



HANDBOOK

Table of Contents

OVERVIEW OF THE GREENBELT FARMERS MARKET.....	4
Introduction.....	4
Market Location.....	4
Market Dates.....	4
Objectives.....	4
VENDORS.....	5
Types of Vendors and Products.....	5
Farmers, Growers, and Producers.....	5
Prepared Foods / Goods.....	5
Processed Foods / Goods.....	5
Criteria for Vendor Selection.....	5
Basic Requirements.....	5
Priorities.....	6
Other Criteria.....	6
Producer-only Rules & Exceptions.....	6
Local Supplements Program.....	6
Allowable Products.....	7
Application Requirements.....	7
Volunteering Information.....	7
MARKET DAY OPERATIONS.....	7
Overview.....	7
Market Manager.....	7
Market Management.....	8
Times for Market Sales.....	8
Market Schedule.....	8
Expectations.....	8
Bringing Items Not Declared.....	9
Vendor Spaces.....	9
Space and Parking Designation.....	9
Vendor Equipment.....	9
Display & Sale of Products.....	9

Vendor Space Allocation.....	9
Generators.....	10
Vendor Signage.....	10
Persons with Disabilities.....	10
Food Safety & Hygiene.....	10
Prepared Foods.....	10
Cottage Foods.....	11
Food Sampling.....	11
Trash Disposal.....	11
Clean-up.....	11
Gross Sales Reporting.....	11
ENFORCEMENT OF MARKET RULES.....	12
General Expectations.....	12
Inappropriate Activities.....	13
External Regulations.....	13
OTHER MARKET POLICIES.....	13
Buskers / Peddlers.....	13
Signature Gatherers.....	13
Religious Proselytizing.....	14
Sponsors.....	14
Vendor Listing & Contact Information.....	14
CUSTOMER GUIDELINES.....	14
Pet Policy.....	14
Restroom Facilities.....	14
SPECIAL ACTIVITIES & EVENTS.....	14
Educational & Community Activities.....	14
Special Guests.....	14
APPENDIX I.....	16
SAMPLE On-Site Vendor Compliance Checklist.....	16
GFM On-Site Vendor Compliance Checklist.....	17
APPENDIX II.....	18
SAMPLE - Concern & Challenge Form.....	18
Your Concern or Challenge:.....	18
APPENDIX III.....	19
Local Supplement Application.....	19
APPENDIX IV.....	20
SAMPLE — Vendor Gross Sales Reporting Form.....	20

Overview of the Greenbelt Farmers Market

Introduction

The Greenbelt Farmers Market, Inc., (GFM) is a non-profit corporation dedicated to providing a venue for local farmers, growers and producers to provide the Greenbelt community with fresh, nutritious, high quality food grown or produced in the region. This handbook states the priorities of GFM, provides the rules governing the operation of the market, and describes how the GFM board of directors and its staff will execute them fairly and equitably. By issuing rules, the GFM board intends to ensure the smooth operation of the market, and attract customers and vendors who share in the belief that great local food should be easy to find.

Market Location

The GFM operates on the Greenbelt Municipal Parking Lot north of the Greenbelt Municipal Building at 25 Crescent Road. The nearest intersection is Crescent Road and Southway.

Market Dates

The market runs from 10:00am to 2:00pm every Sunday from Mother's Day until the Sunday after Thanksgiving weekend, except the market is closed on Labor Day and Thanksgiving weekends.

Objectives

The purpose of this venture is:

- to provide a venue for farmers and other vendors to bring fresh, nutritious, high-quality food grown or produced in the region to Greenbelt and neighboring communities;
- to foster direct connections between local shoppers and small-scale farmers and food producers;
- to enhance the Greenbelt Roosevelt Center by providing a friendly, central setting for shopping and socializing; and
- to help combat climate change by fostering a more sustainable food system that reduces the carbon footprint of consumers.

GFM also strives to:

- Increase support for local farmers
- Increase stewardship of farmland and, ultimately, the Chesapeake Watershed
- Deepen connections between farmers and residents of Greenbelt and neighboring towns, thus giving consumers a greater appreciation and understanding of farming practices and food production
- Facilitate connections between market vendors and local retail, such as the Greenbelt CO-OP Supermarket & Pharmacy and the New Deal Cafe
- Improve nutrition within the community by providing a greater variety of accessible and affordable fresh and local produce
- Encourage greater interaction among diverse populations to create a stronger, more cohesive community

Vendors

The GFM board anticipates forging lasting relationships with vendors who share our belief that educating the public is important to growing our customer base. To nurture the school of “fresh and local,” GFM leaders and vendors can provide a reliable place for people to buy fresh, local food and learn more about why it is worth the effort.

