

Howard County Global Farmers Markets

Rules & Procedure

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2017/2018 Rules & Procedures and Product Guidelines

Contents –

Statement of Purpose	3
Product Guidelines	4
Food Concession Guidelines.....	9
Application Procedures & Requirements	9
Market Operations	12
Inclement Weather Policy	13
Market Fee Structure	13
Market Attendance	13
Farmers’ Market Nutrition Programs	14
Sales Tax	14
Market Programs Educational Programs	14
Market Stand Requirement	15
Producer-Only Violations	16

2017/2018 Rules & Procedures and Product Guidelines

Statement of Purpose

Howard County Global Farmers Markets creates and operates producer-only farmers markets in Howard County Maryland, which provides educational programs at these markets and in local public schools. The organization is dedicated to building a sustainable, regional food shed in the Chesapeake Bay watershed and to educating people about the benefits of sustainable agriculture. Howard County Global Farmers Markets emphasizes the direct connection between local food choices and the quality and health of our environment and daily lives. Howard County Global Farmers Markets prefer farmers/growers who use sustainable agricultural practices or raise livestock using humane and sustainable practices. By providing these farmers/growers with direct markets for their products, Howard County Global Farmers Markets helps sustain the regional farm economy and helps ensure the future of farming in the Chesapeake Bay watershed. The Rules & Procedures and Product Guidelines are used to ensure the integrity of all products sold at the Howard County Global Farmers Markets. All farmers/growers and producers must adhere to these rules.

Eligibility: Producer – only Requirements and Qualifications

Howard County Global Farmers Markets is a public service to support local agriculture and improve the quality of life in Maryland. Participation in the farmers markets is only for regional farmers/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, Pennsylvania, Virginia and West Virginia), and preferably within a 150-mile radius of Howard County, Maryland. Applications from other areas will be reviewed and may be admitted to Howard County Farmers Markets on a case-by-case basis.

A farmer/grower/producer may be a sole proprietorship, a partnership, or a corporation and shall include family members and employees who assist in the production and/or sales/marketing of the farm products. A farmer or producer may not be a cooperative. **The re-sale of agricultural products by farmers/growers or producers is not permitted and will be cause for immediate expulsion from Howard County Global Farmers Markets. This includes selling goods from a neighboring farm.**

If you are not a farmer/grower, you may be considered eligible to sell at Howard County Farmers Markets as a Producer in one of the following categories:

Baker: makes freshly baked goods from scratch, using seasonal ingredients from the region as much as possible.

Cheese Maker: makes cheese and other value-added products from milk that is purchased from regional dairy farms. Or a dairy farmer who supplies milk to a regional Cheese Maker whose cheese is to be sold at market.

Pasta Maker: makes pasta and sauces from scratch, using seasonal ingredients from the region or a farmer/grower who sells these ingredients at a Howard County Global Farmers Markets.

Soap Maker: hand crafts soaps and/or other health-care products using seasonal ingredients from a farmer who sells at a Howard County Farmers Market.

Meat Processor: primarily operates a food processing facility that processes meat raised by regional farms.

Fisherman/Waterman: raises or catches fresh fish and shellfish, and uses local processing facilities for seafood products to be sold at market.

Specialty: Other regional agricultural product(s) that are not currently available at market and the agricultural

2017/2018 Rules & Procedures and Product Guidelines

product(s) is/are an important specialty crop in our region.

Food Concessions: Howard County Global Farmers Markets defines food concessions as ready-to-eat food that is prepared partially or entirely at market. At specifically designated farmers markets, a limited number of food concessions may be admitted to sell food and beverages prepared on-site so long as they have all the licenses required to do so. Such foods must be made from locally sourced ingredients and uphold Howard County Farmers Markets Market's core mission of building a sustainable, regional food shed in the Chesapeake Bay watershed.

Winemaker: makes wine from grapes or other fruits grown on the winery's property or from grapes grown locally.

Brewed and Fermented Beverages: Beer and mead makers make beer and mead using locally grown grains, honey and herbs. Kombucha should be flavored with local, seasonally sourced ingredients.

PLEASE SEE THE PRODUCT GUIDELINES BELOW FOR DETAILED REQUIREMENTS.

Howard County Global Farmers Markets recognizes a growing complexity in what producer-only rules mean due to the increasing number of foods at market that require on- or off-farm processing and the increase in entrepreneurial strategies that farmers/growers and producers are using to bring regional products to market.

Howard County Global Farmers Markets regards these activities as indicators of a healthy adaptation due to access to direct markets and part of the process of building a viable local food economy. In making a case-by-case decision about these farmers/growers, producers and their products, Howard County Global Farmers Markets will use a balance of factors: quality of product(s), scarcity of product(s) in the markets, diversity of product mix in the markets and traceability of the farmers/growers and producers.

