



Welcome to the 2023 La Plata Farmers Market – Junior Edition

Thank you for your interest in participating as a quality merchant in **the 2023 La Plata Farmers Market – Junior Edition!** The purpose of our market is to provide our visitors with fresh, locally grown produce, homemade baked goods, and handmade craft items in a welcoming environment. We strive to provide a friendly and fair place for local farmers, bakers, and crafters to sell their products. We are very proud of our market's status as a local gathering place and tourist destination serving the La Plata community, Charles County, and Southern Maryland.

The La Plata Farmers Market – Junior Edition is a one-time event taking place on Saturday, 30 September, from 9:00am-2:00pm. Junior vendors will share the market with seasonal and daily vendors in the parking lot of the Charles County Courthouse complex. Our market is open rain or shine.

Junior vendors must be between the ages of 5-18, and an adult must remain with their child at all times. Parents are welcome to help the children, but junior vendors should do as much of the work as they can on their own. Attached are the Town of La Plata Farmers Market Rules and a LPFM Junior Edition application. The application must be complete, and all market rules must be followed. There are 20 spots available and those will be assigned in the order the completed applications are received. As with the La Plata Farmers Market, the Junior Edition market will allow no more than 2-3 vendors of like items, so an application may be returned if the products for sale are too similar to an already registered junior applicant.

The cost to participate is \$10 per vendor and all fees collected will be distributed to one of three Southern Maryland charities. Click the links below to read about what these organizations are contributing to the local community.

- Childrens Aid Society in Waldorf (<https://www.childrens-aid-society.org/about-us>)
- Fields 4 Valor in Brandywine (<https://fields4valor.org/>)
- Last Chance Animal Rescue in Waldorf (<https://www.lastchanceanimalrescue.org/>)

All vendor applications must be approved by the Market Manager before fees may be submitted. Once approved, vendors may submit fees in cash only. Receipts will be issued for all fees paid. Vendor applications can be submitted to the Farmers Market Manager c/o Town of La Plata, 305 Queen Anne St, La Plata, MD 20646, prior to participating at the market. Applications can also be submitted by email to lpfmmanager@gmail.com or delivered in person to the Farmers Market or to Town Hall. **Applications must be received no later than September 23, 2023.**



Fee Received by (initials): _____

Date Received: _____

LA PLATA FARMERS MARKET – JUNIOR EDITION (2023)

INSTRUCTIONS TO APPLICANT: All items are required. Application will not be processed without complete information.

Contact Information

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email: _____

Parent Name: _____

Permit Information

Type of Stall:

Vendor

A standard vendor stall consists of one parking space and will have room for one 10 X 10 canopy and a 6-8' table.

Permit Type:

Saturday, Junior Vendor

Daily Permit Requested for: September 30, 2023

Products for Sale (Select all that apply):

*Products marked with an * require a permit for sale to the public.*

Produce

Cottage Foods

Handicrafts/Art

Live Plants/Flowers

Dairy Products*

Eggs*

Cut Plants/Flowers

Meat/Seafood*

Other (specify below or attach list)

What do you plan to sell? (use additional space if needed): _____

Do you plan to bring a generator?

YES

NO

If yes, for what purpose? _____

Does your product require a permit from the Health Department?

YES

NO

If a permit or license is required by the Charles County Health Department or any other government agency, a copy must be attached to the application.

I would like to donate my fee to this charity (check one):

Childrens Aid Society in Waldorf (<https://www.childrens-aid-society.org/about-us>)

Fields 4 Valor in Brandywine (<https://fields4valor.org/>)

Last Chance Animal Rescue in Waldorf (<https://www.lastchanceanimalrescue.org/>)

Signature of Applicant _____

I, (*print name*) _____, hereby agree to sell or offer for sale at the La Plata Farmers Market only such items as listed above, and/or such items as are approved by the Market Manager. As applicant, I acknowledge full responsibility for all activities conducted throughout the terms of this permit. Further, I hereby indemnify and agree to hold the Town of La Plata and Charles County harmless against and from, and shall reimburse the Town and/or County for, all liabilities, obligations, damages, fines, penalties, claims, demands, costs, charges, judgments, and expenses, including but not limited to reasonable attorney’s fees, which shall be imposed upon, incurred, paid by, or asserted against the Town and/or County for:

- (a) Any negligence or tortious act on the part of the Applicant, or their agents and employees;
- (b) Any damage to person or property; or
- (c) Any failure on the part of the applicant to perform or comply with any of the terms or conditions contained in and required of the Town by this applicant and Town Code.

