



USDA FARMERS MARKET 2020 Rules and Procedures and Operating Guidelines

**United States Department of Agriculture
Washington, D.C.**

USDA Farmers Market • Agricultural Marketing Service • Transportation & Marketing Division
1400 Independence Ave SW Room 4543 • Washington, D.C. 20250-0264
(202) 690-1300

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

TABLE OF CONTENTS

PURPOSE

OUR MISSION	3
THE SPONSORING AGENCY: AGRICULTURAL MARKETING SERVICE	3

ELIGIBILITY: FOR FARMERS, GROWERS & PRODUCERS

PARTICIPANT ELIGIBILITY	4-5
VISITS AND INSPECTIONS	6
PERMITS AND LICENSES	6

APPLICATION PROCESS AND FEES

APPLICATION PROCESS	7-8
APPLICATION FEE	8

RULES & PROCEDURES

RESELLING	8
SALES DATA	8
FOOD SAFETY	9-10
MARKET COMMITMENT	10
CONDUCT ON FEDERAL PROPERTY	10-11
ATTIRE	11
DISPUTES	11
MEDIA POLICY	11
NON-COMPLIANCE	12
REASONS TO DISALLOW PARTICIPATION	12
SCALES	12

OPERATIONS

HOURS OF OPERATION	13
SAFETY	13
BUILDING ACCESS	13
CLEAN-UP	14
ELECTRICAL OUTLETS	14
INCLEMENT WEATHER	14
MARKET EQUIPMENT/SUPPLIES	15
SIGNAGE	15
STALLS AND PARKING	15
SECURITY	16
BUSKING	16

PARTICIPANT AGREEMENT

AGREEMENT FOR SIGNATURE	17
-------------------------	----

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

PURPOSE

OUR MISSION

The USDA Farmers Market located outside the United States Department of Agriculture (USDA) Headquarters in Washington, DC is the Department's own "living laboratory" for farmers market operations across the country. The mission of the market is to promote local food and build a community where we work and live. The USDA Farmers Market supports the local economy, increases marketing opportunities for farmers and small businesses, provides access to an assortment of local and regional sourced products, and increases access to healthy, affordable fresh food in Ward 2.

The market is held May through October just off the National Mall on the corner of Independence Avenue and 12th Street SW, and is well attended by USDA employees, other federal workers, tourists, and local residents. The USDA Farmers Market provides adjacent area for seating and picnic blankets. The USDA Farmers Market offers free programs to educate consumers of all ages about their food, where it comes from, and how to grow, select, and prepare it for everyday meals. The market serves as a place for community members to gather, share a meal, and learn something new from a farmer, grower, producer, and/or exhibitor. The market also provides entertainment through local buskers on most days.

THE SPONSORING AGENCY: AGRICULTURAL MARKETING SERVICE

USDA's Agricultural Marketing Service (AMS) has operated this outdoor market for 25 years. AMS works to improve marketing opportunities for producers across the country through the combination of research, technical assistance, and grants. Each year, AMS helps hundreds of agricultural food businesses, including farmers markets, food hubs, wholesale markets, retailers, State agencies, community planning organizations, and other agri-food focused groups, enhance their local food marketing efforts through technical assistance and grants. AMS connects consumers to producers at over 8,700 farmers markets across the United States through the National Farmers Market Directory available online at www.usdalocalfooddirectories.com.

THE USDA FARMERS MARKET 2020 Rules and Procedures and Operating Guidelines

ELIGIBILITY: FOR FARMERS, RANCHERS, GROWERS, & PRODUCERS

PARTICIPANT ELIGIBILITY

Participation in the market is for farmers, ranchers and growers who sell what they grow, raise or produce on their farm, and for local producers who make products featuring agricultural foods from the Chesapeake Bay region (including the states of Delaware, Maryland, New York, Pennsylvania, Virginia and West Virginia), and preferably within a 200-mile radius of Washington, D.C.

Farmers, ranchers and growers must own or lease the land the product is produced on; and must participate in the production, sales and marketing of the farm products; only direct products of these entities may be sold at this market. Re-selling products procured from another is not permitted. Agricultural products such as flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, eggs, and milk must be from a farmer's or grower's own fields, greenhouses, hives, fowl, and/or herd. Selling goods from a neighboring farm is only allowed if the market participant and the neighboring farm are both members of the same farmer, rancher, or fishery cooperative.

