

Laurel Farmers Market 2023 Vendor Application



Dear Prospective Vendor:

Thank you for your interest in the City of Laurel's Farmers Market.

Who Qualifies? The Laurel Farmers Market (LFM) welcomes vendors who grow, produce or process the items they have for sale. Items for sale must be personally consumable—either ingested or applied. This includes food, beverages, skin products (e.g. soaps and creams), and naturally made home products (e.g. candles). It does not include pottery, crafts, clothing items or similar non-consumables. Plants, flowers, compost and other grown or derived products associated with growing may also be sold. Products offered for sale must also comply with all federal, state, and local laws and ordinances, and special permits may be required. Our vendors must come from within the State of Maryland or within a 100-mile radius of Laurel if outside of Maryland and use healthy and sustainable growing and production practices.

Our Market and Community: LFM provides a venue for farmers and other vendors to bring fresh, nutritious, high-quality food grown or produced in the region as well as unique naturally made products. Laurel is a diverse and socially progressive town with more than 11,000 households, many of which are within easy walking distance of the market. LFM aspires to create a friendly central setting where vendors develop strong relationships with residents who desire more local, sustainably produced foods. In addition, participation in LFM gives farmers and other vendors a unique opportunity to make positive connections with businesses throughout the City.

Operations: We operate from 3 p.m. to 7 p.m. every other Thursday beginning May 11, 2023 and ending September 28, 2023.

Application Process

1. Complete the 2023 Market Application (included in this document or available at our website) and sign the Market Agreement (electronic signatures are fine).
2. We very much prefer emailed applications - even if you are sending a check please, if possible, send us an electronic version of your application.

Leave a message at 301-725-5300 ext. 2203 or email us at greenliving@laurel.md.us with any questions. The emails will usually get quicker responses than phone messages, but in either case allow a few days for a reply. We look forward to working with you this season!

Warmest regards,
Laurel Farmers Market

LAUREL FARMERS MARKET 2023 APPLICATION CHECKLIST

This application helps us learn more about you and your growing/production practices in addition to helping you understand what is important to us as market organizers and consumers. If you are attaching documents with the information we need, abbreviate your explanation and insert "see attached for more detail."

Please see the guidance provided through links on the Prince George's County Food Protection Program's website (<https://www.princegeorgescountymd.gov/1887/Food-Safety-Permits-Inspections>) and in particular on the page, *Regulations for Farmers Markets* (<https://www.princegeorgescountymd.gov/2004/Regulations-for-Farmers-Markets>.) You will need to provide copies of applicable permits, as we are required to have these at our information booth on market days.

Applications are due by April 28, 2023. Please use the following checklist to make sure your application is complete.

- Application
- Fee
- Website of your farm/business (if applicable)
- Commercial/Product Liability Insurance Certificate
- Market Agreement (signed)
- Growing Practices Certifications (if applicable ~ *e.g.*, Organic, Biodynamic)
- Food Handling License (if applicable)
- Food Processing Certifications (if applicable)
- Health Department Licenses/Permits/Certifications (if applicable)
- Sample labels (if applicable)
- Other Contractual Agreements (if applicable)
- SNAP Retailer Agreement (signed – both eligible and non-eligible vendors must submit to demonstrate an understanding of USDA rules and regulations for the program)
- Short bio & photo of you or your farm for our website (please submit electronically)

LAUREL FARMERS MARKET 2023 MARKET APPLICATION

I. CONTACT INFORMATION

Vendor's Name: _____
Business Name: _____
Address: _____
City, State Zip: _____
County: _____
Business Telephone: _____ Additional Contact Telephone: _____
Mobile: _____
Email Address: _____ Website: _____
Social Media links: _____

II. OTHER GENERAL INFORMATION

To promote strong vendor-customer relations, LFM values vendors who can commit to a by-weekly schedule for the entire season. We recognize, however, that some products do not lend themselves to weekly purchases. If you fall into that category, let us know your scheduling preference by checking the appropriate options below:

Prefer by-weekly Prefer monthly Flexible in terms of scheduling

List name and contact information of other potential vendors that you recommend we contact to participate in the Laurel Farmers Market: _____

III. PRODUCTS AND PRODUCTION PRACTICES

Farmers, Growers & Producers (If Applicable):