I acknowledge I have been given a copy of the Market Rules and Regulations and hereby submit to them and all Town Ordinances for the privilege of using the facilities of the La Plata Farmers Market.

Signature of Applicant, Parent, or Legal Guardian
(if Applicant is under 18 years of age):

Additional Space (if needed)



2023 La Plata Farmers Market Rules

1) GENERAL INFORMATION

- a) **Mission Statement:** To provide a marketplace dedicated to the sale of local and regional agricultural products, home-baked foods, and handcrafted items; to promote and support the region's agricultural heritage and independent small businesses; and to establish a foundation for building partnerships among farmers, agriculturalists, consumers, and the business community.
- b) **Intent:** The rules are intended to be fair and in the best interests of all who participate in the La Plata Farmers Market. The Market Manager or Market Committee may, at any time, modify or add to these rules to better serve those interests.
- c) **Market Administration:** The La Plata Farmers Market is administered by the Town of La Plata. The day-to-day operations of the market are overseen by the Market Manager and On-Site Coordinators, who are appointed by the Town of La Plata, and by the Market Committee. Vendor applications, disputes, and disciplinary issues are reviewed by the Market Committee and, when applicable, by the Town's Planning Department and/or the Town's Chief Executive Officer or their designee.
- d) **Season:** The Farmers Market will operate on a set "season" from the first Saturday in April through the Saturday immediately following Thanksgiving. For the 2023 market season, Saturday markets will be held each Saturday, April 1 – November 25. Wednesday markets will be held April 5 – August 30. First Friday markets will be held at the Town Hall of the Town of La Plata (305 Queen Anne St.), 5:00 – 8:00 p.m, on the first Fridays of June, July, and August.
- e) **Hours of Operation:** The Market will operate from 9:00 a.m. to 2:00 p.m. on Wednesdays and Saturdays. Wednesday and Saturday Markets are held in the parking lots of the Charles County Courthouse. See the map attached to the Vendor Application for more information.
- f) **Vendor Application Approval and Renewal:** All permits must be submitted at least one week prior to the date of the market you wish to attend. Applications must be approved by the Market Committee (for seasonal permits) or the Market Manager (for daily permits) and the Town's Planning Department. Submitting an application for a vendor permit does not guarantee approval as a vendor or that space is available on the date(s) requested. All vendor applicants must meet "Allowable Products" guidelines and be in good standing with the Town of La Plata. See "Vendor Permit Types" for more details. Applications may be submitted via email to lpfmmanager@gmail.com (preferred) or by hard copy to the Farmers Market Manager c/o Town of La Plata, 305 Queen Anne St., La Plata MD 20646.
- g) **Vendor Fees:** Vendor fees will be accepted only after approval of the Vendor Permit Application by the Market Manager. Once approved, the vendor may pay in cash or via check or money order made out to "Town of La Plata."
- h) **Town Code:** All vendors must comply with the provisions of the La Plata Town Code. The La Plata Farmers Market is governed by Chapter 98 of the La Plata Town Code, "Farmers Market" and the Town Code as a whole.
- i) **Smoking:** In accordance with Chapter 161, Article III, of the La Plata Town Code, smoking is not permitted at the Market.