If you are not a farmer, rancher or grower, you may sell at the USDA Farmers Market as a Producer if a minimum of 75 percent of the ingredients (by item, not by weight) in every product sold are sourced directly from a farmer, rancher or grower in the Chesapeake Bay region. Water, salt, pepper, oil, spices and flavorings not grown in the U.S., and sugar are excluded from the 75 percent requirement. Producers must provide to USDA Farmers Market personnel (hereafter "Market Management") a list of all menu items and products to be sold. For each menu item and product to be sold in the USDA Farmers Market, the vendor must provide a list of all the ingredients used in that item (other than the items excluded from the 75 percent requirement named) along with the name(s) of the farm(s) ingredients are sourced from to meet the sourcing requirements. There is no exception to this requirement. Priority will be given to those vendors who grow, raise or harvest the products that are featured in the items they sell.

Producers can only fall under one of the following categories to sell at the USDA Farmers Market:

- **Baker:** makes freshly baked goods from scratch, using ingredients from the Chesapeake Bay region as much as possible. Baked goods must be handled in accordance with the rules and regulations described by the state and local health department in which the farm or production facility is located. Bakers will be required to submit current kitchen inspection reports, licenses and permits.
- **Dairy Product Maker:** makes cheese and other value-added products from milk that is purchased from dairy farms in the Chesapeake Bay region. Flavoring agents must be sourced locally. Exotic, out-of-region flavorings may be used minimally.
- **Beverage Maker:** drinks made from scratch using locally sourced ingredients from the Chesapeake Bay region. Exotic, out-of-region agricultural ingredients used to make a beverage like coffee or tea should be submitted under the Specialty category. The sale of water is prohibited.

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

- **Fisherman/Waterman:** raises or catches fresh fish and shellfish and uses local processing facilities for seafood products to be sold at market.
- **Food Concessions:** ready-to-eat food prepared partially or entirely at the market. Such foods must be made from locally sourced ingredients. Exotic, out of region ingredients will be admitted on a case-by-case basis. Heat and serve products prepared off-site are not allowed under this category.
- **Meat Processor:** primarily operates a food processing facility that processes meat raised by regional farmers or ranchers. Sales of fresh meat or poultry products are prohibited. Only frozen meat and frozen poultry products that have been processed in a USDA Food Safety Inspection Service (FSIS) licensed and inspected facility and bear the USDA seal of inspection are permitted.
- **Pasta Maker:** makes pasta and sauces from scratch, using ingredients from the Chesapeake Bay region.
- **Soap Maker:** handcrafts soaps and/or other health-care products from scratch using ingredients from the Chesapeake Bay region.
- **Specialty:** other agricultural product(s), which are not currently available at the market and/or in the Chesapeake Bay region but are important to the agricultural economy in the United States will be considered on a case-by-case basis. Exotic, out-of-region products such as coffee, tea, chocolate, and olive oil fall under this category.
- **Value Added Food Producer:** makes jellies and jams, preserves, syrups, salsas, flavored oils, vinegars, pickles, fermented products, and dried products using produce grown by the farmer, rancher or grower in the Chesapeake Bay region. This category only open to farmers, apiaries, ranchers, growers and fishermen/watermen.

Below is a sample of what Producers must provide to Market Management to be considered. This example falls under the Food Concessions category. The seasonal menu item meets the ingredient-sourcing requirement because 87.5 percent of ingredients (seven out of eight) are directly sourced from four farms in the Chesapeake Bay region. Salt is excluded from the requirement.

Summer Menu Item: Ham and Corn Salad	
Ingredients: heavy cream, vinegar, salt, arugula, spinach, lettuce, tomato, corn, ham	
Ingredient Sources:	
✓	Heavy cream – South Mountain Creamery, Middletown, MD
✓	Arugula, spinach, lettuce – Little Wild Things City Farm, Washington, DC
✓	Tomato, corn – One Straw Farm, White Hall, Maryland
✓	Ham – Ayrshire Farm, Upperville, Virginia
✓	Vinegar – Restaurant Depot, Alexandria, Virginia
✓	Salt – excluded

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

VISITS AND INSPECTIONS

All potential and participating farms and business are subject to visits and inspections. Market Management reserve the right to inspect the farm or establishment to confirm crops and products being sold at the USDA Farmers Market are in compliance with market guidelines. Market participants must submit a map and directions to their farm or production location along with the application. Any farmer or producer who is found to have violated the market guidelines will receive a warning, temporary suspension, or be permanently removed from the USDA Farmers Market. (See “Non-compliance” section for more details.)