Check each category in which you plan to bring product to market:

Fruits: __ Vegetables: __ Cut-Herbs: __ Cut-Flowers: __ Meat: __ Poultry: __ Seafood: __
Eggs: __ Dairy: __ Honey: __ Mushrooms: __ Bedding Plants/Flowers: __ Potted Herbs: __
Fiber: __ Other (please specify): _____

Do you grow and/or raise all products or ingredients that you plan to sell at the Laurel Farmers Market? _____ If no, explain: _____

Producers (i.e., meat, fish, poultry, eggs, dairy) (If Applicable):

Please fill out the sections applicable to the products you will be selling. If you need more space than the lines allow, please feel free to attach pages or to expand the section (if filling out electronically.)

Beef/Pork/Lamb/Mutton/Goat

I will not sell beef/pork/lamb/mutton/goat

What types of meat do you sell? _____

For ruminants, are your animals grain or grass-fed?

Please describe your nutrition program and health-maintenance practices:

Where are your animals processed? Where is the meat stored?

Please include copies of any applicable licenses or permits, including your food processing plant license and processing license with Mobile Farmers Market Unit endorsement.

Dairy (milk, cheese, butter, cream, etc.)

I will not sell dairy products

Your milk-producing animals: _____

Please describe your nutrition program and health-maintenance practices:

How is your milk processed? How is it stored?

Please include copies of any applicable dairy licenses or permits.

Eggs/Poultry

I will not sell eggs/poultry

Your types of poultry for meat or egg production: _____

Are your animals ___pasture-raised? ___ Kept indoors? ___ Combination?

Please explain your pasture or indoor or combination practices:

Please describe your nutrition program and health-maintenance practices:

Where are your animals processed? Where is the meat stored?

Please include copies of any applicable licenses or permits, including your food processing plant license and processing license with Mobile Farmers Market Unit endorsement, and egg producer’s certificate.

Fish/Shellfish

I will not sell fish/shellfish

What kinds of fish or shellfish do you sell? _____

Is the fish/shellfish ___ Wild Caught ___ Farmed

Where is it caught/farmed? _____

Where is the fish or shellfish processed? Where is it stored?

Please include copies of any applicable licenses or permits, including your food processing plant license and processing license with Mobile Farmers Market Unit endorsement.

Please review the next section, **Processors & Prepared Food Vendors**, and provide any additional information about your products.

Processors & Prepared Food Vendors: (i.e., bakery goods, coffee, cheese, ciders, dairy products, jams and jellies, maple syrup, soap) (If Applicable):

Check the type of product that you plan to offer at the market:

Breads & Baked Goods: ___ Cheese: ___ Coffee: ___ Jam/Jelly/Preserves: ___

Non-alcoholic Ciders/Juice: ___ Maple Syrup: ___ Granola: ___ Soap: ___

Meats/fish/shellfish: ___

Other (please specify): _____

Note: the farmers market does not allow generators. Limited electrical sources may be available, but cannot be guaranteed.

If you are required to have a health department permit license or safe food handling certificate, please attach a copy to the application. LFM is required by the Prince George's County Health Department to have them on-hand on market days.

IV. COMMERCIAL LIABILITY INSURANCE

All authorized vendors participating in the Laurel Farmers Market shall be individually and severally responsible to Laurel Farmers Market (LFM) and the City of Laurel (City) for any loss, property damage, personal injury, death, and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and/or employees, and all vendors hereby agree to indemnify and save LFM and the City harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by LFM and the City by reasons of the vendors' negligence or that of its servants, agents and/or employees; provided that the vendors shall not be responsible nor required to indemnify LFM and the City for negligence of LFM and/or the City, its directors, volunteers, servants, agents or employees.

No insurance is provided by LFM to participants in the Market. All vendors shall be required to carry the appropriate commercial liability insurance (\$1,000,000) and are required to name LFM and encouraged to name the City as additional insured. A certificate of insurance confirming the required insurance and named insureds from each vendor shall be provided to the City prior to being allowed to enter upon the LFM property, and prepare its site.

Insurance Co.: _____

Policy #: _____ Effective dates: _____

Please attach a copy of the certificate to the application.

