

Greenbelt Farmers Market 2024 Vendor Application



Dear Prospective Vendor:

Thank you for your interest in the Greenbelt Farmers Market (GFM).

Who Qualifies? The Greenbelt Farmers Market welcomes only vendors who grow, produce or process the items they have for sale (and we visit their establishments to confirm this). Items for sale must be personally consumable—either ingested or applied. This includes food, beverages, skin products (e.g. soaps and creams) but 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. Allowed beverages include beer and wine, but not distilled spirits. 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 Greenbelt if outside of Maryland and use healthy and sustainable growing and production practices.

Acceptance: GFM is not required to accept the application of a vendor even if he or she qualifies. Nor is GFM required to justify its decision, which is based on a variety of factors, including space available, balance of vendors, range of products, history with the market, and experience of the vendor.

Our Market and Community: GFM provides a venue for farmers and other vendors to bring fresh, nutritious, high-quality food grown or produced in the region. Greenbelt is an affluent and socially progressive town with more than 1,800 households within easy walking distance of the market. GFM creates a friendly central setting where vendors develop strong relationships with residents who desire more local, sustainably produced foods. In addition, participation in GFM gives farmers and other vendors a unique opportunity to make positive connections with businesses in the adjacent central plaza: The Greenbelt Co-Op Supermarket and Pharmacy, a cooperatively owned grocery store, has several times entered into weekly delivery arrangements with market vendors. Additionally, the cooperatively-run New Deal Cafe also purchases from vendors. GFM, therefore, provides a vendor with a valuable opportunity to grow its business in two ways at once.

Operations: We operate from 10 a.m. to 2 p.m. every Sunday from May 12-December 8, *except* for September 1 and December 1, 2024 (labor day weekend and the weekend after Thanksgiving)

Application Process

1. Read the Market Handbook (available online at <https://greenbeltfarmersmarket.org/vendor-materials/market-handbook>) to make sure you qualify and can abide by our Rules, Procedures & Product Guidelines.
2. Complete the 2024 Market Application (included in this document or available at our website) and sign the Market Agreement (electronic signatures are fine). **You must complete or update your application for 2024 even if you have vended at GFM before.** Photocopies of pages submitted in previous years are acceptable if there have been no changes.
3. Send the completed and signed application with a \$25 non-refundable application fee payable to Greenbelt Farmers Market, 115 Centerway, Ste. 115, Greenbelt, MD 20770. Applications may also be emailed to info@greenbeltfarmersmarket.org with fee paid via PayPal (see <http://greenbeltfarmersmarket.org/vendor-materials/vendor-application>)
4. Completed applications must be received by Feb. 23rd, 2024.
5. **We very much prefer emailed applications** - even if you are sending a check please, if possible, send us an electronic version of your application.

Email us at info@greenbeltfarmersmarket.org with any questions. Allow a few days for a reply. We look forward to working with you this season!

Warmest regards,
Board of Directors, Greenbelt Farmers Market

GREENBELT FARMERS MARKET

2024 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 Feb. 23rd. We will be making our decisions for the season by April 1. Please use the following checklist to make sure your application is complete. Vendors from last year should send us any corrections, updated documents, new permits or any other information that has changed.

- _____ Application
- _____ Fee
- _____ Directions to your farm or production facility (a Google Map print-out or link with 25 Crescent Rd., Greenbelt, MD as starting point are fine)
- _____ 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)

**GREENBELT FARMERS MARKET
2024 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

Type of Business (i.e. Sole Proprietor, Corporation, LLC, Partnership): _____
Does vehicle have to be parked next to booth during the market? ____ Yes ____ No
If yes, Vehicle Type (e.g., van, pickup): _____ Length: _____ # of Wheels: _____

Brand and size of canopy (or canopies) _____ # of canopies _____

(Vendors that use heating sources or open flame or cook food on-site at the market MUST have tents that conform to the NFPA 701 standard or they will need to be removed. Depending on the items vended, this may also mean you cannot continue to sell. The manufacturer's canopy flame-resistance documentation must be visible in or on your tent. Vendors that do not use heating sources or open flame or cook food on-site at the Farmer's Market are not required to have a NFPA-701-compliant tent. Such vendors must be located a minimum of ten (10) feet from vendors utilizing a heated cooking surface.)

Other markets and direct marketing sales in which you participate: _____

Best day(s), time(s) and month(s) for a visit to your farm or place of production: _____

Location(s) where product(s) are grown/raised/made if different from address above: _____

***Please attach copies of licenses/permits, certifications or other contractual agreements pertinent to the products you want to sell at the market. ***

To promote strong vendor-customer relations, GFM values vendors who can commit to a 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 weekly Prefer bimonthly 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 Greenbelt Farmers Market: _____

III. PRODUCTS AND PRODUCTION PRACTICES

Please complete the parts of Section III that apply to you, but if you are not a farmer, grower, or producer, you may skip the **Farmers, Growers & Producers** section. If you are not a Producer (meat, fish, eggs, dairy) you may skip the **Producers** section. If you offer a processed or prepared food or consumable, please complete **Processors & Prepared Food Vendors** on page 10.

Farmers, Growers & Producers:

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): _____

Total Farm Acreage: _____ Cultivated Acreage: _____ (Please include leased acreage)

Do you have any of these certifications, and, if so, how many acres are under certification?

