promotionandarts.org)**

**Sam Huber, Bazaar Coordinator, [shuber@promotionandarts.org](mailto:shuber@promotionandarts.org)**

The Baltimore Office of Promotion and The Arts (BOPA) is the Arts Council for the City of Baltimore. A 501(c)3 nonprofit organization, it produces festivals, special events and promotions for Baltimore City, addresses the needs of the arts community through arts and cultural activities, advocacy and support, and develops and administers funds, grant programs and community workshops.