



INFORMATION – RULES & REGULATIONS

Mission Statement

The Glover Park-Burleith Farmers' Market is a producer-only market located in a highly trafficked stretch of Wisconsin Avenue in Washington, D.C. The site straddles three communities (Georgetown, Glover Park and Burleith), and has become a beloved neighborhood institution since it launched in 2009.

The market is run by DC Greens, a non-profit that supports school gardens and food access programs in the District of Columbia. We are committed to maintaining the market as a central community meeting ground. In 2012, we will continue to serve the interests of participating growers with producer-only rules and a diverse mix of products (please refer to the regional and producer-only requirements for details).

We will continue to strive to include more educational opportunities for community members to teach their children about where food comes from, how products are made, and how they can better feed themselves and their families. DC Greens channels a portion of market proceeds into teaching gardens and local food education in the neighborhoods' public schools, and in farm to school programs across the District. We have also expanded our focus to facilitating food access programs throughout the city. Our most recent initiative increases the number of farmers' markets offering double dollars on food assistance programs like food stamps (aka EBT, aka SNAP), WIC (Women, Infant, Children) and Senior FMNP (Farmers' Market Nutrition Program)

2012 Market Schedule

Season duration: May 12 – November 17

Day and time: Saturdays from 9 AM – 1 PM

Vendor arrival time: Vendors may arrive at 7 AM (but no later than 8:30 AM)

Vendor departure time: 2 PM

Market Location: 1819 35th St. NW Washington DC 20007 - Parking lot of the Hardy Middle School on Wisconsin Avenue at 34th St. NW (across from Safeway).

Market Fee and Payment Schedule

Application fee: As a courtesy to potential vendors, the application fee will be waived for the 2012 season.

Market fee:

In order to cover operation costs, DC Greens will charge vendors 6% of weekly sales for the 2012 season. There will be a cap at \$2000 (i.e., even if a vendor makes more than \$2000 in a week, they will only be charged 6% of \$2000). However, if sales are unusually low on a particular market day this fee may be waived at the sole discretion of the Market Director.

Payment schedule:

Vendors will be asked to report market sales each week on the Monday after the market. If sales are not reported by the monthly payment date we will assume a vendor has met the cap and will charge accordingly. All sales numbers will be kept strictly confidential by the market manager.

Payments of the totals-to-date must be made once a month (week of June 4th, week of July 2nd, week of August 6th, week of September 3rd, week of October 1st, week of November 5th, final payment to be made by December 3rd).

Once an applicant is accepted into the market, they will receive a contract. In order to hold their spot in the market, accepted applicants will be asked to submit a check for

\$100 along with their signed contract. **This deposit will be subtracted from the first month's sales' payment.** Checks can be made out to **DC Greens, Inc.**

Stall Information

Stalls are available in both single canopy (roughly 10' x 10') and double canopy sizes (roughly 20' x 10'). Please indicate your preference on the application form, and market managers will seek to accommodate.

The majority of vendor parking will be onsite (behind individual selling space). In order to maximize the market space, the market manager will ask select vendors to off-load and park in an adjacent parking lot. Off-loading vendors will be contacted prior to the first market day. Market manager will aim to select vendors who do not need to restock throughout the day as the off-loading vendors. Volunteers will be on-hand to assist vendors in set-up, if desired.

Rules and Regulations

Regional and Producer-only Requirements

The Glover Park-Burleith Farmers' Market (GPBFM) is a producer-only market. As such, all products for sale must have been grown, raised, produced or foraged locally, by the vendor bringing these items to market. However, we may allow farmers to bring products from other farms in their community. EVERY product must be cleared prior to the start of the season, and participating farms in this cooperative arrangement must also provide a complete application to DC Greens. These arrangements will be assessed on a case by case basis.

Our regional foodshed includes the District of Columbia, Maryland, Virginia, West Virginia, Pennsylvania and Delaware. All farmers, growers and producers must be from this region, with a preference given to those within a 150 mile radius.

Resale of any product is strictly prohibited.

Product Guidelines

All farmers, growers and producers participating in the Glover Park-Burleith Farmers' Market must abide by all applicable federal, state and local health regulations in the harvest, preparation, labeling and safety of the products brought to market.

In addition to providing all applicable permits and licenses (refer to "Grower/Producer Certificates"), the following Product Guidelines must be followed as well. Any products not listed under the Product Guidelines will be reviewed and admitted for sale on a case by case basis.

Baked Goods: All vendors selling baked goods at market must provide documentation of their certified baking facility. Farmers, growers and bakers should use ingredients from their own production or purchased from regional farms to the greatest extent possible. For bakers, seasonal ingredients and regional produce should be highlighted.

Canned Goods: Canned fruits and vegetables must be from the farmer/grower's own produce, or from produce harvested by canner from local farms. Documentation of certified canning facility must be provided.

Dairy: Vendors bringing milk and dairy products to market must provide documentation of certified dairy milking facility or cheese making facility. Fresh milk must be from farmers' own herd. For cheesemakers, all purchased milk must be from regional farmers. All dairy products must be rGBH free.

Eggs: All farmers and growers bringing eggs to market must be from their own fowl.

Flowers: All farmers and growers bringing flowers to market must be from their own farm or greenhouse.

Honey: All honey must be from farmer/growers' own hive. Honey may be processed off farm, but documentation of processor is required.

Meat: All meat must be from farmer/growers' own herd. For meat processors, meat must be purchased from regional farms as identified in the regional requirements. All meat products sold must carry the identification of the individual farmer/grower and the meat processor. Processing must comply with local, state and/or federal health ordinances and the meat processor must supply documentation of compliance.

Produce: All fruits and vegetables for sale at market must be grown by the farmer or grower. Resale of produce is strictly prohibited.

Farm Visits/Inspections

Farm visits may be conducted on a case by case basis, in order to verify compliance with our producer-only guidelines. By applying as a vendor to the Glover Park-Burleith Farmers' Market, you agree to be cooperative if a farm visit is requested.

Insurance

All vendors are required to provide proof of Product and Liability Insurance, with a minimum coverage of \$500,000. Insurance certificate must be on file prior to market start date. Please list DC Greens, Inc. as the certificate holder. (Mailing address: 2413 Tunlaw Rd. NW, Washington DC 20007). If possible, please name DC Greens, Inc. as an additional insured for the market, **with address listed as 1819 35th St. NW, Washington DC 20007.**

Signage, Canopies, Tents, Scales

Vendors are required to post **signs** for all items for sale that include the product name and price. In addition, a sign identifying their farm name, location and growing practices is also required. All **tents** and **canopies** must be sufficiently and safely secured to the ground **with at least 24 pounds per leg, umbrellas with at least 50 pounds.** **Scales** must be registered as legal for trade in Washington, DC and meet local and/or state regulations for commercial scales. To register your scale, contact the Department of Weights and Measures at the DCRA.

Cleanliness

Vendors must maintain their market stands and spaces in a clean and sanitary condition, and are responsible for picking up any trash, debris or food waste from their stalls. The market area must be left in a clean condition at the end of each market day. Vendors must comply with DC Health Department regulations.

As the market takes place on school grounds, smoking within the market area is prohibited.

Attendance

All vendors participating in the Glover Park-Burleith Farmers' Market are expected to be at market each week throughout the entire duration of the season, unless you are offering a seasonal product or have made special participation arrangements with the market management.

****This year we will be charging a penalty fee for missed markets. For each market missed, the vendor will be charged \$20.** This fee will be levied at the discretion of the market director.

In the event of an emergency, please contact the GPBFM market director or manager no later than 9 pm on the night before the market to be missed. Failure to attend market two times without prior notice is grounds for dismissal from future markets.

Market Director contact: Lauren Biel, (917) 535-4698; lauren@dcgreens.org

Market Manager contact: Becca Newman, (703) 328-2993; becca@dcgreens.org

Weekly Communication

The Glover Park-Burleith Farmers' Market has an active weekly newsletter updating the community about what events and items will be at market. The market management will expect to have weekly communication with vendor during the market season to learn what products vendor intends to bring to market for the following Saturday. This communication should accompany weekly sales reporting.

Inclement Weather

In the event of severe weather conditions, the GPBFM market manager has the authority to shut down, delay, or cancel market operations. In order to ensure a safe and orderly market environment, all vendors are to comply with any decisions made by market management in the event of inclement weather. However, this is a "rain or shine" market, so market will go on in lighter conditions.

Sales Tax

Vendors selling non-edible products, such as flowers, plants, wreaths that are subject to sales tax, should comply with local and state tax regulations.

WIC Certification

IMPORTANT: All vendors selling fruit or vegetables must be WIC-certified in Washington, DC for the 2012 season in order to participate in the market. With record hunger in the District, we hope that the market can be a viable source of fresh produce for those using WIC coupons.

To become WIC-certified, you must register with the WIC offices in Washington, DC. The market manager will put you in touch with Sabrina Lewis, who runs the WIC program in Washington. **There is one mandatory training to become WIC-certified in the District of Columbia for the 2012 season.**

Customer Purchase Methods

New in 2012 season, Glover-Park Burleith Farmers' Market will accept credit, debit and federal food assistance benefits in addition to cash. Customer's using a card form of payment will swipe their card in exchange for market tokens that can be used for payment at any vendor's booth. At the end of each market, the market manager will collect these tokens and provide the vendor with a receipt. Payments to vendors for reimbursement will be made on a weekly basis.

Gleaners

If vendors would like to participate in donating any unsold food to a local food bank or food assistance program, Martha's Table, a local food bank, will be onsite at the end of each market to collect donations.

Application Form

Farmer/Vendor name: _____

Farm/Business name: _____

Name of person at market: _____

Phone number for person at market: _____

Mailing address: _____

Home address (if different from above): _____

Website (if applicable): _____

Twitter handle (if applicable): _____

Facebook page (if applicable): _____

Contact phone number: _____

Contact email: _____

Farm acreage: _____ Owned / Leased (please circle one)

Please provide a brief description of your agricultural practices (e.g., organic, certified Naturally Grown, biodynamic, free-range, conventional) :

Participation in other Farmers' Markets (please list): _____

Does your farm run a CSA or buying club? Yes / No

Will you have a vehicle (as opposed to being dropped off)? Yes / No

If so, what is the length of your vehicle? _____ (market managers will seek to accommodate vehicles within the stall space assigned).

Preferred stall size (please check one):

_____ 10' x 10' (single tent) _____ 20' x 10' (double tent)

Grower/Producer Certifications

We require all applicants to submit copies of relevant documents certifying that they are a licensed grower/producer for the products brought to market. Please include copies of pertinent licenses/permits, lease agreements or other contractual agreements in your application.

County Extension Office

Please provide name and contact information for your county extension agent/office.

Name: _____

Contact Number: _____

Insurance Information

All vendors participating in the Glover Park-Burleith Farmers' Market must have product and general liability insurance. The minimum required coverage is \$500,000. Vendors selected for the market will be asked to provide a copy of their insurance certificate in addition to the following information:

Name of Insurance Company: _____

Policy Number: _____

Coverage: _____

Name and Telephone number of Insurance Agent: _____

Required Signature

I have read the rules and regulations of the Glover Park-Burleith Farmers' Market and agree to comply with all guidelines. I hereby state that all information provided in this application is true and correct to the best of my knowledge.

Print Farm or Business Name

Authorized Signature of Grower/Producer

Date

Address

Completed materials can be sent to:

DC Greens
c/o Lauren Biel
2413 Tunlaw Rd. NW
Washington, DC 20007

Please be sure to include the application form, product list, and all relevant grower/producer certifications.

Deadlines

PRIORITY deadline for applications for the 2012 market is **Friday, March 2nd**. Applications received by February 24th will be given priority consideration. All other applications will be reviewed if space is still available. Priority Applicants will be notified of application status by **March 16th**.