- j) **Live Animals/Pets:** In accordance with Chapter 98-7 of the La Plata Town Code, no live animals or pets are allowed within the Market. Service animals are allowed; however, owners with service animals posing a direct threat to health or safety or disrupting regular market business will be asked to remove their service animal from the Market. Owners are liable for any damage caused by their service animal.
- k) **Accidents/Injuries:** Any accident or injury must be immediately reported to the On-Site Coordinator or to the Market Manager. Anyone who comes to participate in the farmers market, vendor or customer, comes at their own risk. The farmers market is not liable for injury to person or property. It is recommended that vendors acquire appropriate levels of general liability insurance and product liability insurance.
- l) **Stall Size & Assignment:** A Vendor Stall consists of two (2) parking spaces; a Food Truck/Trailer Stall consists of five (5) parking spaces. All stalls are assigned by the Market Manager. Vendor displays will not extend past the white lines delineating the parking spaces. Vendors will be allowed no more than two (2) vendor stalls.
- m) **Vendor Canopies:** 10' x 10' canopies are highly recommended for protection from the elements as well as vendor visibility. If used, canopies must be in good repair, must be tethered to weights totaling at least 40 pounds, and may not present a hazard to visitors, other vendors, or staff. Canopies will be inspected by the On-Site Coordinator at the start of each market day.
- n) **Generators:** Out of consideration for other vendors and for visitors, generators required for vendor operations should be whisper soft or quiet. Vendors will ensure that 1) generators do not interfere with neighboring vendors; 2) generators are positioned so that generator noise is not projected into the market area; and 3) specific physical measures are installed to minimize generator noise. Vendors operating generators judged excessively loud by the Market Manager may be asked to remove the generator.
- o) **Vendor Signs:** Vendors wishing to post signs on the right-of-way must obtain approval and permits in accordance with Chapter 191, Article VII, of the La Plata Town Code ("Signs") and all relevant Ordinances.
- p) **Vendor Photo Release:** Vendors shall permit photographs and video recording of their booths, employees, and agents by Town of La Plata staff or representatives. All photographs and video footage shall be the sole property of the Town of La Plata and may be used by the Town of La Plata in any manner or media without obligation to the vendor.
- q) **Music:** Vendors may play personal audio devices for personal use only. Content must not be offensive to customers or other vendors. Volume should be kept at a level that is audible only within the vendor's space.
- r) **Weather:** The farmers market is open rain or shine to allow vendors the greatest opportunity to conduct their business. The farmers market will be closed for business only in the event of severe weather that would make travel of vendors, employees, and customers hazardous. In the event of inclement weather during the market day, the On-Site Coordinator shall consult with the Vendor Representatives as to the feasibility of continued operations. Under such circumstances, absences and early departures will be treated as an acceptable absence.



2) ALLOWABLE PRODUCTS

- a) **Product Approval:** The Market Manager and On-Site Coordinators have the authority and discretion to approve and disapprove specific vendor items proposed to be offered.
- b) **Prohibited Items:** Items prohibited from sale at the Market include but are not limited to the following.
- i) Any product sold on consignment or purchased wholesale
 - ii) Second-hand, used, or “flea market” items not integrated into qualifying craftwork or artwork (see para. G, “Non-Food Items”)
 - iii) Any product offensive to community taste standards;
 - iv) Any product commercially produced, assembled from commercially available parts, plans, or kits, or cast from commercial molds
 - v) Commercially manufactured food items and non-food items obtained from commercial or wholesale sources and offered for resale with the following exceptions:
 - (1) Food products prepared in accordance with appropriate local, state, and federal regulations in facilities licensed by the Health Department of Charles, St. Mary’s, Calvert, Prince George’s, or Anne Arundel counties;
 - (2) Incidental single-serving consumable items offered by Mobile Food Vendors, such as bags of snack items or canned or bottled drinks; and
 - (3) Promotional items bearing the logo of a current seasonal vendor, sold by the owner of the logo, provided such products do not exceed 25% of the vendor’s product display.
- c) **Produce:** All products offered for sale must be primarily grown, produced, assembled, or created by the vendor or with direct vendor input from within 100 miles of the Market. In special cases where the product is unique to the Market, this may be waived by the Market Manager. In no case will any products be purchased outside of the vendor’s personal farming or assembly interests and offered for re-sale except under the conditions listed below:
- i) No less than 75% of the vendor’s products shall be grown, produced, assembled, or created by the vendor within a 100-mile radius of the Market. No more than 25% of the vendor’s products shall be resale farm-related items and must immediately originate from an existing farm or farm-type operation, located within a 100-mile radius of the Market and verifiable by the Market Manager.
 - ii) Products not normally grown within the state of Maryland or within a 100-mile radius of the Market may not be sold at market unless they originate from an existing local or regional farm or farm-type operation, verifiable by the Market Manager.
 - iii) Products will be categorized as follows:
 - (1) Products primarily grown, produced, assembled, or created by the vendor in Charles, St. Mary’s, Calvert, Prince George’s, or Anne Arundel counties shall be considered “local.”
 - (2) Products primarily grown, produced, assembled, or created by the vendor outside Charles, St. Mary’s, Calvert, Prince George’s, or Anne Arundel counties, but within a 100-mile radius of the Market, shall be considered “regional.”
 - iv) Product labeling:
 - (1) Each separate variety of produce (e.g. cherry tomatoes, Roma tomatoes, sweet potatoes, blueberries, squash, etc.) must be marked with signage indicating the name of the farm and city/town where that produce was grown.
 - (2) Produce without signage must be removed from display and may not be sold.
- d) **On-Farm Home-Processed Foods, Meats, and Cottage Food:** On-farm home-processed foods,