Product Guidelines

Farmers/growers and producers must abide by all applicable federal, state and local health regulations in the harvest, preparation, labeling and safety of the product(s), s/he brings to market. Farmers/growers and producers will be responsible for obtaining and paying for any permits and licenses required by the Howard County and Maryland. All permits and licenses must be kept current for the entire market season.

Producers must include a copy of all applicable permits for production and sale, including those from the health department of the state or county where the products originate, as described below in the "Producer Certificates/Licenses/Permits" section (see Page 12). Farmers/growers and producers must have submitted all required application materials before attending markets. **AN APPLICATION IS NOT CONSIDERED COMPLETE WITHOUT THE INCLUSION OF ALL APPLICABLE PERMITS FOR ALL PRODUCTS.**

Products not specifically listed under the Howard County Global Farmers Markets Product Guidelines will be reviewed on a case-by-case basis and admitted at the discretion of the market management. If a farmer/**grower** or producer wishes to add product(s) to their market offerings during the market season they must inform the Howard County Global Farmers Market Board of directors and get written approval via a New Product Form. The form must be submitted at least two weeks prior to the product being sold at market and approved by Howard County Farmers Markets board of directors. If the product requires sampling, the farmer/grower or producer will be asked to supply market management with samples before approval is given. The New Product Form is available online and hard copies can be obtained from Market Managers at each market. It can also be found in the appendix of this application. If non-approved products are brought to markets, management will request they be removed from the farm stand.

2017/2018 Rules & Procedures and Product Guidelines

Howard County Global Farmers Markets strives to maintain a high level of quality at all markets, and any new producers of prepared foods, baked goods or value added products must supply samples upon request prior to acceptance to any Howard County Global Farmers Markets.

Howard County Global Farmers Markets encourages the maximum use of fresh local ingredients (vegetables, meat, butter and eggs, for example) in prepared foods sold at market. Howard County Global Farmers Markets requires producers to submit invoices twice a season (and upon request) for ingredients used in their products. Howard County Farmers Markets reserves the right to restrict the products a farmer/grower or producer sells at market should the sourcing or quality of the product(s) change mid-season and no longer meet our standards.

Baked Goods: No commercial mixes, crusts or flavored fillings may be used. Baked goods to be sold at market should highlight regional produce and seasonal ingredients. Bakers who use local eggs, grain, butter and dairy are given preference over those who source nationally. At least **60% of ingredients** in the fillings of fruit or vegetable pies and tarts must be from the farmer or producers' own production or purchased from regional farmers/growers.

Canned Fruits and Vegetables: Canned fruits and vegetables must be from the farmer's own produce. If processed off-farm the farmer must supply Howard County Global Farmers Markets with the name, address and telephone number for the facility where the produce is processed. Canned fruit and vegetables made from produce not grown by the producer but sourced locally will be admitted on a case-by-case basis.

Cider: Cider must be produced from the farmer/grower's own or leased orchard, but may be processed off-farm in a facility that ensures the cider is made with the local fruit. Contact information (name, address and telephone number) for the mill where the cider is pressed and processed must be provided to Howard County Global Farmers Markets management.

Condiments: Condiments such as mustard, relish or ketchup must be made by the farmer/grower or producer using his/her own produce or produce from regional farmers/growers whenever possible. Exotic, out-of-region ingredients may be used if the condiment complements the product line.

Community Supported Agriculture:

CSA Pickups/drop offs **are not permitted** during market hours for the Howard County Global Farmers Markets.

Dairy:

- A. **Fresh Milk:** Fresh milk must be 100% from the farmer's own herd. Exotic out-of-region flavorings may be purchased and used (e.g., chocolate for chocolate milk).
- B. **Cheese and Butter:** Howard County Global Farmers Markets accepts both farmstead (made from dairy from the farmer/producer's own herd) and artisanal (made from dairy purchased by the producer from a local farm) cheese and butters. For artisanal cheese or butter, all milk purchased must be from regional farmers. The cheese/butter maker must provide contact information (owner, farm name, address, telephone number and directions) for the farms from which the cheese maker is buying the milk. A dairy farmer selling farmstead cheese made from their milk by a regional cheese maker must provide contact information (name, address, and telephone number) for the location where the cheese is made.
- C. **Yogurt and Frozen Dairy Products:** Yogurt and frozen dairy products must be made with milk produced by

2017/2018 Rules & Procedures and Product Guidelines

the farmer or sourced from a regional farmer. Locally available flavoring agents (e.g. fruit or honey) must be sourced locally. Exotic, out-of-region flavorings (i.e., chocolate, avocado and pomegranate) may be purchased and used minimally.

