

*Sykesville*  
**FARMERS**  
*Market*

*Every Sunday,*  
*May 19<sup>th</sup> through October 27<sup>th</sup>*  
*9 am- 1 pm*

**2019 VENDOR APPLICATION**

Contact Name: \_\_\_\_\_

Company/Business  
Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Space Required:  
(e.g. 10' X 10') \_\_\_\_\_

Full/Partial Season (if partial, circle dates you wish to attend below)

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May 19	May 26	June 2	June 9	June 16	June 23
June 30	July 7	July 14	July 21	July 28	August 4
August 11	August 18	August 25	Sept. 1	Sept. 8	Sept. 15
Sept. 22	Sept. 29	Oct. 6	Oct. 13	Oct. 20	Oct. 27



# *Sykesville* **FARMERS** *Market*

## **VENDOR GUIDELINES**

### **ELIGIBILITY REQUIREMENTS**

All local persons or businesses that meet the following criteria are eligible to apply:

- A. Are located within 50 miles of Sykesville, MD and produce, grow, raise, or make the goods they intend to sell OR
- B. Have an established personal or business relationship with an entity that produces, grows, raises, or makes the goods they intend to sell (entity must be located within 50 miles of Sykesville, MD)

No commercially produced or manufactured goods are permitted. Final determination on eligibility is at the discretion of the Market Manager. Some applications may be given partial approval with a restricted list of items eligible to be sold.

### **VENDOR FEES**

For the 2019 season, vendors fees are as follows:

- a. 10x20 tent will cost:
  - 1. \$50 per week
  - 2. if fees are paid by March 31, 2019 for FULL season, fees total = \$1080
- b. 10x10 tent will cost:
  - 1. \$25 per week
  - 2. if fees are paid by March 31, 2019 for FULL season, total = \$540
- c. FOOD TRUCKS:
  - 1. \$65 per week
  - 2. if fees are paid by March 31, 2019 for full season, total = \$1404

Fees may be paid in full prior to the start of the market season or on a weekly basis depending on your preference. If paying on a weekly basis, you must indicate that preference to the Market Manager and pay your fee prior to setting up your tent for the market day.

### **Permits and Insurance**

All vendors are required to obtain any and all necessary permits and licenses to conduct business at the Sykesville Farmers' Market. The Downtown Sykesville Connection is not responsible for any vendor operating without a valid permit or license.

All vendors are advised to obtain adequate liability insurance coverage and provide a certificate of insurance prior to the first Market (May 19<sup>th</sup>). Certificates of insurance should name "Downtown Sykesville Connection" and "Town of Sykesville" as additional insured.

### **Setup/Teardown, Parking and Hours of Operation**

- Market Hours are from 9am – 1pm.
- Market set up occurs between 7am-8:45am. All vendors must be set up no later than 8:45am and stay until the end. No exceptions unless otherwise arranged with the Market Manager – late arrival or early departure may result in expulsion from the market.
- Vendors are expected to unload all of supplies and products in their designated space, park vehicles, and then return to unpack products and set up the booth space. The reverse should be true for load-out. At clean up, pack up your booth before retrieving your vehicle and loading up your products.
- All vendors are required to leave their vehicle at South Branch Park unless otherwise arranged. Vendor parking outside of the South Branch Lot will not be tolerated and can result in expulsion from the market.
- Public restrooms will be available from 7am-1pm each day.

### **Weather Policy**

- Sykesville Farmers Market is a ‘Rain or Shine Market’, which means we will be officially OPEN during our regular hours, even in inclement weather conditions.  
The only EXCEPTION is lightning and severe weather warnings, such as severe thunderstorm warnings. If severe weather is imminent or lightning is seen, vendors have the option of leaving the market to find safety. If you choose to do so, please notify the market manager before you leave. Please note the following:
  - We are unable to reimburse you for your fee.
  - You are not allowed to drive vehicles in or out of the market during hours or when patrons are present.
    - If you choose to leave during severe weather you must cart your items out to your car outside of the market.
    - If you choose to leave your merchandise or equipment unattended, we are not responsible for these items.
- Vendors are expected to appear on their scheduled days, regardless of the weather forecast. If a vendor does not appear and does not give proper advance notice, the vendor will forfeit their daily fee.
- The market manager or designee on site has the ability to call off the market in extreme circumstances at their discretion.

### **Vendor Spaces & Responsibilities**

- Accepted vendors are offered a one-season contract with the Sykesville Farmers’ Market. Acceptance one year does not guarantee future acceptance.
- Vendor spaces will be assigned prior to the start of the season. Preferences will be considered, but no spaces are reserved or guaranteed.
- The Downtown Sykesville Connection reserves the right to determine if a vendor has violated any provision of these guidelines. Failure to comply with these Rules & Guidelines may result in expulsion.

### **Attendance**

- Because of the importance of keeping a full and active farmers market, all full-time vendors are expected to attend the farmers market each week for the full season. Partial season vendors are expected to attend each scheduled date, and should not request dates they cannot attend. An absence is considered unexcused if a vendor neglects to inform the market manager and does not show up to the market. **Vendors who have three or more unexcused absences will be removed from the market.** Vendors not able to attend a scheduled market date are required to notify the market

manager with as much notice as possible ([ekcurrence@gmail.com](mailto:ekcurrence@gmail.com) or 410-259-4614). Unforeseen emergencies will be taken into consideration on a case by case basis.

### **Decorum & Safety**

- Products should be attractively displayed and business conducted in an orderly and professional manner. Shouting or other objectionable means of soliciting trade will not be tolerated.
- All Market vendors are expected to represent the market in a positive fashion to any and all guests. Private feedback is always welcome; however, negative remarks made in public (including social media) may be grounds for expulsion from the Market.
- No profanity, abusive conduct, alcoholic beverages, tobacco products, illegal substances, or weapons.
- All children of vendors must be supervised at all times.
- We RECYCLE! Please place your clean plastic, boxes, paper, etc. in a recycle bin or cardboard box placed next to a recycle bin at the end of each market day.
- You are responsible for the upkeep of your surrounding area. There should be no trash and debris before, during, or after, market hours, in or around your booth.
- No harassment of any kind will be tolerated at the market. If at any time during the market season, you feel that you have been harassed, or witnessed harassment, please report the incident immediately to the market manager. The market manager will then investigate the report and implement disciplinary action.

### **Violation of any of these policies will result in:**

Step One: Verbal Warning

Step Two: Written Warning

Step Three: Expulsion from the Market

By signing below, you agree to all of the terms stated on this application. Guidelines are non-negotiable and incomplete applications will not be considered.

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