

USDA Farmers Market Operating Guidelines

- 1. Market Operation:** The Market will be held in parking court #9 of USDA located on the corner of 12th Street and Independence Avenue, SW, Washington, D.C. The Market will be open to the public starting Friday, June 3 through November 18, 2011, from 10:00 a.m. until 2:00 p.m. Farmers/vendors must arrive at the Market allowing them ample time for set-up and be ready to start selling when the Market opens at 10:00 a.m. Due to space restrictions, late arrivals will be located at Market Management's discretion. **For the SAFETY of the Customers, during Market set-up, No Sales before 10:00 a.m. are permitted and the Market will end promptly at 2:00 p.m. each Market day.** All vehicles must vacate the market site no later than 3:30 p.m.
- 2. Producer-Only:** Farmers will only sell products which they grow or produce themselves.
- 3. Products To Be Sold:** Fresh, high-quality fruits, vegetables, herbs, honey, jams and jellies, cheese, vinegars, cider, meat, maple syrup, flowers, bedding plants, and potted plants may be sold at the Market. All produce must be guaranteed to be fresh and should be insect-free, and have no residual that cannot be removed by normal washing. Produce must be clearly labeled and priced with appropriate signage by Market opening. Produce of lesser quality for use in preserving, canning or jam-making may be sold if clearly labeled as such. Value-added products will be admitted at the discretion of Market Management.
- 4. Commitment to Market:** Farmers/vendors must commit to the entire market season and participate on a regular basis. Product availability may limit participants' beginning and ending dates; therefore, a schedule will be developed prior to the start of the market season documenting the farmer/vendor commitment to the Market.
- 5. Notification of Attendance:** Farmers/vendors must call within 48 hours of a market day if they cannot attend. If farmers/vendors repeatedly miss market days or continuously arrive late to market it can result in termination of market participation. Violators will be given a warning letter which can restrict you from participating on a market day. If the behavior continues, the violators will receive a letter of termination of market participation and you will be replaced by another farmer/vendor. Failure to provide proper notification will result in termination of farmer/vendor participation at the market. You may contact the main office at 202-720-

8317 or email Velma Lakins at velma.lakins@ams.usda.gov.

6. **Stall Space:** One vehicle is permitted per stall; all other vehicles must be removed from the immediate market premises. One space is 16w x 17d feet, and all trucks must fit within that area. Every effort is made to minimize farmer/vendor movement but space adjustments can be made at the discretion of the Market Manager if deemed necessary.
7. **Signage:** Farmers/vendors must clearly display signs that show the name of their farm/business, products and prices, as well as Nutrition Program signs.
8. **Market Equipment/Supplies:** USDA will be responsible for supplying farmers/vendors with the market tents and the set-up, taking down and storing the tents for the market season. Each farmer/vendor will be responsible for providing tables, certified scales, signs, containers, and change. Scales must be accurate. If you have any questions regarding your scales please contact the Department of Consumer and Regulatory Affairs Weights and Measures, 1110 U Street, S.E., Washington, D.C. 20020. The phone number is (202) 698-2138.
9. **Clean-up:** Farmers/vendors are responsible for maintaining their space in a clean and attractive manner with attention to public safety and respect for the use of this public space by others following the end of the Market day. Farmers/vendors are responsible for cleaning all trash and waste within and around their allotted space. Garbage bins are provided on the market site for this purpose.
10. **Applications:** All new and returning farmers/vendors must complete an application each year. The application will provide Market Management with contact information, farm location, and type of farming operation, types of products grown, and business practices. Farmers/vendors must provide copies of any permits and licenses applicable to the sale of their product at the time of submitting the application. Applications will be accepted year-round for the current market season. If you are not accepted into the market then your application will be on file.
11. **Farm/Business Visits:** USDA Farmers Market Management may visit farm/business locations to verify compliance with Market criteria and guidelines. Farmers/vendors should submit a map and directions to their farm/business location along with the Market application.
12. **Noncompliance:** USDA reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of USDA criteria and guidelines.

- 13. Cooperative Marketing:** Farmers/vendors are permitted to share space with another farmer/vendor or sell another's products if the arrangement is beneficial to the market. **The products must be clearly labeled with the farm name.** A co-op must be pre-approved by Market Management and will not be accepted if similar products are already sold by existing farmers and/or vendors.
- 14. Reselling:** The resale of items purchased by the vendor shall not be permitted except in the case of ingredients required by those producing prepared or value-added products. However, farmers and/or vendors selling these types of products must prepare them predominately with material they have grown or gathered. Baked goods are exempted from this rule.
- 15. Prepared Foods:** All food items must be prepared in accordance with applicable local, state, and federal regulations. Food vendors must submit a copy of their food licenses with their application. If accepted, a vendor may be immediately terminated from market participation if they fail to comply with health department regulations. No hot prepared foods will be sold at the market.
- 16. Reasons to disallow participation:** Efforts will be made to accommodate all who apply, however, a vendor may not be allowed to participate due to insufficient space, excess supply of the products to be sold, if criteria is not met, and/or guidelines not adhered to.
- 17. Conduct on Federal Property:** While participating in the market, farmers and vendors are required to comply with Subpart 101-20.3 of the Federal Property Management Regulations, "Conduct on Federal Property" (see attached).
- 18. Security:** Every effort will be made by USDA to make the market a safe environment for farmers/vendors. However, it will be the responsibility of the farm/vendors to take every precaution to safe guard all valuables and cash in your vehicles during market hours. Report any suspicious activity to Market Manger or Security personnel immediately.
- 19. Disputes:** It is the intent of the Market to offer customers fresh, high quality farm products. Upon acceptance of a written compliant the Market Manager will forward the customer's complaint to the farmer/vendor for action. If the farmer/vendor has a compliant please discuss or provide written documentation of your compliant to Market Manager. Repeated complaints and violations may result in disciplinary action including removal from the Market.

VENDOR CERTIFICATION

(Please detach, sign and return this page to USDA Farmers market Management with Farmers Market Application.)

By signing below, I certify that I have read, understand and will adhere to all applicable guidelines as stated in this document. I further understand that should I fail to comply with these specified guidelines, my participation in the USDA Farmers Market could be terminated.

Signature of Farmer/Vendor

Date