Dried Fruits and Vegetables: Dried fruits and vegetables must be from the farmer/grower's own produce. If fruits/vegetables are dried off-farm, the farmer/grower must supply information about location (name, address, and telephone number) where they are dried.

Eggs: Eggs must be from the farmer's own fowl. **No re-sale of another farmer's eggs is allowed by any farmer/grower or producer.**

Farm-Related Merchandise: The intent of the Howard County Global Farmers Markets is for farmers/growers and producers to sell fresh food. On a case-by-case basis, we will allow farmers/growers to sell farm-related merchandise (e.g., tee-shirts, bags, caps, cookbooks, note cards with farm scenes). This farm-related merchandise must constitute a small portion of the product mix that the farmer/**grower or producer** is selling at market. All farm-related merchandise must be shown to the market management for advance approval before selling the item(s) at any Howard County Farmers Markets.

Fish and Shellfish: Fish and shellfish must be raised or caught by the fisherman/waterman. Farmed fish or shellfish will be considered on a case-by-case basis. Fisherman/waterman must hold a commercial fishing license and submit a copy of the license. Contact information (name, address and telephone number) for any facilities where fish and shellfish is processed must be provided to Howard County Farmers Markets management.

Flavored Oils and Vinegars: Flavored oils and vinegars must be prepared by the farmer/grower using his/her own produce. Exotic, out-of-region, ingredients (such as olive oil) may be purchased and used minimally and only as necessary.

Flowers, Plants and Trees: Flowers, plants, bedding plants and trees must be from the farmer/grower's own farm or greenhouse. Farmers/producers must start bedding, potted plants and flowers either from seed, cell pack, bulbs, cutting, or plugs or received dormant (e.g. azaleas, hydrangeas, and roses). Farmer/growers must plant or repot all plant material. No re-sale of flowers, plants and trees will be allowed by any farmer/grower or producer.

Frozen Non-dairy Fruit Products: Frozen fruit products (e.g., sorbets and dairy-free ice pops) must be made by the farmer/grower or producer. Flavoring agents (e.g., fruits) must be from the farmer/grower's or producer's own production or purchased from regional or Howard County Global Farmers Markets farmers/growers. Exotic, out-of-region, flavorings (such as vanilla, chocolate, and citrus) may be purchased and used minimally and only as necessary in the product. 75% of flavorings in total frozen, non-dairy fruit product offerings at market should be locally sourced. For instance, if there are four flavors, only one can be an exotic, out-of-region flavor. No commercial products or mixes may be used.

Grains and Grain Products: Locally grown grains that may be sold at market include barley, oats, rice, rye and wheat. Granola, baking mixes, meal and flour prepared by the farmer/grower or producer must be made from fresh and regional produce when available; exotic, out-of-region ingredients (such as olive oil) may be purchased and used minimally and only as necessary. No commercial products or mixes may be used. Dried fruit for the granola must be produced by the farmer/grower or producer or purchased from regional or Howard County Global Farmers Markets farmers/growers.

2017/2018 Rules & Procedures and Product Guidelines

Honey: Honey must be from the farmer/grower's own hives, but may be processed off-farm. The farmer/grower must provide the Howard County Global Farmers Markets management with the name, address and telephone number of the facility where the honey is processed or the name and telephone number of the beekeeper who is processing the honey and the location at which it is processed.

Meat:

- A. **Livestock Farmers:** All meat products must be 100% from the animals raised in from weaning by the farmer/grower. Animals may be butchered and/or processed off-farm. The farmer/grower must provide copies of any processing permits and contact information (name, address, and telephone number) for any processing facilities used during the market season.
- B. **Meat Processors:** All meats must be 100% raised by farmers/growers in the region defined by Howard County Farmers Markets that is the Chesapeake Bay watershed region, preferably a 150-mile radius of Howard County. All meat sold at Howard County Global Farmers Markets must be clearly labeled with the farm of origin (the farm that owned the livestock), regardless of whether it is the farmer/grower's product or a processed product. All meat products sold must carry the identification of the individual farmer/grower either on the label or on clearly visible signage at every market alongside Meat Processor identification. The names, addresses, and telephone numbers of all farmers/growers for whom meat is processed must be provided as part of the Howard County Global Farmers Markets application process.
- C. All meat sold at Howard County Global Farmers Markets must be made, processed and packaged in USDA-inspected facilities except when federal or state and county exemptions allow legal sale of meat. Farmers/growers must provide Howard County Global Farmers Markets with facility identification numbers and slaughter receipts when requested. Howard County Global Farmers Markets board of directors may contact the facility by phone or make a site visit to verify the processing after receiving receipts from the farmer/grower. All packaging must display USDA-required labeling except where there is a legal exemption from such labeling.