PERMITS AND LICENSES

All farmers, ranchers, growers and producers selling at the USDA farmers market must abide by all applicable federal, state, and local health regulations. Market participants will be responsible for obtaining and paying for any permits and licenses required by the District of Columbia. Market participants must comply with the regulations within their respective state including regulations pertaining to the harvesting, food preparation and safety, and labeling of products within their respective states for products that are brought to and sold at the USDA Farmers Market. When submitting the application all farmers and businesses must include a copy of all applicable reports, permits and licenses required by the health department of the state or county from which the products originated. All permits and licenses must be kept current for the entire market season.

Contact Information:

The District of Columbia Department of Consumer and Regulatory Affairs
(202) 442- 4400

(Maryland) Department of Health - ask for Planning and Review
(410) 767- 8400

New York State Department of Agriculture & Markets
(800) 554-4501

Pennsylvania Department of Agriculture – ask for Bureau of Food Safety
(717) 787- 4315

Virginia Department of Agriculture and Consumer Services – ask for Food Safety Program
(804) 786-3520

West Virginia Department of Health & Human Resources
(304) 558-2981

APPLICATION PROCESS AND FEES

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

APPLICATION PROCESS

All farmers, growers and producers – new and returning – **must** complete the application. If accepted into the market, all participants must sign and submit Page 17 of this document entitled “Participant Agreement” to acknowledge and establish agreement with the terms and conditions set forth in this document – the USDA Farmers Market 2020 Rules and Procedures and Operating Guidelines. All market participants must agree to abide by them.

Farmers, ranchers, growers and producers that participated in the previous market season will have the opportunity to retain their space provided prior year performance is satisfactory, market guidelines are met, and the required information is submitted on time. **To be considered for the 2020 market season all new and returning market participants must submit a new completed application and the required documentation by Monday, February 17, 2020.** In the event that space becomes available during the market season, those on the waitlist who are the best fit, and meet all market criteria, will be contacted.

Prospective vendors can apply to the USDA Farmers Market online at [ManageMyMarket.com](https://www.usda.gov/management/ManageMyMarket.com). If you have questions about the online application process, please call (202) 690-1300 for assistance.

Applications will NOT be reviewed unless complete. An application is not considered complete without the inclusion of all applicable permits for all products and documentation that supports 75 percent of ingredients in your product(s) come directly from farmers, ranchers and growers in the Chesapeake Bay region.

A fully complete application includes the following:

- ☐ Completed application signed and dated;
- ☐ Complete list of products or menu items along with a list of ingredients for each item and sources for ingredients. Name of farm, ranch or grower, address and contact information is required for all ingredients. All products **must** have prior written approval from Market Management before bringing/selling the product(s) at the farmers market;
- ☐ Proof of ownership or copy of signed lease agreement(s) for farmer/rancher/grower;
- ☐ Map and/or directions to farm, grow site or production facility;
- ☐ Liability Insurance information;
- ☐ Copies of organic certification documents (if applicable);
- ☐ Proof of membership in a farmer, rancher, or fishery cooperative (if applicable);
- ☐ Copies of all food safety forms, inspection reports and licenses/permits applicable to the sale of your product(s). Participants are responsible for knowing which requirements apply to their product(s); and

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

- ❑ Copy of signed Participant Agreement (Page 17 of this document) form, **if accepted into the USDA Farmers Market**. The Participant Agreement will be collected at the mandatory vendor orientation meeting. The signed form is used to certify that the farmer, grower or producer has read, understands and will abide by the USDA Farmers Market 2020 Rules and Procedures and Operating Guidelines.

APPLICATION FEE

USDA does not charge a fee to farmers, ranchers, growers and producers who participate in the USDA Farmers Market. Participants are required to commit to supporting the USDA gleaning/food recovery initiative in lieu of paying market fees. This commitment requires market participants to donate fresh useable produce and other food products at the end of each market to [DC Central Kitchen](#). For participants unable to donate their own product, we request that you purchase food items from other market participants to donate or give a monetary donation (minimum of 5 dollars) to DC Central Kitchen. **100% participation from USDA Farmers Market farmers, growers and producers is expected. Failure to participate will result in termination from the market.**

RULES AND PROCEDURES

RESELLING

Agricultural products sold such as flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, eggs, and milk must come from a farmer's or grower's OWN fields, greenhouses, hives, fowl, and/or herd. Re-sale of another farmer's flowers, plants, bedding plants, trees, fruits and vegetables, grain products, honey, eggs, and milk is PROHIBITED. Selling goods from a neighboring farm is only allowed if the market participant and the neighboring farm are both members of the same farmer, rancher, or fishery cooperative.