Types of Vendors and Products

Farmers, Growers, and Producers

Farmers are persons who raise or produce vegetables, fruits, herbs, flowers or nursery crops from seed or plants and care for, cultivate and harvest the crops. This term also includes beekeepers, egg farmers and poultry and livestock producers.

Prepared Foods / Goods

The vendor assembles ready-to-eat foods or other consumable goods on-site from high quality ingredients, a list of which is available to customers. The list may be a sign or laminated copy that is not for distribution, but it must allow people to know every ingredient used. Preference will be given to Prepared Foods/Goods made from sustainable or local ingredients.

Processed Foods / Goods

Processed Foods / Goods are quality foods or goods grown by the Vendor / producer that are packaged or treated and labeled for storage. Ingredients lists must be readily available to customers. Questions regarding production practices are handled the same as unprocessed foods questions. The label must contain:

- Name and location of the origin farm for the primary ingredients,
- Contact information, and
- Date of packaging.

Criteria for Vendor Selection

GFM is committed to creating a diverse marketplace with the highest quality produce and products available locally. To accomplish this, the board of directors evaluates potential vendors according to a few basic requirements that must be met, plus a variety of other, sometimes competing, factors. Striving to achieve a balance among the latter, the board does not rank these priorities in any particular order.

Basic Requirements

- All vendors must be based within a 100-mile radius of Greenbelt, Maryland, or within the State of Maryland
- All products displayed for sale must be produced by the vendor who is selling them (with the exception of the Local Supplement Program noted below).
- Vendors must adhere to the highest standards in safe food production and handling practices and conform to applicable Health Department regulations

Priorities

- Farmers and other agricultural producers have priority over vendors selling processed or on-site prepared foods.
- Farmers who bring product to the market that is 100% grown and harvested on farmland that they own and/or operate.
- Farmers who use the most environmentally responsible growing, breeding, raising and harvesting methods.
- Vendors who have consistently high product quality; fresh, flavorful, and ripe produce; clean and attractive displays; and courteous, knowledgeable staff who are oriented to customer service and want to foster a connection with the consumer.
- Vendors with a history of compliance with market rules and federal, state and local regulations. GFM will consider vendor conduct toward customers, fellow vendors, market staff, volunteers, and timely submission of application, licenses and other market correspondence.
- Vendors of products that are unique, unusual, or not already represented in the market. (To maintain a balance in the marketplace, duplicate products may be denied entry.)
- Prepared and Processed food vendors who use local or ecologically sound ingredients.

We prefer vendors that focus on a particular type of product. As an example, in choosing a bread vendor, we would give preference to a local baker whose primary business is to create professional-quality breads and baked goods versus a vendor who may bake a great loaf of bread, but whose primary business is growing vegetables or roasting coffee. Likewise, a baker may be growing a bumper crop of delicious tomatoes in his garden, but GFM would rather support the tomato sales of a farmer whose primary livelihood and expertise is local vegetables.

Other Criteria

- GFM seniority will be dictated by the number of years a vendor has sold at GFM; his or her attendance record; and his or her history of compliance with Market Rules.
- Vendor inclusion at the GFM is subject to space availability.

Producer-only Rules & Exceptions

With the exception of the Local Supplements Program (described below), all products displayed for sale must be produced by the vendor who is selling them.

Local Supplements Program

When the market lacks a product that is needed (usually at customer request), vendors can purchase that product from another local producer as a Local Supplement under a provisional agreement pre-approved by the GFM board. We will affirm with the producer that the vendor is authorized to offer these products for sale. The origin of Local Supplements must be clearly labeled with the name of farmer and farm location. The Market Manager will supervise each provisional arrangement and the GFM Board of Directors will keep records. Once a producer-vendor is found for that product, the board may require that the Local Supplement vendor cease sales of that product, which the vendor will do within seven days of notification.

Allowable Products

Vendor producers shall submit a product plan with their application at the beginning of each season, indicating the crops and/or products they plan to sell at the market.