Pasta: Eggs for the pasta must be from the farmer/grower's fowl or purchased from regional or farmers/growers. Preference is given to pasta makers who use local grains and potatoes (in the case of gnocchi). Fillings for the pastas must be from the farmer/grower's or producer's own produce or purchased from regional or Howard County Farmers Markets' farmers/growers. Exotic, out-of-region ingredients (such as olive oil and imported wine or cheese) may be purchased and used minimally and only as necessary.

Prepared Foods:

Foods prepared off-site: Must follow the guidelines outlined in this document for the particular product. Locally available fruits, vegetables and meat in prepared foods should be from the farmers/growers or producer's own production or sourced from regional farmers/growers. Preference will be given to prepared foods that use local dairy, eggs, grains or other ingredients where applicable. Exotic, out-of-region ingredients may be purchased and used minimally and only as necessary.

Food Concessions (foods prepared entirely or partially on-site): Please see "Food Concession Guidelines" on the following page 9.

Preserves, Pestos, Jams, Fruit Butters, Syrups, Purées, Salsas: Preference will be given to farmers/growers

2017/2018 Rules & Procedures and Product Guidelines

making preserves, pestos, jams, fruit butters, syrups, purées and salsas from fresh fruits and vegetables grown on their farm. However, artisanal products in this category will be reviewed on a case-by-case basis. Artisanal producers in this category must source the primary ingredients in these products from regional farmers and growers. Exotic, out-of-region ingredients (e.g. olive oil and vinegar) may be purchased and used minimally.

Produce: All produce, defined as vegetables and fruits, offered for sale at the Howard County Global Farmers Markets must be 100% grown by the farmer/grower. The re-sale of produce is strictly prohibited. This includes whole grains, such as barley, wheat berries, or rye berries, oats and rice.

Soaps and Herbal Products: Soaps and herbal products include fresh and dried herbs, creams, spritzers, powders, lip balms and scrubs. Soaps and herbal products must be prepared by farmer/grower using their own produce/herbs. Exotic, out-of-region, ingredients (such as oils and essential oils) may be purchased.

Wine: Wine must be made at a local vineyard and produced from 50% Maryland grown grapes or fruit, as per Maryland state law. Wines made from grapes or fruit grown out-of-region may not be sold at market.

Brewed and Fermented Beverages: Beer, cider and mead should follow the same guidelines as wine and use local fruits, grains and honey. Kombucha should be flavored with local, seasonally sourced ingredients.

Wool and Pelts: Wool and pelts must be from the farmer/grower's own animals or purchased from regional farms, but may be carded, cleaned, or spun off-farm. No more than 25% of exotic, out-of-region, fibers may be added to the yarn during processing and spinning. For pelts, animals may be processed off-farm. The farmer/grower must provide the Howard County Global Farmers Markets management with the name, address and telephone number for the facilities where wool and pelts are processed. For products made with the farmer/grower's wool, including blankets, socks, mittens, scarves and caps, the farmer/grower must provide information on any processor that is involved in making these products (e.g., where are the blankets being made?) and which products the farmer/grower is making or processing. Preference will be given to those selling wool or wool products from their own herd.

Seasonal Farm Products and Crafts: Seasonal farm products and crafts produced from materials grown or gathered on the farm by the farmer/grower, such as flower or herb bouquets or wreaths and foraged plant materials are allowed at the market management's discretion. Decorative accents (e.g. ribbon) may be used sparingly, but no artificial foliage, fruit or vegetables may be used. Christmas trees sold at Howard County Farmers Markets must be grown by the farmer/grower.

Other Farm Products: Other farm products sold at the Howard County Global Farmers Markets must be homemade of material grown, processed or gathered predominately by the farmer/grower. These products include compost, mulch and custom potting mix.

2017/2018 Rules & Procedures and Product Guidelines

Food Concession Guidelines

Food Concessions are ready-to-eat foods that are prepared partially or entirely at market. **Howard County Global Farmers Markets will consider admittance of a limited number of food concession stands on a case-by-case basis for specific markets.**

Products must be made primary from ingredients purchased from regional or Howard County Global Farmers Markets farmers/growers. Exotic, out-of-region flavorings and ingredients (such as vanilla, chocolate, olive oil and citrus) may be purchased and only as necessary in the product. All prepared, ready-to-eat food farmers/growers or producers should be familiar with what is at market and may adjust their offerings to reflect what is seasonal. Process and equipment must meet all standards set out by the city/county/state in which that specific market exists, and any permits required must be obtained and copies submitted to Howard County Global Farmers Markets with the farmer/grower's or producer's annual application.