Producers participating in the USDA Farmers Market under one of the categories listed on Page 4 and 5 are required to purchase a minimum of 75 percent of their ingredients from a farmer, rancher and/or grower in the Chesapeake Bay region. Priority will be given to those vendors who grow, raise or harvest the products that are featured in the items they sell. Market Management will approve products to be sold on a case-by-case basis.

SALES DATA

Market participants will be required to submit weekly sales data for USDA internal use only. Individual sales data will be kept confidential. Market participants are required to provide a total sales figure from the previous market to Market Management on Fridays before 11 a.m. Failure to comply may result in suspension or termination from the market.

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

FOOD SAFETY – Revised 01/15/2020

Proper handling of food at the USDA Farmers Market is a critical part of ensuring the safety of consumers. Consuming contaminated foods or beverages may cause foodborne illness. All food items must always be properly protected against contamination. Therefore:

- **Eggs:** Shell eggs packed for the consumers are to be stored under refrigeration at a temperature of 45 degrees F° or below at all times while selling at the market. Shell eggs must be intact and free of cracks. Eggs must be from the farmer's own fowl. Egg cartons must be properly labeled in accordance with the state regulations where the eggs are produced. No resale of another farmer's eggs is allowed.
- **Meat and Poultry Products:** Meat and poultry products sold at the market must be kept frozen at a temperature of 0 degrees F° or below. Calibrated thermometers are to be kept in freezers/storage containers for meat and poultry products at all times when selling and will be checked for appropriate temperature by Market Management.
- Participants may not display prepared/ready-to-eat-foods for sale without being properly wrapped, covered or protected by an appropriately designed sneeze guard. All food items must be kept covered and kept at a proper temperature prior to selling.
- Participants must store all food items at least 6 inches off the floor/ground.
- Participants cannot handle exposed, ready-to-eat foods directly with their bare hands. Utensils such as deli paper, tongs, or disposable gloves may be used to prevent bare hand contact with exposed, ready-to-eat foods. Disposable gloves that handle money should not come in direct contact with ready-to eat-foods. Gloves must be discarded when they become damaged or soiled or when employees are switching tasks.
- Food samples must be presented in a safe and sanitary manner and in accordance with the local health department of the state or county in which the products originated. Participants must provide cups, utensils or toothpicks for customers to use if providing samples of their products. Participants also must provide trash receptacles for the disposal of any sampling materials.
- Ice used for consumption must be kept in clean containers and dispensed with appropriate scoops/utensils.
- Adequate equipment must be used to maintain foods that require time and temperature control for safety (potentially hazardous foods) at the appropriate temperature to prevent risk of illness.
- Foods that require cold holding refrigeration must be kept at 40 degrees F° or below. Foods that require hot holding heat must be kept at 140 degrees F° or above.

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

- Market participants will have access to on-site hand washing stations and restrooms.
- Monitoring of food safety practices by vendors will occur early in the marketing day on a periodic basis. Every effort will be made to avoid impacting sales negatively.

MARKET COMMITMENT

Market participants commit to the entire market season unless other scheduling is noted in the application and discussed with Market Management. A minimum attendance of 80 percent of market days noted in the application is required. Product availability and seasonality may limit participants beginning and ending dates; therefore, a schedule will be developed prior to the start of the market season documenting the farmer, grower or producer commitment to the market. Participants that repeatedly arrive late or miss market days may be permanently removed at the discretion of Market Management.

Farmers, growers and producers not able to attend a market day should telephone or email the following staff at least 48 hours in advance so your space can be filled temporarily:

- | | | |
|--------------------|-----------------------|---------------------------|
| ▪ ToiAyna Thompson | (202) 450-7691 (cell) | toiayna.thompson@usda.gov |
| ▪ Erica Wright | (202) 690-1300 | Erica.Wright@usda.gov |

If unavailable to reach Ms. Thompson or Ms. Wright, please ask to speak to Tricia Kovacs at the Transportation & Marketing Service Program Office at (202) 690-1300. Not fulfilling a market commitment may result in suspension or termination. (See “Non-compliance” section for more details)