A Vendor wishing to bring foods not covered in his/her application should write a request that includes the proposed ingredients, and if approved the item will be added to the list of allowable GFM products.

The following types of products are permitted for sale at the market. The list may be altered by the Market Board at any time.

fruits	vegetables	flowers	herbs
poultry	red meat	fish	shellfish
jams	preserves	honey	maple syrup
dairy products	eggs	baked goods	homemade soaps and candles
bedding plants	potted plants	wool/fleece	locally roasted coffee
wine, beer, alcoholic cider	approved farm-based crafts (defined as created from ingredients on vendor's farm and made with vendor's own hands)		

Application Requirements

All persons interested in selling at the GFM must file a completed vendor application and submit the application fee before the established deadline. Fees are non-refundable, regardless of the number of days a vendor is actually present at the market. See the market application packet for complete details.

Volunteering Information

Vendors are expected to volunteer any information regarding products or practices at the request of GFM Management and cooperate with a farm or production-site visit by GFM representatives or by agricultural professionals from government, academia or farming community. Planned vendor visits will be made as frequently as possible by interested GFM representatives and Board members to learn about GFM participant farms and farmers. GFM Management or its designees may verify the accuracy of claims regarding product or practices at any time.

Market Day Operations

Overview

Market Manager

The Market Manager, who is a representative of the GFM Board, is responsible for the operation of the market on a given Sunday. She or he will make and execute decisions based on GFM

priorities. The Market Manager duties on Sundays are as follows:

- Set up information booth
- Reserve assigned spaces for vendors and other market participants selected by GFM Board and reassign space in the event of absences or late arrivals.
- Announce the opening and closing of the Market with a bell or horn.
- Record weekly attendance and keep a brief log of market events.
- Resolve minor disputes between vendors and between customers.
- Enforce market rules as the sole authority, and report alleged violations, in writing, to the Board of Directors.
- Act as a liaison between vendors and the Board of Directors.
- Convene vendors at the market for brief meetings as necessary.
- Provide provisions for feedback from vendors and customers.
- Report to the Board any problems that may require the attention of the City.
- Submit weekly written reports to the Board of Directors.
- Schedule and supervise the volunteers helping with the Sunday Market.
- Serve as GFM's Food Access Coordinator and manage the market's food benefits acceptance and Maryland Market Money matching program.

Market Management

Market Management consists of GFM Board members and other leaders they designate. Members of the Market Management will serve as Market Manager on particular Sunday mornings when the regular Market Manager is not available.

Times for Market Sales

Market will open promptly at 10:00am. Vendors are requested to arrive by 9:15am. At 9:30am, reserved spaces may be given to other vendors at the discretion of the Market Manager. If a vendor is running late he or she should call the Market Manager as soon as possible at 240.430.5946.

Transactions outside market hours – which are not covered by market permits or insurance -- may not take place within market boundaries. If out-of-hours transactions on market days are pursued, market participants agree to remain at least 100 yards from the market boundary.

Market Schedule

7:30	Call City to remove cars blocking market area.
8:45	Vendor arrival and set-up in progress.
9:30	All Vendors must be in place.
9:45	Vehicles not remaining until 2:00pm removed from market. Blockades are set up.
9:50	Market Manager walks through; all signage is easily visible to customers.
10:00	Market declared open: transactions begin.
2:00	Market declared closed: transactions end and clean up begins.
2:30	Removal of blockades and return of traffic to market area.

Expectations

At each Market, vendors will be available to answer courteously any reasonable questions about their produce and practices. We believe that customers who are educated about the source of their food are the best promoters of local produce. Please help us make the most of this opportunity.

Eligible vendors are expected to participate in GFM's market-wide acceptance program for electronic benefits, including the Supplemental Nutrition Assistance Program (SNAP), and to understand the guidelines as described in the market application. All vendors should understand the program and assist customers in understanding how to use benefits while shopping at GFM.

Bringing Items Not Declared

Vendors may petition the GFM Management to be allowed to bring items that were not declared in the original seasonal application package. GFM will respond promptly.

Vendor Spaces

Space and Parking Designation

Market Management will determine space and parking designations for all vendors and Market Manager will ensure compliance with assigned designations on market days. At his/her discretion, the Market Manager may reassign spaces in the event of absences or late arrivals (described above.)

Vendor Equipment

Vendors must supply their own booths, tables, canopies, weights, etc., and ensure that these objects do not endanger customers or staff (including if they are bumped or blown by winds).