meats, and home-baked foods are welcome so long as they adhere to local, state, and federal regulations. Any baked, canned, or other prepared foods must be prepared by the vendor and must comply with all applicable rules and regulations. Refer to the Charles County Department of Health, Environmental Health Department, Maryland Department of Health and Mental Hygiene, and the US Department of Agriculture for current guidance; see also COMAR 10.15.04.18 (for on-farm home processed foods) and COMAR 10.15.03.02 and 10.15.03.27 (for cottage food).

- e) **Eggs:** Any vendor wishing to sell eggs at the farmers market must obtain their Maryland Egg Law Certification before any eggs may be sold. Refer to Maryland Department of Agriculture, Food Quality Assurance, for current guidance.
- f) **Mobile Food Vendors:** Vendors selling food products served on site must adhere to applicable local, state, and federal regulations. Refer to the Charles County Department of Health for current guidance.
- g) **Alcohol Producers:** Local alcohol producers must adhere to applicable local, state, and federal regulations regarding the sale and sampling of products. Refer to the Charles County Department of Health and the Maryland Department of Agriculture for current guidance.
- h) **Non-Food Items:** Arts and crafts are permitted for sale at the farmers market if they are hand-crafted, one-of-a-kind crafts or original artwork created by the vendor. Arts and crafts are subject to review and approval by the Market Manager. To be considered “hand-crafted,” the item must show evidence of manual skills obtainable only through a significant period of experience and dedication of one’s own design and making – this includes but is not limited to:
 - i) Fine Arts such as painting, drawings, sculpture, pottery, ceramics, etc.
 - ii) Heritage Arts such as basket-making, soap-making, candle-making, woodworking, blacksmithing, weaving, etc.
 - iii) Decorative Arts for self, home and garden, such as jewelry, birdhouses, furniture from recycled materials, mosaics, stained-glass items, lawn sculpture, etc.

Examples of unacceptable items include but are not limited to, tracings of paint by number, printed materials, ceramics or pottery from commercial molds, items with components produced using duplicating machines, kits in any form, and any other items which clearly do not reflect originality of design as determined by the Market Manager.

- i) **Plants and Flowers:** Live plants and flowers are permitted for sale at the farmers market provided they were grown by the vendor. Cut plants, flowers, and plant/flower arrangements are permitted for sale at the market provided they were grown and arranged by the vendor.

3) **VENDOR PERMIT TYPES**

- a) **Seasonal Permits:** Seasonal vendor permit fees shall be collected from a vendor only after approval from the Market Committee. The seasonal dues shall be applicable for the season during which the vendor applies.
 - i) **Returning Seasonal Vendors:** Prior to the start of the market season, the Market Manager will notify returning seasonal vendors when seasonal permit applications and fees will be accepted. Seasonal vendors who completed the previous season will be given a two-week window to pay their permit fees and reserve their same spots from the previous season.
 - ii) **New Seasonal Vendors:** Vendors wishing to apply for a new seasonal permit must attend on



