



CITY OF HAGERSTOWN

Maryland

One East Franklin Street
Hagerstown, MD 21740

Dear Prospective Vendor,

Thank you for your interest in becoming a vendor at the Historic City Farmers Market. The application is attached.

The City Farmers Market is currently running a promotion for three months of free vendor space. Payments are processed quarterly and will be prorated to account for the free promotion. Rates can be found on the next page.

When filling out the application, please be specific about your product and list all of the items you intend to sell at the Market. Please feel free to submit photographs of your items as well as any merchandising setups that will help us understand your product.

Again, thank you for interest in the City Farmers' Market, and we look forward to reviewing your application. If you have any questions or concerns, please call 301-739-8577 ext. 183 or 240-675-5965.

Sincerely,

City of Hagerstown

Emma Lewis
Events and Programs Assistant
(c) 240-675-5965
ELewis@hagerstownmd.org

Stall Rental Rates and Vendor Selection Criteria

Rental Rates

PREMIUM (wall) SPACE	Regular (non-wall) SPACE
Stall: \$75/quarter per 6 ft stall \$37.50/quarter per 3 ft stall	Stalls: \$63/quarter per 6 ft stall \$31.50/quarter per 3 ft stall
Electric: \$33 (minimum)/quarter*	Electric: \$33/quarter*

* Electric covers shared expenses including heat and air conditioning. Additional charges may be added if equipment used by a vendor requires more electricity use.

Criteria for Selection of Vendors

The City Market operates to provide the community with the opportunity to shop for a wide variety of locally grown and produced products, with an emphasis on fresh food. First priority will be given to vendors selling local produce, local meats, local dairy and locally-baked goods. Secondarily, priority will be given to producers of ready-to-eat food and vendors selling locally-made, handcrafted arts and crafts items.

In deciding who will be invited to vend at the City Market, several factors will be taken into consideration:

- availability of seasonal products
- community needs
- the uniqueness of the product
- the manner in which the product will be presented.

Additional Business Resources

If you intend to sell any pre-packaged food or fresh made-to-order items, you will need to:

- Contact the Health Department and obtain a Health Permit if applicable to your business.
- Be responsible for making sure that all of the food products you sell meet the approval of the Washington County Health Department, 13114 Pennsylvania Avenue, Hagerstown, MD 21742; 240-313-3310.
- Display the Health Permit at your stall in the Market.

All vendors are responsible to fulfill requirements related to a Maryland State Tax ID and a trader's license if necessary. Your business license will need to be displayed at your market stall. Choosing to obtain business insurance is strongly suggested but is not currently a requirement to be a City Farmers Market vendor. All vendors must sign a hold harmless agreement, attached at the end of this document.

For more information on Tax IDs, visit <http://dat.maryland.gov/businesses/Pages/Tax-ID-Numbers-or-FEIN.aspx> or call 888-246-5941.

Vendors are promoted collectively through the Farmers Market and are encouraged to promote individual businesses through social media, websites, etc. If you'd like additional information on promoting your business, please contact one of the following organizations:

- SCORE
 - www.hagerstown.score.org
 - 14 N Potomac St. Suite 200B, Hagerstown, MD 21740
 - (301) 766-2043

- The Washington County Chamber of Commerce:
 - <http://hagerstown.org>
 - 1 South Potomac St, Hagerstown, MD 21740
 - (301) 739-2015

- Main Street Hagerstown
 - www.mainstreethagerstown.org
 - 14 N Potomac St. Suite 200A, Hagerstown, MD 21740
 - 301-797-6294

**City of Hagerstown, Maryland
Hagerstown City Farmers Market**

VENDOR APPLICATION

Market staff will review your entire application and notify you of our decision about your vending at the Market. Please answer all questions below.

Date: _____ Desired Market Start Date: _____

Name: _____

Business (if applicable): _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____

Email: _____

Website: _____

List **ALL** items and/or products that will be sold. Attach additional pages if necessary. Attach photographs to further explain, if not obvious from your description.

Maryland State Tax ID Number: _____

Number of Spaces Desired: ___ 6 ft lengths
 ___ 3 ft lengths

Premium (wall) space ___ or Regular (non-wall) space ___

Will you require electrical use at your stall? ___ Yes ___ No

If YES, please explain: _____

Other requirements: _____

Other Equipment: _____

In order to better understand how your products help to fulfill this mission, please fill out the information below. Please attach photos of all the products you are proposing to sell at the City Market.