Shade structures, if used, shall be secured to the ground via clearly marked blocks, sandbags or other heavy objects in order to prevent damage to products and injury to others. At least 24 lbs. of weight is required for each tent leg per Prince George's County regulations.

Vendors' vehicles, tables, canopies, and produce on display shall not touch or damage city trees or landscaping. A 10-foot-wide corridor must be maintained at all times between rows of vendors during market hours for pedestrian traffic.

Display & Sale of Products

Display and sale of products must conform to rules and regulations established by applicable regulatory agencies and obey all legal orders from enforcement agency representatives.

Vendors must provide all reasonable facilities for safe food storage regardless of regulation. GFM volunteers, of their own volition, may assist with regulatory research, but GFM accepts no responsibility for any adverse result of collection, storage, handling or labeling of product.

Vendor Space Allocation

Vendor Space is defined as the space for a vendor to conduct sales as assigned by the Market Manager on any given day. Vendor Space is not transferable, but may be changed temporarily or seasonally at the discretion of the Market Manager. At the close of business on market days, the space and affected surroundings are to be cleaned by the Vendor and reviewed by the Market Manager. The City of Greenbelt will not supply cleaning or trash pickup services.

Vendor spaces range from one-and-a-half to three parking spaces, depending on the needs of the vendor and space availability (One parking space is approximately 18' x 8.5'). Additional space may be available for a fee.

Generators

Generators are not permitted. Some electrical power is available and must be requested at the time of application.

Vendor Signage

Signs identifying the name and location of the vendor's business must be posted before the Market Manager Walkthrough at 9:50am. Additionally, under the Food Safety Modernization Act Produce Safety Rule, a full street address may be required to be made available at the point of sale, (e.g., posted on a placard, or on the product label, or on the receipt) depending on the produce vendor's PSR status.

Signs, boards, tags, or labels listing prices of all products for sale must be posted prior to the beginning of sales. No haggling is allowed, and bulk prices must be posted.

A notification of any fees added on to credit card sales or other payment methods must be clearly posted.

Producers selling products that they refer to as "certified organic" must display a sign giving their organic grower's certification and their certifying body, unless exempt from certification due to small scale of operation.

Other practices that are not certified must be described in the application. GFM recommends that vendors provide descriptions on signs or in literature available at the point of sale (this may be a few laminated copies rather than handouts).

Producers should clearly separate and label organic and non-organic products in the same display.

Persons with Disabilities

Vendors should offer user-friendly displays and reasonable assistance to accommodate persons with disabilities.

Food Safety & Hygiene

Prepared Foods

All food vendors who wish to sell prepared foods at a farmers market must comply with the State's regulations governing food service and obtain a permit from the Prince George's County Health Department. The application form can be found online at "**FARMER'S MARKET VENDOR/SAMPLER/TEMPORARY SPECIAL FOOD SERVICE FACILITY PERMIT APPLICATION**" <https://www.princegeorgescountymd.gov/DocumentCenter/View/4390>

As part of the Health Department application process, a prepared-foods vendor must provide a menu of the food items to be sold, a letter from GFM Management stating this vendor has permission to sell at the market. Contact info@greenbeltfarmersmarket.org to request such a letter.

For more information on Prince George's County Health regulations, please refer to the Prince George's County Food Protection Program. (<https://www.princegeorgescountymd.gov/1887/Food-Safety-Permits-Inspections>)

The county's Food Protection Program may also be contacted by telephone (301-883-7690; TTY/STS: Dial 711 for Maryland Relay) or email (FoodProtectionProgram@co.pg.md.us).

Cottage Foods

Cottage foods are non-potentially hazardous cooked foods which can be stored without refrigeration that are produced in a residential kitchen. Cottage foods sold in Maryland must be produced in Maryland and be packaged and labeled with the producer's business name, address, product net weight, ingredients, allergen information, and the statement, "Made by a cottage food business that is not subject to Maryland's food safety regulations." Please see [Maryland Department of Health Cottage Food Guidelines](#) for more detailed information.

Food Sampling

GFM encourages vendors to provide sample products, but it must be done safely. A sampling permit is required for vendors not otherwise covered under the FMV permit or Cottage Food Act who wish to provide food samples (see Food Service Facility Permit Application link above).

Vendors must comply with all local and state hygiene standards.

Samples should be presented so that customers do not touch anything that they do not eat. GFM recommends toothpicks for handling by customers and a trash can to accommodate waste. Vendors wishing to have samples are required to have their own hand washing station, which should include water (in a container with a spigot that can be flipped on or open), soap, paper towels, and a receptacle for the dirty water. Sanitizing wipes or gels are not sufficient.

The local health department may request that the Market stop samples if hand washing is inadequate.

Trash Disposal

Vendors are responsible for removing the trash that they generate. The City of Greenbelt trash receptacles may not be used for GFM vendor trash.

Clean-up

Vendors must clean up around their sales area, and remove any debris resulting from their activity before leaving the site each market day. The City of Greenbelt will provide no personnel to remove trash or debris.

Gross Sales Reporting

GFM believes the compiling of sales statistics is essential to the financial management and efficient operation of the Market. A sample sales report form may be found in the appendix of this manual.

GFM market staff adheres to the following procedures when collecting sales statistics:

1. Vendors are requested to submit completed gross sales forms, by product category annually and to represent themselves with honesty and integrity.
2. Sales data may given to the market manager at the final market attended by the vendor or else also be emailed in a timely manner to mm@greenbeltfarmersmarket.org
3. GFM recognizes the sensitivity of gross sales reporting by Vendors. To maintain Vendor confidentiality, GFM limits access to individual sales data to the Market Manager and Board only.

Enforcement of Market Rules

The Market Manager is responsible for enforcing the Market rules. The Vendor shall resolve immediately correctable violations on Market day as soon as the Market Manager alerts the Vendor to a violation. Vendors selling prohibited items will be asked to remove those items from sale or leave the Market.

If a violation is not immediately corrected, the Vendor will receive a written warning. If GFM incurs any cost to correct the Vendor's violation (such as trash removal), the Vendor will reimburse GFM for costs incurred and may be fined \$50.

Other unresolved problems and administrative violations will be referred to the GFM Board. The Board will decide to dismiss a complaint or issue a written warning. Multiple written warnings in one market season will result in suspension from the Market with no reimbursement of fees paid. In special circumstances, the Board may unanimously vote to ban a Vendor from the Market. All Board decisions are final.

Any vendor challenging another vendor's conduct or the legitimacy of their products must file a written complaint (see Appendix II) with the Market Manager, giving the name of the vendor and the product or situation they feel may not be in compliance with Market policies. The complainant must date and sign their name to the complaint and the Market Manager will attempt resolution. If resolution is not possible, the complaint will be referred to the GFM Board.

The Market Manager has the authority to deny the privilege of operation in the market to any person who, in his/her judgment, is using methods that are detrimental to the Market or contrary to the Market policies or standards. The Market Manager has the authority to order and remove any person or vendor from the Market who is guilty of any violation of these market regulations; who may be guilty of violation of any ordinances of city, county, or state laws; or who fails to obey any lawful order of the Market Management. When appropriate, the Market Manager may enlist local law enforcement to remove violators.

General Expectations

All participants are to behave in a way that is respectful of farmers selling local produce to the Greenbelt community. Behaviors that detract from this activity include but are not limited to:

- Selling before the Market is declared open
- Arriving after 9:30 am (recommended arrival is no later than 9:15 am) or leaving before 2:00 pm;
- Unsafe conditions or hazards in and around sales area, or failure to leave area clean and free of debris;
- A stand or display that impedes access to other vendors;
- Radical price-cutting of top quality products (Poor quality, over-ripe, or canning-quality products must be labeled as such and can then be sold at a discounted price. Be prepared with signage.);
- Haggling: GFM is a venue for top quality produce. Post a fair price, and stick to it. Bulk prices may be posted and referenced;
- Any behavior that misrepresents the dimensions, history, or condition of food for sale;
- Condition of sales area, products, or vendor behavior that detracts from the market's appearance, overall quality, or reputation of GFM;

- Failure to comply with request by the Market Manager.

Inappropriate Activities

Vendors may respectfully question activities that appear outside the range of normal sales practices. If the issue is not resolved, the Market Manager will resolve the issue for the day. If an order to cease a practice is issued by the Market Manager and the Vendor appeals, the order will be honored until resolution by the GFM board, which will hold a hearing within two weeks of appeal if a quorum of the Board can be assembled.