CONDUCT ON FEDERAL PROPERTY

While on USDA property, farmers, growers, producers and their staff(s) shall comply with the General Services Administration Federal Property Management Regulations at 41 CFR 102-74, Conduct on Federal Property, as supplemented by Agriculture Property Management Regulations Part 102-74. In addition, a farmer, grower, producer and their staff members must—

- a. Display identification badges while on Federal property if engaging in the solicitation of funds as authorized by 102-74.475. Each badge must indicate the permittee’s name, address, telephone number, and organization;
- b. Not misrepresent his/
- c. her identity to the public;
- d. Not conduct any activities in a misleading or fraudulent manner;
- e. Not discriminate on the basis of race, creed, religion, age, color, disability, sex, or national origin in conducting activities;
- f. Not use obscene or profane language;

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

- g. Not distribute any item, nor post or otherwise affix any item, for which prior written approval under 102-74.415 has not been obtained;
- h. Not leave leaflets or other materials unattended on the property;
- i. Not engage in activities that would interfere with the preferences afforded blind licensees under the Randolph-Sheppard Act (20 U.S.C. 107); and
- j. Not smoke tobacco products on U.S. Agriculture Department property.

Market participants are required to conduct themselves in a manner that contributes to a positive shopping experience for market customers. Unsuitable language, such as crude jokes, and engaging in inappropriate behavior is prohibited. Market participants should not leave their booths unattended during market hours. Market Management expects market participants to be honest and to conduct themselves in a courteous and friendly manner with other market participants, USDA staff and market customers. (See “Non-compliance” section for more details)

WARNING—WEAPONS PROHIBITED

Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

ATTIRE

Vendors must wear appropriate attire and shoes at all times. Inappropriate attire includes crop tops and clothing with overt commercial, religious or political messages on them. Market Management may send inappropriately dressed market participants home to change their clothes. Vendors are encouraged to ask Market Management in advance if they have any questions regarding the propriety of their dress so as to avoid being sent home to change their clothes.

DISPUTES

It is the intent of the USDA Farmers Market to offer customers fresh, quality farm products. All complaints and/or concerns, whether from participants or customers, should be reported to Market Management and submitted in writing. Market Management will address issues as appropriate.

MEDIA POLICY

The market is public property and is often visited by tourists taking pictures, media personnel and reporters. Farmers, ranchers, growers and producers can decline being photographed and, it is at their discretion to answer questions or participate in interviews. If a market participant communicates with the

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

public/media, he or she is required to inform Market Management immediately so that appropriate personnel can be informed and prepared to take any necessary follow-up action or provide support.

NON-COMPLIANCE

Market Management reserves the right to dismiss any Farmer, Rancher, Grower or Producer and/or remove any product being sold that does not adhere to the rules and procedures as outlined in this document. Consequences for violating the USDA Farmers Market Rules and Procedures and Operating Guidelines will result in the following:

First offense: Verbal warning

Second offense: Written warning

Third offense: Suspension from market

Fourth offense: Termination from market

REASONS TO DISALLOW PARTICIPATION

Efforts will be made to accommodate those who apply: however, a farmer, rancher, grower or producer may not be allowed to participate in the market due to prior performance, insufficient space; business location; product mix; duplication of product(s); sourcing impact; unfulfilled ingredient sourcing requirement; not submitting the required licenses/permits on time; late arrival and/or absence without proper notice; and refusal to adhere to the USDA Farmers Market guidelines.

SCALES

The Department of Consumer and Regulatory Affairs (DCRA) is responsible for inspecting scales at the USDA Farmers Market. DCRA's Office of Weights & Measures inspects these devices twice a year to make sure they are properly calibrated and accurate. USDA Farmers Market participants must register their device(s) every year with DCRA. Scales must be clearly visible and readable to customers at all times. Any problems identified by DCRA must be corrected within the timeframe provided by the District of Columbia or result in a fine. If you have any questions regarding your scales, please contact the Department of Consumer and Regulatory Affairs Weights and Measures at 1110 U Street, SE Washington, D.C. 20020 or call (202) 698-2130.

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

OPERATIONS

HOURS OF OPERATION

The USDA Farmers Market is held every Friday, from 9:00 a.m. to 2:00 p.m. from May to October. The market is located at the USDA Headquarters Building in the parking lot, located on the corner of 12th Street and Independence Avenue, SW, Washington, D.C. 20250.