VI. FEES & PAYMENT SCHEDULE

Fees for the Laurel Farmers Market are as follows:

Season Vendor Fee (within City limits)	\$25
Season Vendor Fee (outside within City limits)	\$50

Check One:

_____ Application fee enclosed with application. If business name is not included in the information listed on the check please include it on the memo line. Please note that we would prefer to have an electronic (emailed) version of the application even if the payment is by check.

VII. MARKET AGREEMENT

I have read the Market Application. If accepted into this Market, I hereby agree to abide by the terms as set forth in the Market Application, and the rules and regulations set forth therein.

I agree to sell at LFM only such items as those listed in the Market Application unless an additional request is granted by the LFM at a later date. I also acknowledge those products must be of my own production or produced at the location described in the Market Application.

I acknowledge full responsibility for all my activities in the Market (and for those assisting me) throughout the term of this season's Market (May 11 – September 28). I acknowledge the authority of the City of Laurel's Farmer Market to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market.

I acknowledge the authority of the City of Laurel to enforce State, County, and City health regulations and procedures at the market and agree to abide by these rules as set forth by the market.

I agree to allow the City of Laurel Farmer's Market representatives and/or County Extension Agent to inspect, at any time, the premises where the products offered for sale are produced. Failure to allow an inspection will constitute a violation of this Agreement and Application.

I understand that LFM does not carry any insurance policies to cover individual participants and that I am required to carry such insurance.

I certify that the information contained in this application is true and accurate.

Business Name: _____ Vendor's Name: _____

Signature: _____ Date: _____

Typing your name will count as a binding signature

VIII. LAUREL FARMERS MARKET VENDOR AGREEMENT FOR SNAP

All Eligible Vendors MUST Participate in the Maryland Market Money (MMM) Program

MMM Accepts and Matches Supplemental Nutrition Assistance Program (SNAP) Benefits and Matches Farmers Market Nutrition Program (FMNP) and Senior FMNP Fruits and Vegetables Checks

LFM Market's MMM Duties:

- Exchanges shoppers' SNAP funds for \$1 wooden LFM tokens that they can spend ONLY at LFM, and matches \$1 plastic Maryland Market Money coins that can be spent at LFM or other participating markets.
- Arranges for LFM vendors to be reimbursed on a monthly basis.
- Keeps track of SNAP payments for the MMM program sponsor.
- Promotes MMM with advertising to increase customer base at LFM.
- Participates in fundraising efforts and forms partnerships to increase purchasing power of SNAP shoppers at LFM.

LFM Vendor's SNAP Duties

- Accepts ONLY LFM tokens or Maryland Market Money tokens and no others.
- Provides ONLY eligible items in exchange for tokens (see list below).
- Does NOT accept tokens for non-food, concession foods, "to-go" beverages, or alcohol
- Vendors who do NOT sell fruits and vegetables must not accept FMNP or Senior FMNP checks – it misinforms the customer if they use their check to buy an ineligible product at LFM, and the vendor will not be reimbursed.
- Does NOT exchange tokens for cash.
- Does NOT give change for tokens. Shoppers, however, may give vendors a mix of tokens and cash (e.g. a \$4.25 payment could be 4 tokens and one quarter)
- Does NOT charge sales tax on any SNAP-eligible products.
- At the end of each market, puts the tokens in the yellow bag provided by LFM, enters the total on the form in the bag, signs this form, and hands the yellow bag (with signed form and tokens inside) to LFM's designated SNAP coordinator at the LFM information booth.

In keeping with federal regulations for SNAP, vendors signing this agreement understand and agree to follow the rules of the program:

I, _____ on behalf of my business, _____, agree to abide by the rules described herein as they relate to the processing of SNAP transactions. I/we agree to follow all USDA SNAP rules, as outlined on the bottom of this agreement. I/we understand that the Market Board has the right to remove vendors from the market who do not comply with these rules.

Vendor Signature (Date) Typing your name will count as a binding signature

DBA or Business Name

USDA SNAP RULES

- **SNAP (Food Stamp) Benefits CAN be used to buy:**
Fruits, vegetables, eggs, meats, fish, poultry, dairy products, bread and baked goods, seeds and plants intended for growing food.
- **SNAP (Food Stamp) Benefits CANNOT be used to buy:**
Non-food items, "ready to eat" or hot foods (concession food), "to-go" beverages, alcoholic beverages.