External Regulations

Vendors are responsible for compliance with applicable city, county, state, and federal regulations, such as (but not limited to):

- Agricultural business license
- Pesticide licensing and safe use
- Up-to-date Maryland Department of Agriculture registration for all scales used at market
- State sales tax collected and reported as required
- Organic certification on claimed products as required
- Food safety, sanitation, health permits, and labeling requirements pertaining to the items for sale
- State inspection of nursery stock required for selling whole plants for replanting (packs or pots)
- Having a fire extinguisher on hand and documentation indicating fire-retardant certification of the tent if required.
- Adequate stabilizing weights for canopies. A weight of at least 24lbs. must be securely attached to each tent leg.
- Temporary health regulations imposed by Federal, State, or Local authorities

When a vendor is at the market, he or she must be able to produce a copy of any posted or claimed license or certification if requested by the Market Manager or GFM Board member.

Other Market Policies

This section highlights GFM market policies. It is not intended to be an exhaustive list, but it does outline policies most relevant to Vendors and on-site issues.

Buskers / Peddlers

Music buskers are permitted when space allows. They are to check in at the market info booth and wait for the Market Manager to assign them an area if available. Buskers may be asked to move after one hour to a new location. Loud electronic amplification or playing / singing in a loud or disruptive manner that impedes communication between Vendors and customers is not allowed.

Peddlers are not allowed to set-up within the market or within 10 feet of the perimeter.

Signature Gatherers

Signature gathering and related political activity is prohibited at the GFM and within 10 feet of its perimeter. This prohibition applies without regard to cause or content.

Religious Proselytizing

Religious proselytizing is prohibited at the Market and within 10 feet of its perimeter.

Sponsors

GFM Board believes consumer education is a critical component in increasing sales for the local agricultural sector. Vendor fees at GFM help to cover a portion of the market's operating costs, including permits, advertising and insurance. In order to keep Vendor fees as low as possible and still fund special education and entertainment programs, GFM solicits sponsors to assist with covering the costs of the Market and any special GFM events. Sponsor candidates are evaluated on an individual basis to ensure that they do not conflict with GFM's mission. The benefits of sponsorship can include occasional activities at the market, including sales of items or services not in competition with regular vendors. These activities will also be reviewed ahead of time on a case by case basis.

Vendor Listing & Contact Information

A complete listing of GFM Vendors is posted on the GFM web site. Business contact information for individual vendors will be released upon inquiry to members of the press or potential customers. Vendor personal information will not be released by GFM without verbal or written permission from the Vendor.

Customer Guidelines

Pet Policy

Prince George's County regulations prohibit pets in farmers markets.

Restroom Facilities

Restroom facilities are located in the Greenbelt Community Center or the Greenbelt Aquatics and Fitness Center. Please use only these designated facilities.

Special Activities & Events

Educational & Community Activities

Space may be made available free of charge for educational activities relating to sustainable food and health and non-profit community groups.

Educational and community group activities must be approved and booked with GFM Management in advance and must not advocate any political party or candidate. Space will be made available on a first-come, first-serve basis and after vendors' spaces are assigned.

Special Guests

On occasion, GFM may feature food-related guests such as authors and chefs, and vendors who cannot sustain weekly sales. Such guests will be selected to help increase GFM's customer base. All food vendors in this category will offer specialized products that are different from our seasonal vendors and will remit a premium rate.

Appendix I

SAMPLE On-Site Vendor Compliance Checklist

The Greenbelt Farmers Market (GFM) takes very seriously the safety of its Vendors, customers and community. We have designed our operational rules to minimize the risk of accidents. Without Vendor compliance, however, our risk management strategies are compromised.

Vendor on-site compliance will be regularly evaluated. The GFM Market Manager and Board will use the following checklist to review food safety, products sold and operational safety. Any violations will be noted on the On-Site Vendor Compliance Checklist. In case of violation both GFM Market Manager and Vendor's on-site sales personnel will sign and date the Checklist and a copy will be mailed to the Vendor.

Vendor must correct the non-compliance by the following week. If the situation has not been remedied by the following week, the following disciplinary actions may be taken:

- Vendor may be suspended from the market for a week and forfeit their stall fee
- Vendor may lose reserved space privilege
- For loading/unloading violations, vendor may be prohibited from driving their vehicle into the market
- Vendor may be issued a fine (If a Vendor is issued a fine due to non-compliance, the Vendor must pay the fine on the day it is issued or 24 hours before setting up on their next market day, and the violation must be remedied.)