1. Are the items you intend to sell at the market made/grown by you?

2. If not, where and by whom are they made/grown? Do they contain local products or components? Are they unique from products found in retail stores?

3. Why have you chosen to sell your products at the City Market?

4. Is there a seasonal aspect to your products? When are your best and slowest seasons? Will you have additional products at any time during the year? If so, what?

- *All vendors must observe the rules and regulations of the City Farmers' Market (attached at the end of this document).*
- *All food vendors must meet all Washington County Health Department regulations, display a valid health permit, and meet all fire safety codes.*
- *Vendors cooking fresh made-to-order food must be set up and be ready to sell by 6:30 a.m. and must remain open until 12 p.m. Vendors selling fresh food, produce, meat, dairy, pre-packaged foods or craft items must be set up by 7:30 a.m. and must remain open until 12 p.m.*

By signing below, you agree to comply with all rules and regulations (attached) of the City Farmers' Market as well as the clauses above.

Signature: _____ Date: _____

Return this application to:

Emma Lewis
Events and Programs Assistant
City of Hagerstown
14 N. Potomac Street, Suite 200A
Hagerstown, MD 21740
elewis@hagerstownmd.org

Hagerstown City Market Rules and Regulations

1. Rent is to be paid by the quarter (regular and seasonal vendors) or by the day (temporary vendors only if approved in advance), **in advance of use**. If rent is not paid in advance, all market privileges will be forfeited, and the stall will be considered vacated.
2. Stalls are not transferable and may be sublet only with permission of the Market Management. Lending or allowing adjacent vendors use of a Market stall when absent is **NOT ALLOWED**. This is subletting, which is prohibited unless approved by the Market Management. If use of empty stall is allowed by Market Management, unrented booths must be cleared within 24 hours of notice from Market Management.
3. **All permanent vendors are expected to be at Market every Saturday and to remain until goods are sold out or until closing of the Market.** Vendors must arrive and be set-up no later than 7:00 a.m. Failure to comply with this rule may result in the stalls being rented to any Market applicant selected by the management.
4. **All vendors must notify the Market Management and obtain approval for any absence,** otherwise space will be considered abandoned and forfeited after two weeks of consecutive absence automatically upon notice to the vendor. **If a vendor cannot be there to man his stall he must provide an alternate and call the Vendor Liaison or Market Management with the alternate's name.** If you have prior approval of absence from the Market Management, you **MUST** place a sign on your stall letting customers know when you expect to return. Approved absences shall be granted only for those who suffer a major illness or unavoidable emergency.
5. All vendors selling food items shall comply with all applicable Health Department Regulations and Fire Safety Codes. All vendors shall comply with IRS rules and regulations, and state traders and sales tax requirements.
6. All merchandise shall be removed from top of stall if requested or covered at conclusion of business hours. **Vendors rent their stalls for Saturdays ONLY and may be required to remove ALL merchandise from stalls if space is needed by the City during the week or for a special event NOT held on a Saturday.** Vendors will be given at least 1 week's notice of need for removal. City is not responsible for vendors' wares if they are not removed.
7. Vendors are not to fasten or affix things to walls without permission of the Market Management.
8. All stall tops are to be covered with a cloth or plastic-type covering. **Newspapers or contact paper will not be permitted.** All aisles must be kept open and clear. All stalls must be covered for pest control fogging. Vendors will be given notice of fogging no later than the Saturday preceding fogging and are responsible for covering their own stalls and protecting their merchandise and equipment. Market Management will not cover exposed stalls.
9. All vehicles are to be moved from the loading dock area immediately upon unloading. All vehicles should be parked in area designated by the Market Management to ensure that there is parking for customers. All vehicles must be unloaded and moved by 8:00 am. Long-term parking in the fire lane behind Market building is **NOT** allowed. Please obey all posted signs.
10. Market cart shall be returned to the front of the Market as soon as merchandise has been carted to the stall. Carts shall not be kept at the individual stalls. Carts are not to be left on the loading dock.

11. Vendors using their own hand carts and wagons are asked not to ram them into the doors. Doors are provided with hooks to hold them open. Please use them.
12. All vendors are responsible for maintenance and cleanliness of individual stalls and stall areas, including floors. Trash is not to accumulate in stalls. Excessive trash (boxes, crates, left over produce, etc.) should be placed in the dumpster. All food trash MUST be thrown in trash receptacles no later than 12 noon - before the maintenance worker leaves. All food trash needing to be disposed after this point MUST be placed in dumpster by Vendor. Please obtain dumpster key from appropriate Vendor. Failure to comply may result in noncompliant Vendor being charged for vermin control.
13. The Maintenance worker is on duty during Market hours for the sole purpose of maintaining the Market house. It is not the maintenance worker's job to work for the individual vendors and the worker is not required to assist in the loading or unloading of vendors' vehicles.
14. Hand-sinks will be kept clean by adjoining stall renters. Do not allow any food items or residue to remain in sinks. Towel and soap dispensers must be kept clean.
15. Used clothing and apparel may not be sold.
16. **No** alcoholic beverages are allowed on the premises at any time.
17. **The City of Hagerstown is NOT responsible for any accidents on the premises, or for damage to vendor merchandise, and vendors operate at their own risk.** All vendors are required to sign a hold harmless agreement with the City every January. Failure to sign hold harmless will result in loss of Market privileges. All food vendors are required to carry product liability insurance and provide proof of said insurance to Market Management upon reasonable request, and no less often than annually. All vendors are encouraged to obtain insurance.
18. **The City of Hagerstown is NOT responsible for any property left on the premises. Any items remaining in stalls are left at the vendor's own risk. The City Provides door locks for front and back doors but it is vendors' responsibility to make sure all doors are closed properly upon their exit of the building. Back door keys are available to full time vendors after their 1 year anniversary at the Market with the payment of a deposit fee.**
19. Vendors bringing children under the age of 12 to Market must keep them in their own stall area, unless accompanied by an adult.
20. **In the event of non-payment of rent or termination of permit for any reason, all property shall be removed within twenty-four (24) hours of receipt of notice to so remove. If not removed, the City shall dispose of said property in whatever manner it deems appropriate at vendor's cost.**
21. Defacing, damaging, or theft of City property shall not be permitted and shall result in loss of Market privileges and/or legal action.
22. No solicitation or electioneering of any kind, including campaigning, distribution of election or religious literature, or panhandling, will be permitted in the Market House, loading dock, or within five feet of the Market House Door.
23. All sales of any kind must be made in the Market House and not on the parking lot or loading dock.

24. Should it become necessary, the City reserves the right to relocate a vendor from one area to another or from one stall to another, or to terminate the lease for violation of the lease or the Market Rules and Regulations. Vendor will be notified verbally and in writing of termination/move and provided with reason for termination/move.
25. Vendors must sell those items and only those items specified in their original application. All vendor changes must be made in writing by filling out a "Vendor Change of Product Form" obtainable from the Vendor Liaisons. These changes must be juried by the Market Jury Committee and approved by Market Management BEFORE the new changes may be implemented. Each vendor is limited to TWO changes in inventory per calendar year.
26. Those vendors who do not have keys and wish to set up before Saturday Market must call either the Market Management or City Hall to arrange to be met at the Market House on Fridays between 9 am – 3:30 pm.
27. The Market Management will hold quarterly meetings to update vendors on special events at the Market House as well as other business issues that may affect Vendors. The meetings will be announced at least 3 week in advance and it is the Vendors' responsibility to make arrangements to attend meetings. Any necessary voting on issues will be done by those vendors that attend the meetings and Market Management is under no obligation to allow non-attending vendors the right to vote by proxy or at a later time.

I have read, fully understand, and agree to abide by the preceding Rules and Regulations. I understand that my failure to comply with any and all Rules and Regulations may result in the loss of all Market privileges.

Signature

Date

Revised 5/2018

**CITY OF HAGERSTOWN
HOLD HARMLESS AGREEMENT**

Lessee/User: _____
Event/Use: Hagerstown City Farmers' Market
Location: 25 W. Church St. (Market House) and all related special Market locations
Dates of Use: Saturday (Market Days) and all other special Market times

The Lessee/User agrees that it shall indemnify the City of Hagerstown and Hagerstown City Farmers' Market and hold harmless the City of Hagerstown and Hagerstown City Farmers' Market against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of Hagerstown and Hagerstown City Farmers' Market harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend The City of Hagerstown and Hagerstown City Farmers' Market at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Lessee/User: _____
(print)

Signed: _____
(signature)

Address: _____

Telephone: _____

Witness: _____

Return to:

Emma Lewis
Events and Programs Assistant
Elizabeth Hager Center
14 N. Potomac St., Suite 200A
Hagerstown, MD 21740