- at least two consecutive market days as a daily vendor (Wednesday/Wednesday or Saturday/Saturday) prior to application; this requirement may be waived by the Market Committee on recommendation from the Market Manager.
- iii) **3rd Wednesday Market:** Vendors holding a current seasonal Saturday permit may join the Wednesday Market at no fee by coordinating with the Market Manager at least one week in advance. All Market Rules still apply.
- b) **Daily Permits:** If space in the Market permits, vendors may apply to attend the Market on a daily permit. Once approved, the vendor may pay the application fee. The Market Manager will assign a vendor space on a first-come, first-serve basis. Mobile food vendors holding current Mobile Food Service Facility permits issued by the Town of La Plata may apply for one daily permit on a Wednesday and one daily permit on a Saturday per month, on a space-available basis. Such vendors must comply with Market rules but will not be required to pay a vendor fee.
- c) **First Friday Night Market:** Stall vendors wishing to participate in Night Markets must submit their permit application no later than one week prior to the Night Market in which they wish to participate. There is no fee to participate in First Friday Night Markets, but prospective vendors must abide by all Farmers Market rules. Food truck vendors wishing to participate in Night Markets should contact Colleen Wilson, Town of La Plata Special Events Coordinator (cwilson@townoflaplata.org or 301-934-8421).
- d) **Vendor Permit Approval Criteria:** All vendor applicants must meet “Allowable Products” guidelines and be in good standing with the Town of La Plata. The Market Manager will consult with the appropriate Vendor Representative for the product in question before approval of daily vendor permits. Prospective and returning seasonal vendor applications will also be evaluated by the Market Committee using the following criteria:
- i) Quality of product
 - ii) Existing product mix balance
 - iii) History of positive business practices
 - iv) Demonstrated excellent customer service skills
- e) **Non-Profit Groups and Community Organizations:** Groups and organizations wishing to provide only information to the general public may participate in the Market by invitation of the Market Committee. Preference will be given to groups offering kid- and family-friendly activities. Such groups must complete a Vendor Permit application form but will not be required to pay a vendor fee. The group/organization is subject to the following restrictions:
- i) Must be part of a governmental agency, educational institution or extension service, or a registered 501(c)3 entity
 - ii) May not promote any specific political, religious, or otherwise partisan agenda
 - iii) May distribute literature and/or token promotional items for the registered organization only.
 - iv) May receive, but not solicit donations. Donations may also be accepted to cover the cost of activity supplies and materials.
 - v) May not sell any product, nor conduct fundraising activities.
 - vi) May conduct activities with the sponsorship of a business or other commercial entity approved by the Market Committee, display one (1) promotional sign for that sponsor, not to exceed 18” x 24” in size, and distribute literature and/or token promotional items for the sponsoring business.



- f) **Sponsorship Opportunities:** Businesses or other commercial entities who wish to sponsor events or activities at the Farmers Market may apply for consideration from the Market Committee. Such events or activities, and the businesses or commercial entities who sponsor them, must not conflict with the Market mission or operations. Preference will be given to groups wishing to sponsor kid- and family-friendly activities.

4) **VENDOR EXPECTATIONS**

- a) **Conduct:** Vendors are expected to conduct their business respectfully. Vendors will not engage in hostile or inflammatory speech or display aggressive behavior towards visitors, other vendors, or any other individuals associated with market operations.
- b) **Market Attendance:** Seasonal vendors are expected to attend every market day for which they are scheduled. Planned absences must be reported to the Market Manager in writing at least 24 hours in advance or else such absences will be treated as unannounced. Any vendor who is absent from the Market three (3) times during any given season without first notifying the Market Manager shall void their market vendor permit. A total of seven (7) absences, regardless of if the Market Manager is notified, shall also result in a vendor losing their vendor permit.
- c) **Vendor Arrival/Departure**
- i) **Wednesday & Saturday Markets:** Vendors in stalls must be set up and ready to open by 9:00 a.m. Food trucks/trailers must arrive no later than 8:45 a.m. even if service does not start at 9:00 a.m. At the On-Site Coordinator's or Market Manager's discretion, assigned vendor spaces not occupied by the regular vendor by 9:00 a.m. may be reassigned to other vendors in attendance. Unless previously arranged in writing with the Market Manager, arrival after 9:00 a.m. will be treated as an unannounced absence. Vehicles that are not required for operations may not enter the market area after 8:45 a.m. or before market closing, nor may such vehicles be parked inside the Market. All vendors are required to remain on site and set up until market closing and must depart the site within one hour of market closing.
 - ii) **First Friday Farmers Markets:** All vendors must be set up and ready to open by 5:00 p.m. Vendor stalls are first-come, first-serve. Unless previously arranged in writing with the Market Manager, arrival after 5:00 p.m. will be treated as an unannounced absence; more than one unannounced absence will preclude the vendor from further participation in First Friday Farmers Markets. Vehicles that are not required for operations may not enter the market area after 4:45 p.m. or before market closing. All vendors are required to remain on site and set up until market closing and must depart the site within one hour of market closing.
 - iii) **Parking:** For Wednesday markets, vendors may park anywhere outside the market area. For Saturday markets, vendors should leave spaces closest to the Market for use by customers. Parking spaces closest to the Courthouse building are reserved 24/7 for District Court personnel.
- d) **Permits and Licensing:** It is the responsibility of each vendor/producer to abide by all local, state, and federal regulations which govern the production, harvest, preparation, preservation, labeling, or safety of the product the vendor offers for sale at the Market. Vendors will prominently display permits, licenses, or other documentation required by law for the processing, storage, sampling, or sale of their products. Vendors without such permits will be subject to expulsion from the Market and may face penalties from governing agencies.
- e) **Nutritional Assistance Programs:** Vendors accepting payment through nutrition assistance programs