	<i>USDA Certified Organic</i>	<i>Food Alliance Certified "Sustainable"</i>	<i>Certified Biodynamic</i>	<i>Certified Naturally Grown</i>	<i>Good Agricultural Practices (GAP)</i>	Other Certification(s)
Certified Acres						

Other Certifications: _____

Please attach copies of any of the above certifications to your application.

Do you use *Integrated Pest Management Practices (IPM)*? Yes No

In the space below, please explain your growing practices and agricultural or other products used to enhance a) pest management, b) weed control, and c) soil amendments.

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

What is your FSMA Produce Safety Rule status?

Exempt _____ Qualified Exempt _____ Subject to PSR _____

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

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-finished?

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):

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

Breads & Baked Goods: ___ Cheese: ___ Coffee: ___ Jam/Jelly/Preserves: ___
Non-alcoholic liquid beverages: ___ Maple Syrup: ___ Granola: ___ Soap: ___
Meats/fish/shellfish: ___ Wine: ___ Beer: ___ Hard Cider: ___
Hot or cold prepared foods: ___ Other (please specify): _____

List the major ingredients produced **BY YOU** that go into your products. If you grow or raise ingredients for your products, please tell us about them in the Farmers, Growers & Producers sections as applicable. If there aren't any ingredients produced by you, please explain:

List the farmers and/or growers who provide ingredients for the product(s) you are making.

If accepted by GFM, prepared food vendors must submit lists of ingredients (not recipes) for products to be sold at the market, and must provide these on customer request.

For beer, wine, and hard cider vendors, **you must ask each** customer to show proper age identification for sales and sampling.

Please attach your offsite permit to this application.

If you are applying to cook food onsite, please specify your

Method of cooking: _____ and Fuel source: _____

Will you be using equipment to keep foods at the proper temperature? No ___ Yes ___

If so, please specify method, including fuel type: _____

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. GFM is required by the Prince George's County Health Department to have them on-hand on market days.

Are you planning to sell any cottage foods (i.e., foods made in your home)? ? No _____ Yes _____

If so, please list _____

If you are applying to sell cottage foods, please submit a sample label.

IV. COMMERCIAL LIABILITY INSURANCE

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

No insurance is provided by GFM 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 GFM and encouraged to name the City as additional insured.

Insurance Co.: _____

Policy #: _____

Effective dates: _____

Please attach a copy of the certificate to the application.

V. PRODUCT AVAILABILITY

Please list all products you plan to bring to Greenbelt Farmers Market this season. You may substitute a printout of your own form or menu if you wish

Product	# Varieties	Est. Market Quantity	Check the anticipated months of availability.							
			May	Jun	July	Aug	Sep	Oct	Nov	Dec

VI. FEES & PAYMENT SCHEDULE

Fees for the Greenbelt Farmers Market are as follows:

Application Fee:	\$25	Due by February 23rd
Regular Season Vendor Fee:	\$260*	Due by first Market Day
Regular Season Vendor Fee for vendors participating bimonthly:	\$200	Due by first Market Day
Occasional Vending Fee:	\$25	Due prior to attendance at each market

***\$260 obtains a space the width of up to three parking spaces, at the discretion of the Market Master. Additional space may be available at additional cost.**

Application fees are non-refundable.

For most accepted vendors, \$260 (\$200 for twice-a-month vendors) will be due by the vendor's first Market Day (May 12, 2024).

If you are a specialty producer of limited crops or product with a limited growing or sales season, you may petition the board for a special payment arrangement.

Note for returning vendors: We are now folding our Holiday Market (the first week of December) into the regular season for payment and application purposes. Occasional and bi-monthly vendors can participate if space is available.

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.

_____ Application fee provided via the PayPal button on the page <http://greenbeltfarmersmarket.org/vendor-materials/vendor-application>. A credit card can be used with this link instead of a PayPal account.

The name on the PayPal account is: _____

VII. MARKET AGREEMENT

I have read the Market Application and Market Handbook, which includes the Greenbelt Farmers Market Rules, Procedures & Product Guidelines. If accepted into this Market, I hereby agree to abide by the Market Handbook adopted by Greenbelt Farmers Market, Inc. (GFM).

I agree to sell at GFM only such items as those listed in the Market Application unless an additional request is granted by the GFM 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 12–December 8). I acknowledge the authority of the Market Manager and/or the GFM Board of Directors 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, subject to appeal under the procedures set forth in the Market Handbook.

I acknowledge the authority of the Market Manager to enforce State, County, City, and GFM 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 Market Manager, Board of Directors, representatives of GFM 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 the Market Handbook.

I understand that GFM 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. GREENBELT 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

GFM Market's MMM Duties:

- Exchanges shoppers' SNAP funds for \$1 wooden GFM tokens that they can spend ONLY at GFM, and matches \$1 plastic Maryland Market Money coins that can be spent at GFM or other participating markets.
- **Arranges for GFM vendors to be reimbursed twice a season, or at a \$200 threshold.** Keeps track of SNAP payments for the MMM program sponsor.
- Promotes MMM with advertising to increase customer base at GFM.
- Participates in fundraising efforts and forms partnerships to increase purchasing power of SNAP shoppers at GFM.

GFM Vendor's SNAP Duties

- Accepts ONLY GFM 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 GFM, 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 GFM, enters the total on the form in the bag, signs this form, and hands the yellow bag (with signed form and tokens inside) to GFM's designated SNAP coordinator at the GFM information booth.

GFM sees this program as a joint responsibility of the market and its vendors. In keeping with federal regulations for SNAP, vendors sign this agreement to say that they understand and will 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.