For the safety of our customers, market participants must arrive at the market no later than 8:30 a.m. and may not drive their vehicle in or out of the market parking lot after 8:45 a.m. or before 2:15 p.m. All market participants must be ready to start selling at the advertised opening time of 9:00 a.m. The market opens at 9:00 a.m. and closes at 2:00 p.m. Due to space limitations, latecomers may be relocated or denied admission at the sole discretion of Market Management. **Market participants will be allowed 15 minutes after the market closes to complete sales transactions initiated before the 2:00 p.m. closing.** All vehicles must vacate the market site no later than 3:30 p.m.

SAFETY

Participants must perform safety and serviceability checks of all equipment and appliances prior to use. All participants are subject to random safety spot inspections by the Office of Operations Safety Staff. Areas that are subject to inspection include the following:

- Propane tanks must be pre-checked for damage and leaks to hoses and tanks;
- A-B-C fire extinguishers must be provided by the vendor and readily available;
- Electrical extension cords must be rated for outdoor usage and UL (Underwriters Laboratory) certified;
- Cords must be three-prong and securely installed so that no looseness exists between the prongs and the connection point at all times;
- Cords must be out of foot traffic areas to prevent trips and falls;
- All cords must be checked for damage and will be removed from use if found;
- In the event of high winds, securely fasten tents to prevent from flying away; and
- Maintain records of initial safety checks. Follow all manufactures requirements for equipment and appliances.

BUILDING ACCESS

Farmers, ranchers, growers, producers and their staff(s) will have limited building access. A list of participant names will be provided to USDA's Protective Operations Division, which will allow access only to the restrooms in the Jamie L. Whitten Building. Participants will be provided with USDA Farmers

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

Market badges to show security officers when entering and exiting the Whitten building. **Anyone who deviates from the designated locations may be escorted out of the building by security and may lose future building access privileges.**

CLEAN-UP

Market participants are responsible for maintaining their space in a clean and sanitary manner with attention to public safety and respect for the use of this public space by others following the end of the market day. Market participants are responsible for cleaning all trash and waste including sweeping up any debris within and around their allotted space. On-site trash receptacles are provided for customer and participant use.

ELECTRICAL OUTLETS

There is limited capacity for electricity at the USDA Farmers Market. All farmers, ranchers, growers and producers must inform Market Management of their electrical needs and receive **prior approval** before using any existing electrical outlets at the market. Generators are not permitted for use at the farmers market without Market Management approval. If extension cords are used, they must be designed for outdoor use, be three-prong, safely secured at all times, and out of the way of foot traffic. Outdoor extension cords offer protection from moisture, direct sunlight and abrasion. Devices with two-prong plugs (like appliances) can be used safely with a three-prong extension cord. Devices with three-prong plugs should only be used only with three-prong extension cords. The third prong in the extension cord provides a path to the ground wire and greatly reduces the risk of electrical shocks and fires. Market participants are responsible for supplying extension cords for their stall use that have been tested and certified for safety and quality by UL (Underwriters Laboratory). Check with Market Management to ensure that you are using an approved outdoor cord. If an inappropriate cord is being used, then it will be removed from your stall and your market sales may be impacted. Market participants are not to ask USDA on-site electricians to fix their own equipment if it is not working properly.

INCLEMENT WEATHER

The USDA Farmers Market is outdoors and open rain or shine. Participation on market days with severe or inclement weather is at the discretion of farmers, ranchers, growers or producers. Be sure to notify market personnel of your decision not to participate 48 hours ahead of time. In cases of weather reports predicting severe inclement weather such as 50 miles/hour winds and/or rain as heavy as 3 inches, severe thunderstorms, or tornado warnings, the market will be closed. Market Management also reserves the right to cancel the market for any other dangerous weather forecasts as necessary. If Market Management cancels the market, participants will be notified of the closure as soon as possible by email or phone.

THE USDA FARMERS MARKET 2020 Rules and Procedures and Operating Guidelines

MARKET EQUIPMENT/SUPPLIES

Market Management will supply market participants with market canopies and will provide assistance with the setup and breakdown of the canopies each market day. Those who arrive late may be delayed in the setup of their canopy. Each farm/business will be responsible for bringing tables, tablecloths, chairs, certified scales, food safety monitoring equipment (thermometers), signage, price lists, marketing materials, food sampling supplies, and change. Vendors are required to comply with the District's food packaging laws. [The Food Service Packaging Requirements](#) effective January 1, 2017, mandate that District businesses and organizations that sell or serve food or beverages in the District must use **recyclable** or **compostable** food service products. The law applies to any food service products designed for single use. These include take-out containers, bowls, plates, trays, cups, cutlery, and other items. The law **does not** apply to materials used to package raw, uncooked, or butchered meat, fish, poultry, or seafood. Foodservice products made of expanded polystyrene, commonly known as foam or *Styrofoam™*, are strictly prohibited.