Guidelines which food concessions are required to abide by, and permits that must be obtained, by the Howard County.

Application Procedures & Requirements

Product Samples

Product samples must be furnished upon request prior to admittance to Howard County Farmers Markets. Howard County Farmers Markets also reserves the right to request product samples for the purpose of assessing quality at any time during the market season.

Insurance

All Howard County Global Farmers Markets farmers/growers and producers must carry insurance for general liability and property damage, as well as product liability coverage, in an amount not less than \$500,000. The policy shall name Howard County Global Farmers Markets and other entities, if determined to be necessary, as additional insured, and shall maintain all other coverage as required by law. A copy of the Certificate of Insurance must be provided with the application to the Howard County Global Farmers Markets. If insurance expires mid-market season, the farmer/**grower** or producer must provide Howard County Global Farmers Markets with a copy of the renewed insurance policy at the time of policy expiration.

If you are a Meat Processor, all the farmers/growers for whom you process foods that will be sold at Howard County Global Farmers Markets must carry insurance for general liability and product liability of not less than \$500,000. If you as the Meat Processor are providing insurance coverage for these farmers/growers, a copy of the policy naming those farmers/growers must be provided with your application as proof of insurance coverage.

Farm Visits and Inspections

All farmers/growers and producers are subject to periodic farm or business visits and inspections. **All new farmers/growers and producers will be visited before approved to sell at any Howard County Farmers Global Markets Market.** Howard County Farmers Markets representatives may visit any farm or establishment used by its

2017/2018 Rules & Procedures and Product Guidelines

farmers/growers or producers during normal business hours (8:00 am-6:00 pm) to verify compliance with the producer-only requirement. Such inspections may or may not be announced.

The farmer/grower or producer must provide any help necessary to thoroughly document the establishment or property being inspected and the products brought to market and/or listed in the annual application.

Failure to permit a farm visit or inspection of an established used for processing product(s) may result in suspension from the Howard County Global Farmers Markets. A farm map identifying locations of crops and directions to the farm and other establishments must be submitted with the Howard County Global Farmers Markets application.

Leased Property

If you are a farmer/grower or producer who leases property for products that will be brought to market, you must include an address of all leased property with the annual market application. You may be required to submit a lease agreement; crop plan and farm map for the leased property and be willing to provide, upon request, receipts for planting or labor on the leased property. Leased property is also subject to inspection by market management.

Market Agreement

All farmers/growers and producers must complete and sign a Howard County Global Farmers Markets' Agreement as part of the annual application process to the Howard County Global Farmers Markets.

Farmer: Certificates, Product Plans, and Labels

A current product list must be submitted with the application to the Howard County Global Farmers Markets. **NOTE: First-time farmer applicants to Howard County Global Farmers Markets must provide the Farmer Certification Form, and it must be signed by your County Extension Agent or other 3rd party inspector (i.e., USDA Organic, Food Alliance) as verification of your farmer status.**

Only items listed in your completed application can be sold at the Howard County Global Farmers Markets. You must list all food and products that you plan to bring to market. **Items not listed will be allowed for sale only with advance approval by the Howard County Global Farmers Markets' management.**

If you want to bring additional or new products to market that are not on your original market application, you must let market management know two weeks prior in writing what those products are and get prior approval from market management before bringing these products to market. (See pages 4-5 for more information.)

Livestock farmers must submit product labels for at least (1) cut of meat they intend to sell at market. This label must adhere to the product labeling guidelines as mandated under the Federal Meat Inspections Act and should serve as a baseline for all meat products sold at a farmers market.

Poultry farmers must also submit product labels for at least (1) poultry product that they intend to sell at market to serve

2017/2018 Rules & Procedures and Product Guidelines

as a baseline for all products. These labels should adhere to the Poultry Products Inspection Act. The farmer must provide labels for each slaughtering process they intend to use, i.e. Federal inspected facility, state inspected facility, or on-farm slaughter.

If poultry farmers are on-farm processing/slaughtering their poultry, they should submit any and all certificates needed to do so within their state.

Egg producers must submit (1) product label they intend to use on their product for each market they apply for admittance. This will also serve as a baseline for all products for sale at each farmers market the producer has applied to. They must also submit any and all certifications required by their state to be an egg producer as well applicable certifications required in the state where the producer's market operates.

