Farmers’ Market Rules

Location
University of the District of Columbia
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Purpose: The rules and regulations expressed in this document are issued for the sole purpose of effectuating an orderly and safe operation of Farmers’ Market activities managed by the University of the District of Columbia. The University of the District of Columbia agrees to act as facilitator by providing space to host the Farmers’ Market.

I. Time of Market
The UDC’s Farmers’ Market will commence on Saturday, May 17th, 2014 and occur each Saturday thereafter until Saturday, November 22nd, 2014. The opening time of each market day will be 8:00 a.m. The closing time of each market day will be 2:00 p.m.

II. Market Manager Authority
The Market Manager (or his/her designee) will have authority over the operation of the Farmers’ Market, including Vendor qualification and space assignment.

III. Vendor Market Arrival Time
Each Vendor must arrive at the Farmers’ Market by 7:15 a.m. in order to (a) review market safety rules, (b) allow Market Manager to inspect insurance documents, and (c) set up tables or booths.

IV. Insurance Documents
Participating vendors, upon arrival, shall present to the Market Manager valid farmers’ market insurance documents indicating not less than $1 million dollars in coverage indemnifying the University against any loss or damages incurred as a result of any action or inaction of a participating farmer or Vendor.

V. Gap Insurance
Participating farmers lacking proper Farmers’ Market insurance coverage must obtain proper coverage by submitting to UDC an annual insurance coverage fee of $200.00.

VI. Permissible Market Product
Vendors may offer for sale, articles for human consumption such as locally grown or produced fruits, vegetables, vegetable and bedding plants, nursery stock, edible grains, nuts, berries, apiary products, maple sugars, syrups or articles such as flowers grown and offered for sale by the growers or producers, members of his
family or by his employees. The sale of eggs, cheese, meat, fish, poultry or refrigerated dairy products is permitted. However, it is the Vendor’s responsibility to know and obey all food safety and handling requirements, as required by the District of Columbia government. Only products that can legally be sold at an outdoor Farmers’ Market will be allowed.

VII. Market Payment Systems
Each participating Farmer or Vendor shall be responsible for any and all payments systems or arrangements with market customers. Vendors are encouraged to use Electronic Payment Systems in order to accommodate debit and credit card transactions.

VIII. Scales or Measurement System
Each participating Farmer or Vendor shall provide their own scales or product measurement system and ensure compliance with the District of Columbia Department of Consumer Affairs rules and regulations regarding weights and scales.

IX. Condition of Tables and Tents
Each participating Farmer or Vendor may be required to furnish their own infrastructure equipment such as tables, chairs, or tents. Such infrastructure equipment shall at all times be maintained in a safe and visually aesthetic manner that is more likely to accommodate the needs or tastes of consumers.

X. Tent Size Limitation
Individual tent may not exceed 10 feet X 10 feet in size.

XI. Local Produce
As a condition of participating in the UDC Farmers’ Market each participating farmer agrees to use only products grown on their farm or products purchased from a producer with production operations located within the Mid-Atlantic region. Farmers are prohibited from supply market products acquired from any produce warehouse or producer broker. The warehouse and broker prohibition does not apply to fruits and vegetables acquired from farmer auction systems or farmer owned cooperatives located within the Mid-Atlantic region.

XII. Produce Quality
Vendors must keep their produce in good condition. Low quality or dirty vegetables, or fruit should not be displayed or sold.

XIII. Food Safety
All items intended for immediate human consumption must be kept at least 30 inches off the ground at all times under a tent or umbrella and be in a safe and sound condition. Vendors are responsible for any damages resulting from sale of unsafe or unsound goods. No potentially hazardous foods should be sold. The use of generators, electricity, open flames or other methods of generating heat or power is prohibited without an appropriate permit from the District of Columbia Department of Consumer and Regulatory Affairs and the approval of the Fire Inspector.
XIV. Payment of Market Fees

In order to cover the costs daily market fees such as advertising, management and cleanup, each Farmer or Vendor shall pay a seasonal market fee of $100.00. Please make check, money order, or cashier check payable to “UDC CAUSES” and put “Farmers’ Market Vendor” on the Memo line.

XV. Modification to Marketing Rules

The UDC may amend these rules at any time in order to address issues of food safety, or market viability. Market participants will be given sufficient notice prior to the effective date of any modification.

Agreed this on _____ _____, 2014.

Signed:

_________________________  ______________________  ______________________
Market Manager  Vendor  Director
UDC