

OLNEY FARMERS AND ARTISTS MARKET FOOD VENDOR GUIDELINES AND APPLICATION, SPRING 2023

The Olney Farmers and Artists Market will open Mother's Day, Sunday, May 14th, 2023, and run through Sunday November 5th, 2023. Hours of operation will be 9:00 a.m. until 1:00 p.m. Vendors must not move their vehicles until 1:10p, for safety reasons. Once accepted by the Market, vendors may participate for the remainder of the season and need not reapply until the next season. Applications may be received via email, mail or in person.

Please Note: Vendors must apply for the 2023 season by March 31, 2023 We encourage earlier return if possible. 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. **NEW **** Anyone failing to notify management of absences in advance more than 3 times will incur a \$25. Fee. All new food vendors must submit a \$25 non-refundable application fee. Vendors who are repeatedly late face the possibility of a fine or termination. Please arrive no later than 8:15am.

Location: MedStar Montgomery Medical Center Thrift Shop Grounds, Prince Philip Drive & Route 108, Olney, Md. Our street address is 2801 Olney Sandy Spring Road.

Cost: \$35.00 per space, per week (about 10x10). Checks and cash preferred. Credit card payments can be made by calling Janet Terry at 202-257-5326. Checks should be made payable to Olney Farmers Market. Note: We give a \$70 discount (two free Sundays) for anyone paying in advance for the entire season. Please submit payment by March 31, 2023. Vendors must comply with Maryland Sales Tax laws. **MOTHER'S DAY PAYMENT MUST BE MADE IN ADVANCE.**

Payment Mailing address: Olney Farmers & Artists Market, P. O. Box 1787, Olney, MD 20830-1787

Contact: Janet Terry 202-257-5326, jterrymarket@gmail.com

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.

Terms and Conditions: Vendors must conduct themselves in a professional manner. We reserve the right to impose a fine for unprofessional behavior.

-- Vendors are expected to be completely set up before the Market opens, and **MUST** remain on premises **until 1:10pm** (for safety's sake), unless the Market closes due to bad weather.

-- 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 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.
- Montgomery County law prohibits the use of Styrofoam.
 - Vendors must call Market management 1 week beforehand if they 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.
 - Vendors must move vehicles to one of the parking lots after unloading. Only farmers are permitted to keep their trucks behind their stall. 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.
- Remember, plastics are out! Please use recyclable bags, if possible.
- **Please 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. Also, please note: one of our missions is to be a healthy Market. For that reason, we do NOT permit the sale of sugary sodas or items you might find at a county fair, such as French fries.
- We encourage all food vendors to offer healthy drinks.
- No refunds.
 - 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. This category is the most competitive in the application process.

-- Vendors may not use Market email contacts for solicitation without explicit permission of Market Manager.

-- All food vendors are required to attend one small group meeting before the season starts. We'll offer 3 different times and dates. Vendor employees should also plan to attend one meeting, if possible.

2023 Olney Farmers Market Food Vendor Space Rental Agreement

Vendor Information

NAME:

BUSINESS NAME:

MARYLAND TAX ID NUMBER:

FOOD TO BE SOLD:

ADDRESS:

EMAIL ADDRESS:

WEBSITE:

CELL:

EMERGENCY CONTACT:

EMERGENCY PHONE NUMBER:

PLANNED DATES OF OPERATION:

Short Description of Items to be Sold:

Price Range:

The following persons are designated the vendor's employee/agent/ representative:

VENDOR SIGNATURE AND DATE:

TERMINATION: The Market reserves the right to terminate for any reason. All terms and conditions shall survive termination. I have read the Olney Market rules and agree to abide by the terms and conditions set forth herein for participation as a vendor in the Market.

WE STRONGLY SUGGEST ALL VENDORS SIGN UP FOR OUR MARKET NEWSLETTER. THIS COMES OUT EVERY THURSDAY AND IS A WAY TO KEEP OUR CUSTOMERS AND VENDORS INFORMED OF MARKET HAPPENINGS, INCLUDING ANY CHANGES DUE TO BAD WEATHER. TO SIGN UP, EMAIL jterrymarket@gmail.com and put 'subscribe' in the subject line

OLNEYFARMERSMARKET.COM