such as the USDA Supplemental Nutrition Assistance Program (SNAP), WIC or eWIC, Farmers Market Nutrition Program (FMNP), or Senior Farmers Market Nutrition Program (SFMNP) are expected to abide by the guidelines of those respective programs including, but not limited to payment/transactions, training, certification, and display of signage.

- f) **Maryland Market Money:** Through the Maryland Market Money (MMM) program, the La Plata Farmers Market removes economic barriers for Marylanders experiencing food insecurity, providing a dollar-for-dollar match for purchases made using federal nutrition benefits. *Farmers Market vendors offering products authorized for purchase under the guidelines of SNAP are required to participate in the Maryland Market Money program and to display MMM signage.* The Market Manager or On-Site Coordinator will inspect participating vendor stalls to ensure signage is posted at the beginning of each market day. Maryland Market Money will not be offered at Night Markets.
- g) **Trash Receptacles:** All vendors who sell items that produce waste onsite by their customers shall have an appropriate trash receptacle at their spot that is removed at the end of each market day. Vendors who sell goods which produce waste may dispose of said waste in the Farmers Market's designated dumpster. No vendor shall place produce or other items for sale in the trash receptacles within or nearby the market area.
- h) **Display of Products:** Each vendor will be responsible for setting up, displaying, and packaging their products, as well as protecting those products from the elements. Vendors must leave their selling area in a clean and orderly condition. All trash and unsold goods must be removed from the market area by the vendor.
- i) **Adherence to Market Rules:** All vendors must complete an application for participation in the Market and must agree in writing that they and their employees will abide by Market rules or be subject to expulsion from the Market (see attached Vendor Application). Willful violation of the Market rules may subject a vendor to exclusion from further participation in the Market. The first notification of violation of market rules will be issued verbally by the On-Site Coordinator or Market Manager. The second notification will be issued in writing by the Market Manager. The third notification will be issued in writing and subject the vendor to immediate suspension from participation in the Market pending review of the violations by the Market Committee.

5) STATE OF EMERGENCY & CATASTROPHIC HEALTH EMERGENCY

- a) **Compliance:** The La Plata Farmers Market staff, vendors, and visitors are expected to comply with the lawful orders of any competent government authority. Such orders will be enforced in accordance with municipal, county, and state guidance.
- b) **Special Instructions:** In the event that a State of Emergency or Catastrophic Health Emergency is declared and additional restrictions or other limitations are mandated, the La Plata Farmers Market will issue Special Instructions outlining changes in operation. Such instructions will carry the same weight as published Market Rules. In the case of a conflict between published Market Rules and Special Instructions, the Special Instructions will supersede the published Market Rules.
- c) **Modification of Procedures:** The Market Manager or Market Committee may, at any time, modify or add to these procedures to maintain compliance with government mandates.
- d) **Adherence to Special Instructions:** Willful refusal to abide by Special Instructions necessitated by a State of Emergency or Catastrophic Health Emergency will result in immediate and permanent expulsion from the Market.



La Plata Farmers Market Locations



For GPS/mobile app purposes, use 209 Washington Ave., La Plata MD 20646