SIGNAGE

Market participants must clearly display signs that show the name of their farm/business and location, product types, prices, and enrollment in any Federal nutrition assistance programs. **Prices must always be legible and visible for customers to see.** Prices of items for sale must utilize one or more of the following techniques:

- Individual price stickers on each item;
- Individual price signs for each type of item; or
- A list of prices on a large sign or board.

Producers must display a sign that lists the farms from which ingredients are sourced at all times.

STALLS AND PARKING

Every effort is made to minimize changes to the market layout, but space adjustments will be made at the discretion of Market Management if deemed necessary. Assigned space sizes are either 10x10 or 10x20 feet. Parking will be provided for one vehicle outside of the market. **Parking in the USDA Farmers Market is limited to Farmers, Ranchers, Growers and/or Producers that REQUIRE their vehicle to operate and will be determined in discussion with Market Management. Preference will be given to Farmers, Ranchers and Growers.** If a market participant receives an assigned parking space within the USDA Farmers Market, the vehicle must fit within the assigned 16w x 17d foot parking space. All other vehicles must be offloaded and removed no later than 8:45 a.m. from the market lot. Provided parking passes must be clearly displayed each market day on the dashboard of the farmer or producer's vehicle, while parked in a USDA parking lot. Choosing to offload and/or park alongside the market on 12th Street,

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

SW is not recommended, at the vendor's own risk, and is subject to ticketing and fees by the District of Columbia.

SECURITY

Every effort will be made by USDA to make the market a safe environment for farmers, ranchers, growers, producers, and customers. However, it will be the responsibility of the market participants to take every precaution to safeguard all valuables and cash during market hours. Suspicious activity should be reported immediately to Market Management and/or onsite Security officers. In cases of emergency at the USDA Farmers Market call (202) 720-0000.

BUSKING

Live entertainment creates a pleasing atmosphere for customers and vendors at the market. Street performers known as buskers – including musicians, actors, jugglers, mimes, acrobats, tumblers, human statues, magicians, puppeteers, and others in the local performance art community – interested in performing at the market should contact ToiAyna Thompson at ToiAyna.thompson@usda.gov or 202 450-7691 (cell).

Those who apply will be considered on a case-by-case basis. Selections are made at the discretion of Market Management based on availability, appropriateness and interest to customers. Buskers are not charged a fee to perform and do not receive compensation from USDA. Tips may be accepted. Performers may sell CDs, tapes or promotional t-shirts related to the performance as long as a copy of all licenses/permits applicable to the sale of these product(s) is provided and approved in advance. Buskers must be a positive addition to the market atmosphere and not adversely affect market operations. (See “Conduct on Federal Property” and “Attire” sections for more details)

Buskers are generally scheduled to perform from 11:00 a.m. to 1:00 p.m. when the market is busiest. Performance location is assigned and may be subject to change without notice. Market Management will supply buskers with a market canopy (10x10 or 10x20 feet), tables or chairs if deemed necessary. Parking will be provided for one vehicle outside of the market. There is limited access to electricity so electrical needs must be discussed in advance. (See “Electrical Outlets” section for more details)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0229. The time required to complete this information collection is estimated to average .101 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to

THE USDA FARMERS MARKET

2020 Rules and Procedures and Operating Guidelines

USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

PARTICIPANT AGREEMENT

This page must be signed and returned only if you have been selected as a farmer, rancher, grower, producer, or busker to participate in the 2020 USDA Farmers Market. A vendor's signature acknowledges and establishes his/her agreement with the terms and conditions set forth in this document – the USDA Farmers Market 2020 Rules and Procedures and Operating Guidelines. All market participants must agree to abide by them.

The Rules and Procedures and Operating Guidelines are used to ensure the integrity of all products sold at the USDA Farmers Market.

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

USDA Farmers Market Participant
Signature

Date

THE USDA FARMERS MARKET
2020 Rules and Procedures and Operating Guidelines

Print full name:

Business name:

Business address:

Business address continued:

Cell phone number:

E-mail address: