



## Overlea Farmers Market Application 2023

### Vendor Information:

Vendor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Products being sold: \_\_\_\_\_

Social Media Handles: \_\_\_\_\_

Certified Kitchen Location (if vending prepared foods): \_\_\_\_\_

Are you a returning vendor? Yes  No

**Market Attendance:** OFM operates in the parking lot of the Natural History Society of Maryland, at 6908 Belair Rd., Baltimore, 21206. We open from 8:30 am to 12:30 pm every other Saturday.

Dates: **Every Other Saturday!**

2023 Season Dates: **June 10, 24; July 8, 22; Aug 5, 19; Sept 2, 16, 30; Oct 14, 28**

Hours: **8:30 am – 12:30 pm**

### Select One:

I will attend every market.

I am an occasional vendor.

For occasional vendors, please indicate the number of markets you intend to attend: \_\_\_\_\_

### Supplemental Materials:

*(These are suggestions. If not required by regulating agencies, they are not required for OFM. It is the vendor's responsibility to know and adhere to state and local vendor permitting and regulatory guidelines.)*

- Business license
- Department of Ag/Health Certification, as required by your business
- Proof of Liability Insurance (for listing on our Market insurance)
- Ingredient lists and sourcing information (for producers)

Vending regulation information can be found here:

<http://www.marylandfma.org/resources/regulations/>:

## **Policies and Procedures:**

**Vendor Fees:** Vendor fees are to be paid at the start of the season. Vendor fees total \$10 per market, or \$110 for those attending all 11 markets. To encourage regular attendance of our vendors, the OFM will return \$10 per market date attended, such that all fees will be returned to vendors who attend all 11 market dates.

Vendor fees are waived for vendors whose operations are located in the zip code of 21206.

We welcome vendors of all income levels. If the payment of vendor fees would be a hardship for you, *please contact us at* [OverleaFarmersMarket@gmail.com](mailto:OverleaFarmersMarket@gmail.com) to discuss potential options regarding waiver of vendor fees.

**Market Admission:** Permission for vendor participation in Overlea Farmers Market is granted at the sole discretion of the Market Managers and is contingent upon vendors' adherence to laws and guidelines as presented by the Maryland Department of Agriculture, Baltimore County Health Department, and the Comptroller of Maryland. Preference will be given to vendors utilizing sustainable ingredients, local businesses, and members of the Overlea community.

**Requirements:** Each 10'x10' vendor space will be assigned on a first-come, first-served basis due to social distancing requirements. Vendors are **required** to provide a **tent**, a **table**, and a **sign** with their business name. **A minimum of 10 pounds weight per tent leg is required!** Equipment will not be provided by OFM. Vendors must follow all COVID regulations as posted and directed by the market managers.

**Advertising/Promotion:** OFM will provide social media advertising each market day and leading up to the season. Vendors are strongly encouraged to actively promote both the market posts and other vendor's posts in order to reach the widest audience possible. Market growth will be possible only with everyone's commitment to this.

Note that vendors must be fully set up and ready to sell by 8:15 each market day and attend **the entire market period** (i.e. you cannot leave early without permission from the manager if you have sold out of product.) Vendors are required to maintain the cleanliness of their vendor space and remove all trash and other items following the market. Vendors should be packed up and have vehicles removed from the parking area no later than 1:30 PM on market day. Failure to follow market guidelines or the directions of the market managers or volunteers can jeopardize future eligibility for participation in the market.

Please return application to [OverleaFarmersMarket@gmail.com](mailto:OverleaFarmersMarket@gmail.com) no later than April 15<sup>th</sup>, 2023.