GFM On-Site Vendor Compliance Checklist

Food Safety

- Food stored/displayed off the ground (6") or in impervious plastic tubs
- Product wrapped or covered as appropriate (cut produce, prepared foods)
- Ingredients of prepared foods available to consumers (label for cottage food vendors; ingredient lists or labels for prepared food vendors)
- Hand-washing sink if required (prepared food vendors with FMV)
- Trash can (required for FMV)
- Samples handled in accordance with applicable regulations (Cottage foods: prepackaged samples only for cottage food vendors; Produce: PGC Farmers Market Sampler permit; Prepared foods: allowed under PGC-FMV permit; Alcoholic beverages: state offsite permit and over-21 signage)
- All licenses and certifications up to date for all applicable products

General Rules

- Set up in assigned location, not encroaching on neighbors or aisleway
- 24 lb canopy weights on each leg
- Electrical cords secured (i.e. tape, mats) where appropriate
- NFPA 701 certified tent for all cooking vendors
- Product prices posted
- Signage includes name and location of the vendor's business
- Name and full address of vendor available at point of sale as required--may be on a receipt **or** product label **or** on a sign where payments are made (Required of farmers and producers fully subject to or subject to modified requirements of the Produce Safety Rule or Preventive Controls Rule; Cottage food vendors may provide a MDA registration number in lieu of the home address)
- Notice of credit/debit card surcharges posted or on receipt
- Benefits signage posted as applicable
- Sales report for previous week

Non-Compliance Violations

- Vehicle driving through market outside of the specified times without permission of the Market Manager
- Reckless driving
- Failure to clean/sweep stall space
- Failure to haul trash off of the premises
- Selling before the bell without permission from GFM Market Manager
- Discourteous behavior: disparaging vendor, staff, volunteer or customer
- Hawking: calling attention in a loud repetitive or aggressive manner

Issued by: _____ Date: _____

Received by: _____ Date: _____

Appendix II

SAMPLE - Concern & Challenge Form

GFM Vendors who have concerns about market operations and Vendor policies should submit this Concern & Challenge Form. You may also use this form if you believe another Vendor is misrepresenting his or her product or is not in compliance with market rules. GFM will not reveal to anyone beyond Market Management the name of the Vendor who submits this form. Please submit the form to the GFM Market Manager on the day of market or mail to GFM within a week of the alleged violation or concern.

Date: _____ Vendor: _____ Vendor Representative: _____

Contact Information: _____

Your Concern or Challenge:

Please use the GFM Handbook to reference the rule or policy with which you have a concern:

Market date & approximate time that violation or concern occurred: _____

State the specifics of the violation or concern. Please provide any evidence that supports your position:

Signature

Date _____

Printed Name

Appendix III

Local Supplement Application

GFM Vendor Name: _____

Name of Vendor Farm: _____

Local Supplement product not available through GFM vendors: _____

Name and address of Local Supplement farm: _____

Phone number or email address of Local Supplement farmer or producer:

Statement of practices to grow and harvest or produce Local Supplement product, including any permits required to produce or certifications granted (Certified Organic, Certified Naturally Grown, GAP, etc.)

Seasonal availability/quantity of product:

Varieties of product offered, if applicable

The product described above is grown using the practices in the above statement, and I assume full responsibility for the safety and local origin of the product.

GFM Vendor signature: _____ Date: _____

Appendix IV

SAMPLE — Vendor Gross Sales Reporting Form

Vendor Name: _____

Date: _____

<u>Product</u>	<u>Sales</u>
Vegetables	\$ _____
Mushrooms	\$ _____
Fruits	\$ _____
Herbs	\$ _____
Meat/Poultry	\$ _____
Seafood	\$ _____
Eggs	\$ _____
Cheese/Dairy	\$ _____
Honey/Maple Syrup	\$ _____
Jams/Jellies	\$ _____
Baked Goods	\$ _____
Ciders/Juices	\$ _____
Bedding Plants	\$ _____
Coffee	\$ _____
Soaps	\$ _____
Other (please specify)	\$ _____
Total	\$ _____

Product availability for next week:

Please give form to the market manager at the end of the season or email to mm@greenbeltfarmersmarket.org (email is preferred)