Certifications/Licenses/Permits

All products must comply with local, state, and/or federal health ordinances and the farmer/growers and producers must supply documentation of such compliance to Howard County Farmers Markets. **AN APPLICATION IS NOT CONSIDERED COMPLETE WITHOUT THE INCLUSION OF ALL APPLICABLE PERMITS FOR ALL PRODUCTS.**

Farmers/growers or producers who are fined by the State of Maryland, County or State officials for violations or non-compliance with health regulations are solely responsible for paying those fines. All fines must be settled before the farmer/grower or producer can return to sell at Howard County Global Farmers Markets.

The following is a basic summary of required permits. It is provided as guidance only and is not all-inclusive. Farmers/growers and producers are ultimately responsible for obtaining and providing copies of any and all necessary permits for sale and production, and including them in their application.

- Baker** must provide certificate for approved baking facility.
- Cheese Maker** who makes cheese and other value-added products from milk that is purchased from regional dairy farms must provide certificates for cheese making facility. A dairy farmer who supplies milk to a regional cheese maker whose cheese is to be sold at market must provide certificate for the cheese maker's processing facility and certificate for the dairy milking facility.
- Fisherman/Waterman** must provide fishing/shellfish licenses and certificates for processing facilities and a photograph of the fishing boat.
- Food Concession** must provide any licenses that may be required by the city/state/county in which that specific market exists where they will be preparing food on-site. See "Food Concession Guidelines" on page 9-10 for additional information on permit requirements.
- Livestock Farmers** must provide documentation of the slaughterhouses they intend to utilize throughout the market season. The slaughterhouse(s) must be a USDA-inspected facility if the farmer intends to sell in interstate commerce. The farmer must also submit one product label they intend to use; this label will serve as a baseline for all livestock products to be sold at our markets and all other licenses and permits needed.
- **Meat Producer** who primarily operates a food processing facility that processes meat from regional farmer/growers must provide state and federal (USDA) certificates for meat processing facility. Producer must also submit (1) produce label they intend to use, this label will serve as a baseline for all products.

2017/2018 Rules & Procedures and Product Guidelines

- Pasta Maker** must provide certificate for approved processing facility.
- Poultry Farmers** must provide documentation of the slaughterhouses they intend to utilize throughout the season. The slaughterhouse(s) must be a USDA-inspected facility if the farmer intends to sell in Maryland. If the farmer operates under any exemptions that allow on-farm processing they must submit applicable permits and certifications required by their state to operate such a facility on-farm. The farmer must also submit one product label for each slaughter method they intend to utilize during the market season.
- Soap Maker** must provide documentation for processing facility.
- Value Added Food Producers** must provide all local and state licensing, certificates & permits required to sell value added products. Value added food products would include:
 - o Canned goods
 - o Dried products
 - o Fermented products
 - o Fruit butters
 - o Jellies and jams
 - o Pickles
- Winemaker** must provide license to produce wine and engage in retail sales.
- Beer and Fermented Beverage Producers** must provide any local and state licensing certificates and permits to sell products at farmers markets.

Market Operations

Howard County Global Farmers Markets on-site Market Managers are responsible for administering and enforcing all Howard County Global Farmers Markets Rules and Procedures as well as public safety, space assignments, market data collection, and market public education programs. Market Managers are trained by the Howard County Global Farmers Markets management prior to the market season and are instructed to handle and resolve any issues that may arise during the markets. The Howard County Global Farmers Markets' management has final authority in resolving issues in a civil and efficient manner.

Market Opening and Closing

Farmers/growers and producers must arrive at least a half hour before the Howard County Global Farmers Market opens. No farmer/grower or producer may drive into the market site after the market has opened without permission of the Howard County Global Farmers Markets' management. Latecomers may be denied admission or admitted and located at the market management's discretion.

If arriving **more than two hours** before market opens, farmers/growers and producers cannot expect to be able to park or set up. Market management will advise regarding specific logistics for individual market sites.

Market vendors must not begin packing up to leave or leave the market site until closing time. Vendors may continue to sell as they load. Farmers/growers and producers must leave the market site as soon as possible after the close of market.

2017/2018 Rules & Procedures and Product Guidelines

Inclement Weather Policy

Recognizing it is the mission of Howard County Global Farmers Markets to provide a venue for farmers/growers and producers to sell their products, it is also our responsibility to ensure a safe and orderly market environment. Market Managers and Howard County Global Farmers Markets' management will make decisions to alter market times based on weather reports and on site market conditions. It is the authority of Market Managers and Howard County Global Farmers Markets' management to close a market early or open a market late due to severe or inclement weather. If a market is cancelled due to severe weather farmers/growers and producers will be notified in a timely way by email and telephone.

Market Fee Structure

Full Time Vendor

A full time vendor will pay \$400 for a market space per market for an entire season. (Market space- 20' x 20' area)
Additional market space can be purchased for an additional \$50 per market for an entire season.
Full time vendor payments must be received before vendor can attend market.

Guest Vendor

A guest vendor will pay \$30 for a market space per market. (Market space 20' x 20')
Additional market space can be purchased for an additional \$30 per market for an entire season.
Guest vendor applications take a minimum of two weeks to process.

Guest vendors can attend a market only once a month.

After guest vendors application has been processed and approved full payment must be received before vendor can attend markets.

Howard County Global Farmers Market Management reserves the right to alter market fee structure as necessary.

Market Attendance

A minimum attendance of 80% of market days is required for a full-time farmer/grower or producer to be considered for admission to the Howard County Farmers Markets the following season and to hold the farmer/grower's or producer's assigned place at the market. This minimum attendance requirement may be waived at the discretion of the market management.

At the beginning of the market season, farmers/producers will be provided contact information for the on-site Market Manager(s). Farmers/growers or producers not able to attend a market day should telephone the Market Manager(s) or call the following:

If you know in advance that you will miss a market, please email or call at least 24 hours in advance, so the market setup can be modified and/or the space filled on a temporary basis. If you are delayed and will be arriving late to market, give our staff as much advance notice as you can.

2017/2018 Rules & Procedures and Product Guidelines

Farmers' Market Nutrition Programs

Howard County Farmers Markets' management strongly encourages all farmers/growers of fruits and vegetables to **accept Farmers' Market Nutrition Program coupons for low-income Women, Infants and Children (WIC) and Senior's Farmers' Market (SFMNP) coupons** from customers for qualifying purchases.

WIC/SFMNP certificates of participating farmers must be properly displayed at their market stands.

To apply to be eligible to accept coupons in MD contact:

Shelby Watson, Director of Marketing, Maryland Department of Agriculture at (410)-841-5776

Sales Tax

Farmers/growers or producers selling non-edible products, such as flowers, plants, wreaths, yarn, wool blankets, soap, ready-to-eat foods or other items that are subject to sales tax, should comply with local and state tax regulations.

Farmers/growers or producers must provide their sales tax identification number and a copy of their sales tax card. Also, applicants should be aware that the state of Maryland requires sales tax on all retail food sales. Applicants applying for Howard County Global Markets will need to comply with these requirements as mandated by the state of Maryland.

Market Programs Educational Programs:

All farmers/growers and producers may be asked to participate in programs including market tours and chef demonstrations during market days.

Farmers/growers or producers are also encourage but not required to donate and assist in education programs that the Howard County Global Farmers markets offers at the markets

Farmers/growers or producers are also encouraged, but not required, to provide market produce to market programs that feature fresh, seasonal recipes prepared by local, regional and nationally known chefs.

All non-profit organizations make advance arrangements to glean from the market with Howard County Global Farmers Markets Market staff and agree to follow Howard County Global Farmers Markets protocol for handling gleaned produce and products by completing an annual gleaning application. The gleaner will provide farmers with a receipt for donated product upon request.

2017/2018 Rules & Procedures and Product Guidelines

Market Stand Requirements

Market Space Assignments

The Howard Global County Farmers Markets management retains control of all unassigned space openings. Such spaces will be available to current and new farmers/growers or producers who wish to change the size or location of their space. Requests from current farmers/growers or producers for space assignment changes will be considered before locating new farmers/growers or producers in a market. Space assignments to new farmers/growers or producers will be made at the market management's discretion to insure the viability of the Howard County Global Farmers Markets and the diversity of the marketplace.

Signage

Before the market opens, farmers/growers and producers must post prices for all items and hang WIC/SFMNP signage if enrolled in the program. **All farmers/producers are required to post prices at all times.** Each farmer is required to post a minimum 11"x17" farm/business sign at their farm stand on every market day. This educational sign will, at minimum, include the farm name and location (county, city, state). It is also acceptable and encouraged for this sign to include a photo (if possible), a brief history and biography on the farm and a description of the growing practices of the farm.

The farm or business sign should be mounted on the farmer or producer's vehicle or on, or next to, the market tables/tent. The farm or business sign and lettering should be large enough to be easily read from a reasonable distance.

Market Canopies/Tents/Umbrellas

All canopies, umbrellas, and other forms of stall cover must be **sufficiently** and **safely** secured to the ground, from the moment the canopy is erected at the start of the market day until the moment immediately before it is taken down at the end of the market.

If tents are inadequately secured, market management will ask the farmer or producer to take it down and sell without it. Maintenance and Appearance

Tables and other fixtures should be in good repair. All produce must be kept off the ground. Market products should be of a high quality. Products that do not meet this quality criterion may be removed at the market management's discretion. Farmers/growers and producers who fail to comply with this requirement are subject to suspension or termination from the Howard County Global Farmers Markets.

