

SPRING 2024 OFAM FOOD VENDOR APPLICATION

SECTION 1: MARKET INFORMATION

- Dates of Market Operation: Sundays between 5/12/2024 and 11/3/2024.
- Hours of Market Operation: We operate from 9:00 a.m. until 1:00 p.m.
- Once accepted by the Market, vendors may participate for the remainder of the season. season and need not re-apply until the next season.
- Location of Market: MedStar Montgomery Medical Center Thrift Shop Grounds, Prince Philip Drive & Route 108. Our street address is 2801 Olney Sandy Spring Road, Olney, MD.

SECTION 2: MARKET APPLICATION PROCESS

- Application Submission: A complete application package (this form filled out, check or cash payment, and Montgomery County Health Department License) must be sent via email, mail or dropped off in-person by **3/31/2024**. We encourage earlier return if possible.
- Mailing Address for Applications: Olney Farmers and Artists Market, P. O. Box 1787, Olney, MD 20830-1787
- Booth Fee: \$35.00 per 10' by 10' space each Sunday vendor participates in the Market.
- ***We give a \$60 discount (two free Sundays) for anyone paying in advance for the entire season.***
- New Food Vendor Application Fee: All new food vendors must pay a \$25 non-refundable application fee.
- Payment Method(s): Checks or cash preferred. Make Checks payable to "Olney Farmers Market".
- To participate in the Mother's Day Market, the \$35.00 Booth Fee must be paid in advance.
- Vendors must comply with Maryland Sales Tax laws.

- Criteria for Selection: Food vendors are admitted based on the type of menu items being offered and products needed. We are looking for foods that are fresh, local, and nutritional, as well as ethnic and unusual treats. We are not interested in sugar-loaded items or junk food you might find at a county fair. This category is the most competitive in the application process.
- We encourage all food vendors to offer healthy drinks. No soft drinks like Pepsi or Coke are permitted.

SECTION 3: TERMS AND CONDITIONS

- All vendors are required to attend one small group meeting before the season starts.
- All vendors shall conduct themselves in a professional manner. We reserve the right to impose a fine for unprofessional behavior.
- All vendors are expected to be completely set up before the Market opens and MUST remain on premises until 1:10pm, unless the Market closes due to bad weather.
- Food vendors must check with Market management, in advance, before adding any new foods to your menu that were not on your application. This will ensure that we do not have duplicate items being sold.
- One of our missions is to be a healthy Market. To reiterate, we do NOT permit the sale of sugary sodas or items you might find at a county fair, such as French fries or hot dogs.
- Canopy: Each vendor will provide his or her own 10' x 10' canopy, with weights of at least 25 pounds per tent leg, no matter what the weather. Anyone with inadequate weights may be asked to leave. This is a safety issue.
- Signs: Each vendor will also display a neat, legible sign identifying the business.
- Vendors must comply with all federal, state, and local regulations.
- Vendors will confine food to assigned space.
- All food sampling must be done INSIDE your canopy. You must have a health dept license to do sampling.
- Vendors are responsible for behavior of family and friends.
- Vendors may not 'hawk' their wares (in an aggressive manner).

- Vendors must provide garbage receptacles for any waste generated by their wares and MUST remove their own garbage from the Market. Receptacles provided by the Market are intended for the use of our customers and guests. Hospital Thrift Shop trash receptacles are NOT for our use.
- There is no smoking or vaping at the Market.
- There is no dumping of food, oil, or gasoline products on the Market site. If you are cooking on site, you are responsible for making your area safe for customers and for children. If you have another person (approved in advance) selling for you, that person must be familiar with and must comply with all the Market rules.
- Vendors must comply with all Montgomery County Health Laws. The Market can provide contact information and guidance, if needed. We require a copy of your Health Department license before you can sell. An exception to this policy will be made for cottage industry vendors.
- Vendors must call Market management 1 week beforehand, if you plan to be absent, except in case of a sudden emergency. Anyone with 3 unexplained absences may be asked to leave. Please note this year, you could incur a \$25. fine.
- Food vendors must move vehicles to one of the parking lots after unloading. Exceptions are on a case-by-case basis.
- Space reservations will be held until 30 minutes before Market opening. After that time, we have the right to fill the spot.
- All vehicles must maintain a speed of no more than 10 mph on premises. No driving during Market hours. Vendors must move vehicles to the vendor parking area behind the trailers, after unloading. Exceptions on a case-by-case basis.
- No pets are allowed.
- Montgomery County law prohibits the use of Styrofoam. The Market also asks that you use recyclable bags, instead of plastic, when possible.
- Anyone failing to notify management of absences in advance more than 3 times will incur a \$25. Fee.
- Preference in granting space will be given to those signing up for the entire season. Space preference will be determined by the number of selling weeks each vendor expects to be present. Notification of absence must be given in advance.

- Vendors may not use Market email contacts for solicitation without explicit permission of Market Manager.
- Vendors who are repeatedly late face the possibility of a fine or termination. Please arrive no later than 8:15am. The Market has the right to fill your spot if you arrive after 8:15.

SECTION 4: RENTAL AGREEMENT

Your Name:

Business Name:

Mailing Address:

Landline Phone:

Cell Phone:

Emergency Contact Name:

Emergency Contact Phone Number:

Maryland Tax ID Number:

Email Address:

Website:

Food to be Sold and Short Description:

Price Range of Food to be Sold:

Planned Dates of Participation at Olney Farmers & Artists Market:

The following person(s) is/are designated as the food vendor's employee/agent/representative (anyone designated here is responsible for knowing the Market rules):

I agree to abide by the terms and conditions set forth herein for participation as an approved food vendor in the Market.

Signature:

Date: