



SAVAGE FARMERS MARKET

2025 VENDOR HANDBOOK

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INTRODUCTION

The Savage Farmers Market (SFM) is dedicated to providing a venue for local farmers, growers, and producers to offer fresh, nutritious, high-quality, regionally grown or produced food to the community of Savage, Maryland.

This handbook states the priorities of SFM, provides the rules governing the operation of the Market, and describes how the SFM Committee and staff will execute them fairly and equitably. By issuing rules, the SFM Committee intends to ensure the smooth operation of the Market and attract Customers and Vendors who share in the belief that great local food should be easy to find.

OBJECTIVES

The purpose of this venture is to:

- provide a venue for farmers and other Vendors to bring fresh, nutritious, high-quality, regionally grown or produced food to the town of Savage and nearby communities.
- foster direct connections between local shoppers and small-scale farmers & producers.
- enhance the town of Savage by providing a friendly central setting for shopping and fostering community.
- help combat climate change by fostering a more sustainable food system that reduces the carbon footprint of consumers.

SFM also strives to:

- increase support for local farmers.
- increase stewardship of farmland and, ultimately, the Chesapeake Watershed.
- deepen connections between farmers and members of the community, thus giving consumers a greater appreciation for and understanding of farming practices and food production.
- facilitate connections between Market Vendors and local small businesses, such as the tenants at Savage Mill.
- improve nutrition within the community by providing a greater variety of accessible and affordable fresh and local produce.
- encourage greater interaction among diverse populations to create a stronger, more cohesive community.

GENERAL MARKET INFORMATION

MARKET DATES

Wednesdays from 4pm to 7pm | May 28 to September 24, 2025

LOCATION

Baldwin Common at Carroll Baldwin Hall | 9035 Baltimore Street | Savage, Maryland 20763

MARKET STAFF

The Market staff consists of SFM Committee Members, the Market Manager, and Volunteers.

SFM Committee

info@savagefarmersmarket.com

The Committee is made up of volunteer members from the Savage community who plan and oversee all aspects of the Market. In addition to their planning role, Committee members provide support on Market Days and may serve as stand-ins for the Market Manager when needed.

Market Manager

manager@savagefarmersmarket.com

The Market Manager serves as a representative of the SFM Committee and is responsible for overseeing Market operations each Wednesday. The Manager is empowered to make and carry out decisions based on the priorities of SFM. Their responsibilities include:

- Set up SFM information booth.
- Assign Vendor spaces.
- Announce the opening and closing of the Market with a bell or horn.
- Record weekly attendance and log Market events.
- Schedule and supervise Wednesday Market Volunteers.
- Enforce Market rules and report violations to the SFM Committee.
- Act as a liaison between Vendors and the SFM Committee.
- Convene Vendor meetings at the Market as needed.
- Gather and provide feedback from Vendors and Customers.
- Report issues requiring SFM Committee attention.
- Submit weekly written reports to the SFM Committee.
- Resolve minor issues between Vendors and between Customers.

Volunteers

SFM Volunteers contribute to creating a friendly and organized environment and are expected to follow direction from the Market Manager and Market Committee as needed. Volunteers are on hand to assist by:

- helping with setup and breakdown
- staffing the information booth
- guiding Vendors
- supporting Customers
- helping with special events and activities

VENDORS

The SFM Committee anticipates forging lasting relationships with Vendors who share our belief that educating the public is important to growing our customer base. To nurture the school of “fresh and local,” SFM and Vendors can provide a reliable place for people to buy fresh, local food and learn more about why it is worth the effort.

TYPES OF VENDORS AND PRODUCTS

Farmers, Growers, and Producers

These Vendors are persons who raise or produce vegetables, fruits, herbs, flowers, or nursery crops from seed or plants and care for, cultivate, and harvest the crop, as well as beekeepers, egg farmers, and poultry and livestock producers.

Prepared Foods / Goods

The Vendor assembles ready-to-eat foods or other consumable goods on-site from high-quality ingredients, a list of which is available to Customers. Vendors should be prepared to list ingredients for the purpose of identifying allergens upon Customer request.

Processed Foods / Goods

Quality Foods / Goods are quality foods or goods grown or processed by the Vendor or producer that are packaged or treated and labeled for storage. Ingredients lists must be readily available to Customers. Questions regarding production practices are handled the same as unprocessed food questions. The label must contain:

- Name and location of the farm from which the primary ingredients originated.
- Contact information.
- Date of packaging.

VENDORS

CRITERIA FOR SELECTION

SFM is committed to creating a diverse Marketplace with the highest quality produce and products locally available. To accomplish this, the SFM Committee evaluates potential Vendors according to a few basic requirements, while striving to achieve a balance among the Vendors.

Basic Requirements

- All products displayed for sale must be produced or processed by the Vendor who is selling them (with the exception of the Local Supplement Program noted below).
- Vendors must adhere to the highest standards in safe food production and handling practices and conform to applicable Health Department regulations.

Priorities

- Farmers and other agricultural producers have priority over Vendors selling processed or on-site prepared foods.
- Farmers who bring products to Market that are 100% grown and harvested on farmland they own and/or operate.
- Farmers who use the most environmentally responsible growing, breeding, raising, and harvesting methods.
- Vendors who have consistently high product quality; fresh, flavorful, and ripe produce; clean and attractive displays; and courteous, knowledgeable staff who are oriented to customer service and want to foster a connection with the consumer.
- Vendors with a history of compliance with Market rules and federal, state, and local regulations. SFM will consider Vendor conduct toward Customers, fellow Vendors, Market Staff, and Volunteers, and timely submission of applications, licenses, and other Market correspondence.
- Vendors of products that are unique, unusual, or not already represented in the Market. Note: to maintain a balance, duplicate products may be denied entry.
- Prepared and Processed Food Vendors who use local or ecologically sound ingredients.
- Meat and produce vendors who accept SNAP benefits.

Other Criteria

- Seniority will be dictated by the number of years a Vendor has sold at the Market; their attendance record; and their history of compliance with Market Rules.
- Vendor inclusion in the Market is subject to the space availability.

APPLICATION REQUIREMENTS

All persons interested in selling at the SFM must submit a completed Vendor application and appropriate fee before the established deadline. Application and participation fees are nonrefundable, regardless of the number of days a Vendor is present at the Market.

PRODUCTS

APPROVED PRODUCTS

Vendors shall submit a product plan with their application at the beginning of each season, indicating the crops and/or products they plan to sell at the Market.

The SFM Committee may ask a Vendor not to bring a specific item to Market if that item is already offered by specialty Vendors.

A Vendor wishing to bring a product not included in their application shall submit an emailed request that describes the proposed item(s). Please allow seven days for a decision as to whether or not the item is approved for sale at the Market.

The following types of products are permitted for sale at the Market. The list may be altered by the Market Committee at any time.

- Fruits & Vegetables
- Herbs & Spices
- Poultry
- Red Meat
- Pork
- Fish
- Shellfish
- Eggs
- Approved Farm-Based Crafts (Defined as created from products of Vendor's farm and made by Vendor's own hands.
- Dairy Products
- Jams
- Preserves
- Honey
- Maple Syrup
- Baked Goods
- Locally Roasted Coffee
- Wine
- Beer
- Alcoholic Cider
- Spirits
- Bedding Plants
- Potted Plants
- Flowers
- Homemade Soups
- Wool/Fleece

SUPPLEMENTAL PRODUCTS

If the Market is missing a product that's in demand, usually at the request of Customers, Vendors may be allowed to offer it through a Local Supplement agreement. This means a Vendor can purchase the item from another local producer and sell it at the Market, but only with prior approval from the SFM Committee.

The SFM Committee will oversee these arrangements and maintain a record of all approvals. The Committee will confirm with the original producer that the vendor has permission to sell their product at the market.

Transparency is essential: all Local Supplement items must be clearly labeled with the producer's name and farm location.

Once a regular Vendor is found to supply that product directly, the SFM Committee may ask the Local Supplement Vendor to stop offering it. If so, the Vendor must discontinue sales within seven days of notice.

Vendors wishing to provide a supplemental product should email the SFM Committee at info@savagefarmersmarket.com for directions on how to proceed.

PROVIDING ADDITIONAL INFORMATION

Vendors are strongly encouraged to provide additional information regarding products or practices at the request of the Market Manager or Committee Member and cooperate with a farm or production-site visit by SFM representatives.

FOOD SAFETY AND HYGIENE

All food Vendors who wish to sell prepared foods at a farmers market must comply with the State's regulations governing food service and obtain a permit from the Howard County Health Department.

COTTAGE FOODS

Cottage foods are non-potentially hazardous cooked foods that can be stored without refrigeration and are produced in a residential kitchen. Cottage foods sold in Maryland must be produced in Maryland and be packaged and labeled with the producer's business name, address, product net weight, ingredients, allergen information, and the statement, "Made by a cottage food business that is not subject to Maryland's food safety regulations."

For more detailed information, please see:

[Maryland Department of Health Cottage Food Guidelines](#)

PREPARED FOODS

Food Vendors are required to obtain a Howard County Farmers Market Food Service Facility License (Non-Farm Vendor Farmers Market License). The application can be found here:

[Farmers Market Food Service Facility License Application](#)

As part of the Health Department application process, a prepared foods Vendor must provide a letter from SFM Management stating this Vendor has permission to sell at the Market. Contact info@savagefarmersmarket.com to request such a letter.

PLEASE NOTE: The Howard County Health Department must receive your application at least two weeks before the first day you will be at the Savage Farmers Market. If you have any questions regarding your application, please reach out to the following County Health Dept. Official:

Michael Cobb, LEHS II
Field Supervisor, Food Protection Program
410-313-6216 | 410-313-1772
mcobb@howardcountymd.gov
www.hchealth.org

FOOD SAMPLING

SFM encourages Vendors to provide sample products, but it must be done safely. [A Farmers Market Food Service Facility License](#) is required for Vendors not otherwise covered under the Mobile Food Vendor Permit or Cottage Food Act.

Samples should be presented so that Customers do not touch anything that they do not eat. Use of toothpicks for handling by Customers and a trash can to accommodate waste are strongly suggested. Vendors wishing to provide samples are required to have their own hand washing station, which should include water (in a container with a spigot that can be flipped on or opened), soap, paper towels, and a receptacle for the dirty water. Sanitizing wipes and/or gels are not sufficient.

MARKET DAY OPERATIONS

MARKET DAY SCHEDULE

2:00 PM	Vendors begin arriving and setting up.
3:30 PM	All Vendors must be on site.
3:45 PM	Market Manager walks through to ensure set-up is complete.
4:00 PM	Market opens for business and transactions begin.
7:00 PM	Market closes; transactions end and clean-up begins.

The Market will open promptly at 4:00 pm. Vendors must arrive by 3:30 pm. Otherwise, reserved spaces may be given to other Vendors at the discretion of the Market Manager. If a Vendor is running late, they should contact the Market Manager as soon as possible.

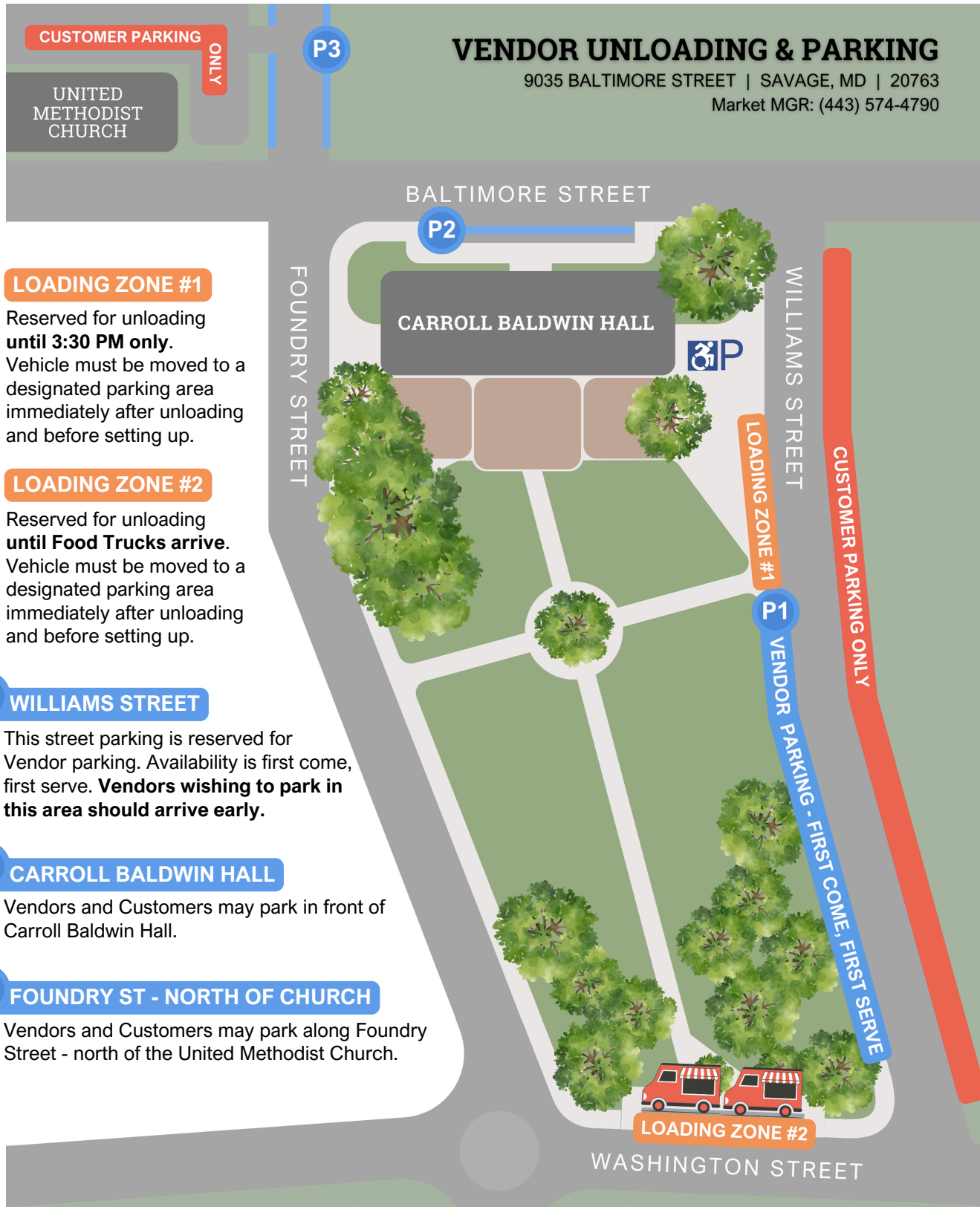
On Market Day, the Market Manager can be reached by phone at (443) 574-4790.

UNLOADING AND PARKING

A detailed map with unloading zones and parking instructions can be found on the following page. Please review it carefully before arriving to ensure a smooth and organized setup.

The Savage Farmers Market is located within a residential neighborhood, so Vendors are asked to be especially mindful when arriving and departing. Drive slowly, watch for pedestrians, and avoid blocking driveways or access points at all times.

MARKET DAY OPERATIONS



LOADING ZONE #1

Reserved for unloading **until 3:30 PM only**. Vehicle must be moved to a designated parking area immediately after unloading and before setting up.

LOADING ZONE #2

Reserved for unloading **until Food Trucks arrive**. Vehicle must be moved to a designated parking area immediately after unloading and before setting up.

P1 WILLIAMS STREET

This street parking is reserved for Vendor parking. Availability is first come, first serve. **Vendors wishing to park in this area should arrive early.**

P2 CARROLL BALDWIN HALL

Vendors and Customers may park in front of Carroll Baldwin Hall.

P3 FOUNDRY ST - NORTH OF CHURCH

Vendors and Customers may park along Foundry Street - north of the United Methodist Church.

MARKET DAY OPERATIONS

VENDOR SPACES

A Vendor Space is defined as a designated space for a Vendor to conduct sales and may be one of the following sizes: 10 x 10' | 10' x 20' | Food Truck parking space.

Equipment

Vendors are responsible for supplying their own tents, tables, weights, and related equipment, and must ensure that all items are safely secured at all times.

Tents must be anchored to the ground using a minimum of 15 lbs. of weight on each leg. Boxes of products are not acceptable as tent weights. All tents and canopies must display a visible NFPA-701 tag to comply with Howard County regulations.

Vendor vehicles, displays, and equipment, including tables, canopies, and products, must not touch or cause damage to trees or landscaping.

Generators are not permitted.

Signage

Vendors must display a sign with their business name and location before the Market Manager walkthrough at 3:45 PM. Produce Vendors may also be required to post a full street address per [FSMA Produce Safety Rule](#), depending on their status.

All product prices must be clearly posted before sales begin. Haggling is not allowed, and bulk prices must be included. Any added fees for credit card or other payments must also be posted. If a Vendor accepts SNAP benefits, a sign should be clearly posted to inform Customers.

Vendors advertising “certified organic” products must display their certification and certifying body, unless exempt due to small-scale status. Non-certified practices must be described in the application. SFM recommends providing signage or literature explaining growing methods, and organic and non-organic items must be clearly separated and labeled.

Vendors who are approved to accept SNAP benefits should post signage indicating their participation in the program. SFM will promote this participation.

Display and Sale of Products

All displays and sales must follow applicable regulations. Vendors must comply with lawful instructions and ensure safe food storage. SFM is not responsible for any issues related to product collection, storage, handling, or labeling.

Trash Disposal and Clean-Up

Vendors are responsible for cleaning their area and removing all waste and debris before leaving each Market Day. Howard County does not provide waste removal, and County trash receptacles may not be used for Vendor trash.

MARKET DAY OPERATIONS

RESTROOM FACILITIES

Restroom facilities are available inside Carroll Baldwin Hall. Please speak with a volunteer at the Market information booth to have them unlock the door for you. These facilities are only for Market staff and Vendor use. Customer restrooms are located in Savage Mill across the street from the Market.

CUSTOMER SERVICE EXPECTATIONS

Vendors will be available to answer questions about their produce and practices in a kind and courteous manner. SFM believes that Customers who are educated about the sources of their food are the best promoters of local farmed and produced food. Outstanding customer service will help everyone make the most of this opportunity.

PERSONS WITH DISABILITIES

Vendors should offer user-friendly displays and reasonable assistance to accommodate persons with disabilities.

MARKET RULES

GENERAL EXPECTATIONS

All Vendors and participants are expected to conduct themselves in a kind, respectful, and honest manner. The following are examples of conduct that SFM will not permit:

- Selling before the Market is declared open.
- Arriving late and setting up after 4pm or tearing down and leaving before 7pm.
- Leaving vendor space unattended other than restroom breaks
- Unsafe conditions or hazards in and around the Vendor space.
- Displays or stands that impede Customers access to other Vendors.
- Radical price-cutting of top-quality products. Poor quality, over-ripe, and canning quality products must be labeled as such to be sold at a discounted price. Be prepared with signage.
- Haggling. SFM is a venue for top-quality produce. Post a fair price and stick to it. Bulk prices may be posted and referenced.
- Any behavior that misrepresents the size, history, or condition of food for sale.
- Condition of Vendor space, signage, products, or Vendor behavior that detracts from the Market's appearance, overall quality, or reputation of the Savage Farmers Market.
- Failure to comply with requests from the Market Manager.

INAPPROPRIATE ACTIVITIES

Vendors may respectfully question activities that appear outside the range of normal sales practices. If the issue is not resolved, the Market Manager will resolve the issue for the day. If an order to cease a practice is issued by the Market Manager and the Vendor appeals, the order will be honored until resolution by the SFM Committee, which will hold a hearing within two weeks of appeal if a quorum of the Committee can be assembled.

EXTERNAL REGULATIONS

Vendors are responsible for compliance with applicable city, county, state, and federal regulations, such as but not limited to:

- Agricultural business license.
- Pesticide licensing and safe use.
- Current Maryland Department of Agriculture registration for all scales used at the Market.
- State sales tax collected and reported as required.
- Organic certification on claimed products as required.
- Food safety, sanitation, health permits, and labeling requirements relevant to items for sale.
- State inspection of nursery stock required for selling whole plants for replanting (packs/pots).
- Having a fire extinguisher on hand if required.
- Having documentation indicating fire-retardant certification of the tent.
- Adequate stabilizing weights for tents/canopies.
- Temporary health regulations imposed by federal, state, or local authorities.

When at the Market, Vendors must be able to produce a copy of any posted or claimed license or certification requested by the Market Manager or SFM Committee member.

MARKET RULES

ATTENDANCE

Consistent Vendor attendance is essential to the overall success of the Market.

- Weekly Vendors may miss up to two Market days per season.
- Biweekly Vendors may miss one Market day per season.

If a Vendor exceeds the acceptable number of absences, the Market Committee may ask them not to return for the remainder of the season. Exceptions may be considered if adequate notice is provided.

To report an upcoming absence, please email info@savagefarmersmarket.com. For emergencies on Market Day, please call the Market Manager at (443) 574-4790 as soon as possible.

ENFORCEMENT OF MARKET RULES

The Market Manager is responsible for enforcing the Market rules. The Vendor shall immediately resolve correctable violations on the Market Day as soon as the Market Manager alerts the Vendor of a violation. Vendors selling prohibited items will be asked to remove those items from sale or leave the Market.

If a violation is not immediately corrected, the Vendor will receive a written warning. If SFM incurs any cost to correct the Vendor's violation (such as trash removal), the Vendor will reimburse SFM for costs incurred and may be fined \$50.

Other unresolved problems and administrative violations will be referred to the SFM Committee. The Committee will decide to dismiss a complaint or issue a written warning. Multiple written warnings in one Market season will result in suspension from the Market without reimbursement of fees paid. In special circumstances, the Committee may unanimously vote to ban a Vendor from the Market. All Committee decisions are final.

The Market Manager has the authority to deny the privilege of operation in the Market to any person who, in his/her judgment, is using methods that are detrimental to the Market or contrary to the Market policies or standards. The Market Manager has the authority to order and remove any person or Vendor from the Market who is guilty of any violation of the stated Market rules; who may be guilty of a violation of any ordinances of city, county, or state laws; or who fails to obey any lawful order of the Market Management. When appropriate, the Market Manager may enlist local law enforcement to remove violators.

CONCERNS AND CHALLENGES

Vendors who have concerns about Market operations or policies, or who believe another Vendor is misrepresenting their products or is not in compliance with Market rules, should email the Market Manager at manager@savagefarmersmarket.com.

The Market Manager will not reveal to anyone beyond the SFM Committee the name of the Vendor submitting the concern or challenge.

Please use the SFM Market Handbook to reference the rule or policy with which you have a concern. If this is a complaint or challenge regarding another Vendor, please specify the Vendor's name. Please be specific and provide any evidence that supports your position.

ADDITIONAL MARKET POLICIES

This section highlights SFM Market policies. It is not intended to be an exhaustive list, but it does outline policies most relevant to Vendors and on-site issues.

PHOTOGRAPHY RELEASE

By participating in the Savage Farmers Market, Vendors consent to being photographed or recorded during Market activities. Images may include Vendor booths, products, and general Market scenes, and may be used in promotional materials such as social media, websites, newsletters, and other Marketing efforts.

Participation implies consent to use your image, likeness, business name, and booth setup without compensation or prior notice. Vendors who do not wish to be photographed should notify Market management in writing. While we will do our best to honor these requests, full exclusion from wide or public shots cannot be guaranteed.

RELIGIOUS PROSELYTIZING

The Savage Farmers Market is a welcoming, inclusive space focused on supporting local farmers, and producers while fostering a positive shopping experience for all visitors. To maintain a respectful and enjoyable environment, we ask that all Vendors, customers, and participants refrain from proselytizing, engaging in religious activities, or promoting political causes while at the Market.

This policy ensures that the Market remains a neutral and comfortable space for everyone, regardless of personal beliefs or affiliations. We appreciate your cooperation in helping us create a friendly and community-focused atmosphere.

SIGNATURE GATHERING

Signature gathering and related political activity is prohibited at the SFM and within 10 feet of its perimeter. This prohibition applies without regard to cause or content.

SPONSORS

The SFM Committee believes consumer education is a critical component in increasing sales for the local agricultural sector. Vendor fees at SFM help to cover a portion of the Market's operating costs, including permits, advertising, and insurance. To keep Vendor fees as low as possible and still fund special education and entertainment programs, SFM solicits sponsors to assist with covering the costs of the Market and any special SFM events. Sponsor candidates are evaluated on an individual basis to ensure that they do not conflict with SFM's mission. The benefits of sponsorship can include occasional activities at the Market, including sales of items or services not in competition with regular Vendors. These activities will also be reviewed ahead of time on a case-by-case basis.

VENDOR LISTING AND CONTACT INFORMATION

A complete listing of SFM Vendors is posted on the SFM website. Business contact information for individual Vendors will be released upon inquiry to members of the press or potential Customers. Vendor personal information will not be released by SFM without verbal or written permission from the Vendor.

APPENDIX A: VENDOR COMPLIANCE CHECKLIST

Evaluation and enforcement of compliance is at the discretion of the Market Manager and SFM Committee. The Market Manager and Committee will use the following checklist to review and document safety and compliance. In case of violation, SFM Market Manager and Vendor's on-site representative will sign and date the Checklist. A copy will be emailed to the Vendor.

Vendor must correct the violation by the following week. If it has not been remedied by the following week, or occurs a second time, additional actions may be taken, including but not limited to:

- Vendor may be suspended from the for one (1) week and forfeit their vendor fee for that week.
- Vendor may be asked not to return for the remainder of the season.

<p><u>VENDOR COMPLIANCE CHECKLIST</u></p> <p>Vendor: _____ Date: _____</p> <p><u>FOOD SAFETY</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Food stored / displayed off the ground a minimum of 6" or in impervious plastic tubs.<input type="checkbox"/> Product wrapped or covered as appropriate (cut produce, prepared foods).<input type="checkbox"/> Ingredients of prepared foods available to consumers.<input type="checkbox"/> Hand-washing sink if required.<input type="checkbox"/> Trash can if required.<input type="checkbox"/> Samples handled in accordance with applicable regulations. <p><u>Cottage Food Vendors</u> <u>Farmers Market Food Service Facility License Application</u> <u>Alcoholic Beverages</u></p> <ul style="list-style-type: none"><input type="checkbox"/> All licenses and certifications up to date for all applicable products. <p><u>GENERAL RULES</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Set up in an assigned location without encroaching on neighbors or walkways.<input type="checkbox"/> Use 15lb weights on each canopy / tent leg.<input type="checkbox"/> Secure all electrical cords with tape, matts, etc. where appropriate.<input type="checkbox"/> Ensure the canopy / tent is NFPA 701 certified and the tag is visible.<input type="checkbox"/> All product prices posted.<input type="checkbox"/> Signage including name and location of business is in place.<input type="checkbox"/> Name and full address of Vendor available at point of sale. Cottage Food Vendors may use MDA registration number in lieu of home address. Information may be posted on a sign, product label, or receipt.<input type="checkbox"/> Notices of credit / debit card surcharges posted.<input type="checkbox"/> Benefits signage posted as applicable. <p><u>NON-COMPLIANCE VIOLATIONS</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Reckless driving<input type="checkbox"/> Failure to clean stall space or remove trash from premises.<input type="checkbox"/> Selling before the bell without permission from the SFM Market Manager.<input type="checkbox"/> Discourteous behavior; disparaging Staff, Volunteers, Customers, or other Vendors.<input type="checkbox"/> Hawking: calling attention in a loud, repetitive, or aggressive manner. <p>Issued by: _____ Date: _____ Received by: _____ Date: _____</p>

APPENDIX B: License and Permit Requirements

Refer to the requirements detailed under the “Licenses and Permits” tab on the [MD Dept. of Agriculture Farmers Market page](#) and the [Howard County Economic Development Authority’s list of requirements](#).

The following is a basic summary of required permits. It is provided as guidance only and is not all-inclusive. Vendors are ultimately responsible for obtaining and providing copies of any and all necessary permits/licenses for sale and production.

- **Cottage Food Vendors** must comply with [Maryland Cottage Food Business laws](#). Any Vendor operating as a Maryland Cottage Food business should email us an image of the labeling in compliance with the [Maryland Cottage Food Business Labeling Guide](#).
- **Meat and Seafood Vendors** must email copies of any applicable licenses or permits, including food processing plant license and processing license with Mobile Farmers Market Unit endorsement. Egg producers must email the above plus their egg producer’s certificate.
- **Dairy Vendors** must email copies of any applicable dairy licenses or permits.
- **Fishermen/Watermen** must provide fishing/shellfish licenses, certificates for processing facilities, and a photograph of the fishing boat.
- **Food Concessions** must provide any licenses/permits required by Howard County, the State of Maryland, or the USDA. Please see page 6 of this handbook for details.
- **Distilleries, Breweries, and Wineries** must provide their Alcohol License and procure an [Off-Site Permit](#) from the State Alcohol and Tobacco Commission to sell products at the Market.

Any Vendor whose products are labeled as USDA Certified Organic, Food Alliance Certified “Sustainable”, Certified Biodynamic, Certified Natural or Good Agricultural Practices (GAP) must provide supporting documentation.

Any Vendor offering samples must procure a [A Farmers Market Food Service Facility License](#).

All applicable licenses/permits/certificates/labels shall be emailed to info@savagefarmersmarket.com 30 days prior to the start of the season.

APPENDIX C: Insurance Requirements

Each Vendor is required to present the Market with a valid Certificate of Insurance (COI) within 30 days prior to the start of Market season (May 28).

POLICY REQUIREMENTS

- Limit must be a minimum of \$1 million per occurrence with a \$2 million aggregate limit.
- Must list the Savage Farmers Market as an additional insured or contain a blanket additional insured endorsement.

APPENDIX D: Vendor Schedule

The 2025 Market takes place every Wednesday from May 28 - September 24. Vendors must commit to attending the market on all dates in the list selected below. If a vendor is unable to attend one of the dates in the selected list, please email info@savagefarmersmarket.com as soon as possible.

WEEKLY

May 28, 2025
June 4, 2025
June 11, 2025
June 18, 2025
June 25, 2025
July 2, 2025
July 9, 2025
July 16, 2025
July 23, 2025
July 30, 2025
August 6, 2025
August 13, 2025
August 20, 2025
August 27, 2025
September 3, 2025
September 10, 2025
September 17, 2025
September 24, 2025

ODD WEEKS

May 28, 2025
June 11, 2025
June 25, 2025
July 9, 2025
July 23, 2025
August 6, 2025
August 20, 2025
September 3, 2025
September 17, 2025

EVEN WEEKS

June 4, 2025
June 18, 2025
July 2, 2025
July 16, 2025
July 30, 2025
August 13, 2025
August 27, 2025
September 10, 2025
September 24, 2025

APPENDIX E: Gross Sales Reporting

For weekly Vendors, beginning the second week of the Market season, the Market Manager will request your gross sales total from the previous week.

For biweekly Vendors, beginning with your second appearance at the Market, you will be asked to provide your gross sales total from your previous appearance.

Please be ready to report that number when the Market Manager does their 3:45 walkthrough. If an employee is staffing your Market booth on your behalf, please be sure that either

- The employee is prepared to report the gross sales figure.
- You have emailed your gross sales figure to the Market Manager before 3:45pm that day.

Providing your gross sales total each week helps the Market in several important ways:

1. MARKET GROWTH & IMPROVEMENT

Sales data gives the Market Committee valuable insight into customer traffic, product demand, and Vendor success. This helps shape marketing strategies, event planning, and layout decisions to better support Vendors and attract more shoppers.

2. GRANT FUNDING & SUPPORT

Many public and private funding sources require proof of the Market's economic impact. Accurate sales reporting helps secure grants and sponsorships that benefit Vendors directly through lower fees, better facilities, and stronger promotional efforts.

3. PERFORMANCE TRACKING

Sales trends over time help both the Market and Vendors assess what's working and where there's room to grow without sharing individual names or details publicly.

By sharing your weekly totals, you're helping strengthen the Market community and setting the stage for long-term success for everyone.

PLEASE NOTE:

- All sales data is kept strictly confidential and is reported only in aggregate (e.g., total Market sales, average per Vendor). Your individual numbers will never be shared without your permission.
- Gross sales is defined as the total amount of money a Vendor earns from all sales at the Market before any expenses are deducted.

SIGNATURE PAGE

Please check the box beside each item listed below to indicate that you have reviewed the corresponding appendices and confirm that you are in compliance.

Upon completion, please sign at the bottom to acknowledge that you have read the full handbook and agree to adhere to all market rules and guidelines.

- APPENDIX A: Vendor Compliance Checklist**
I have reviewed the Vendor Compliance Checklist that will be used by the Market Manager each Market Day.

- APPENDIX B: Licensing & Permits**
I have emailed my applicable licenses / permits / labels / certifications to info@savagefarmersmarket.com.

- APPENDIX C: Insurance Requirements**
My insurance meets the requirements listed and my Certificate of Insurance (COI) has been emailed to info@savagefarmersmarket.com.

- APPENDIX D: Schedule**
I agree to the schedule on page 16 of the handbook and commit to attending the market on these days unless the SFM Committee has approved an absence in writing.

- APPENDIX E: Reporting Gross Sales**
I agree to provide the Market Manager with my gross sales total for each SFM Market Day on or before the following market day.

I agree to the rules of the Savage Farmers Market as outlined in the Vendor Handbook.

Please type your name in place of signature.

Vendor Signature: _____

Date: _____