Sanitation

Farmers/growers and producers must maintain their market stands and spaces in a clean and sanitary condition. Each farmer/grower or producer is responsible for bringing a broom and trash bags and keeping the market area free of any debris. In snowy weather, farmers/growers and producers should bring at least one shovel to market.

Farmers/growers and producers must remove containers, waste and trimmings before leaving the market site and take

2017/2018 Rules & Procedures and Product Guidelines

any trash or garbage they have generated at market back to their farm or business. The market management will be responsible for ensuring that any trash from public traffic at the market sites is properly removed and disposed of at the close of each market day.

Market Food Samples

Food samples must be prepared behind the farmer/grower's or producer's market stand and presented in a safe and sanitary manner, according to the state Department of Health code and the direction of Howard County Global Farmers Markets' management. The farmer/grower or producer must provide trash receptacles for the disposal of any sampling materials such as cups, utensils or toothpicks.

Scales

Scales must be registered as legal for trade and meet local and/or state regulations for commercial scales. Scales must be placed so that they are clearly visible and readable to customers at all times. Scales may be checked annually for accuracy at the market site by officials in Maryland.

Market Conduct

Howard County Global Farmers Markets expects market farmers/growers, producers, and their staff to comply with the above Market Stand Requirements and to conduct themselves in a manner that contributes to creating a positive shopping experience for our customers. This includes (but is not limited to): not idling your engine, not playing loud music, refraining from smoking at your farm stand during market hours, and failure to properly secure your tent, canopy or market umbrella. Farmer/Grower and/or Producer staff should refrain from sitting while working their respective market booth as this will help maintain a welcoming shopping experience. Market Staff and Volunteers are available to give work breaks as needed.

Common courtesy and respect are essential to the success of Howard County Global Farmers Markets. Howard County Global Farmers Markets management expects market participants to be honest and to conduct themselves in a courteous and friendly manner with other market participants, staff and shoppers.

Violations of Market stand Requirements may require citations issued by market staff. The First citation is a warning, second citations results in a \$50 fine paid in cash at market to market staff; and the third citations is suspension from market until the issue is resolved.

Administration of Rules and Procedures

Producer-Only Violations_

2017/2018 Rules & Procedures and Product Guidelines

Complaints of a suspected violation of the producer-only rule must be submitted in writing to the Howard County Global Farmers Markets' management. To file a complaint, or report a suspected rule violation, please send a letter or email to the Market Manager (see section "Market Attendance" for manager's name and contact information). The identity of the person complaining shall be kept confidential. The market management may notify the subject of the complaint in writing and confer with farmer/grower or producer market members and others, if necessary, to determine what level of investigation is necessary including a site visit. Farmers/growers or producers refusing to cooperate with a site visit will be permanently removed from the market.

Any farmer/grower or producer who is found to have violated the producer-only rule will receive a warning, temporary suspension, or be permanently removed from the market, depending on the severity of the offense. Any subsequent violation of the producer-only rule will be grounds for removal from market.

APPENDIX

2017/2018 Rules & Procedures and Product Guidelines

New Product Form

Farm name: _____ Farmers

Product Information

Market(s): _____ Description of Product:

If product is value added (cheese, jam, meat, pickles etc) samples must be provided to Howard County Global Farmers Markets prior to product approval.

Date Product will be introduced: _____

I certify that the information I have provided Howard County Global Farmers Markets on my new product form is accurate and complete and that any additional information I may need to submit to verify claims made in this form will also be accurate and complete.

Farmer/Grower/Producer Signature Date

Approved

Rejected

Howard County Global Farmers Markets

Comments:

Director Signature Date

2017/2018 Rules & Procedures and Product Guidelines

**Howard County Farmers Markets – 2017 Farmer/Grower Certification Form
(FOR NEW GROWERS ONLY)**

***INSTRUCTIONS:** Third party certification is required for admission to the Howard County Global Farmers Markets. The following certification form must be signed by your county Extension Agent. If you have another kind of third-party grower certification (like Organic, Food Alliance, etc.) proof of that certification can be submitted in lieu of this form.*

Farmer/Grower Name: _____ Farm/Business Name:

_____ Address:

I hereby certify that the named person(s) is, to the best of my knowledge, growing/producing the crops and/or goods described in accordance with the application procedures of the Howard County Global Farmers Markets. Furthermore, I agree, upon request, to cooperate with representatives of Howard County Global Farmers Markets who are seeking information about this farmer/grower.

Signature _____ Date _____ Name (Print)

_____ Work Phone

_____ Email _____

Address _____ City

_____ State _____ Zip _____

County _____