

MARKET RULES AND REGULATIONS

The Petworth Community Market, Inc. is a non-profit organization of Petworth residents, which manages a weekly market that acts as a catalyst and stimulator of economic and social activity for the benefit of the Greater Petworth Community. By providing an opportunity for the sale, trade and promotion of produce, goods, services, and ideas, the Petworth Community Market seeks to improve the quality of life for local producers, artisans and entrepreneurs as well as residents and neighbors throughout the neighborhood and the City.

Below is an overview of the market rules and regulations as well as information that will help all vendors – whether farmers, non-profits, artists, prepared food vendors, or craftspersons. Please feel free to contact manager@petworthmarket.org with any questions or clarifications.

2012 Season Details

Location. 9th Street NW between Upshur and Taylor Streets NW

Dates. Fridays from May 4th, 2012 to October 26th, 2012 – 26 Markets

Time. 4 PM to 8 PM

Permitted Vendor Types

- **Farmer.** Produces/grows raw ingredients such as produce, vegetables, fruit, meat, or fish. May make value-added foods (e.g. sausage, tomato sauce, smoked fish) with own major ingredients. Other ingredients (typically produce) must be principally regional.
- **Secondary Producer.** Produces preserves, baked goods, and other products principally from regional ingredients obtained from other farmers. Tea, juice, and coffee vendors may also be included in this category provided a link to the Petworth Community Market mission can be established.
- **Prepared Producer.** Prepares and cooks goods at the market site for consumption while at the market or within a relatively short period of time (i.e., take-out).
- **Artist/Crafter.** Local artists, crafts persons, or entrepreneurs producing non-edible items for purchase at the market.
- **Non-Profit.** A local non-profit that seeks to outreach with patrons of the market. Non-profit groups must have an aligning mission or purpose with that of the Petworth Community Market.
- **Other.** Other type of vendor that does not fit with any of the criteria above. Other vendor types may be considered by the Petworth Community Market Board of Directors. Preference is given to those vendors that help meet the overall mission of the Petworth Community Market.

Vendor Application Requirements

- **Application.** All vendors must submit a completed application online and supply the appropriate fees and supplemental documentation outlined below by March 15th, 2012.
- **Fees.**
 - Full Season (26 Weeks) Vendor - (10' x 10' Space) – \$500
 - Full Season (26 Weeks) Vendor - (10' x 20' Space) - \$625
 - Weekly Vendor - (10' x 10' Space) – \$25 per week with a five market minimum (\$125) paid upon approval. Additional weeks payable weekly on site to market manager at \$25 per week.
 - Weekly Vendor – (5' x 10' Space) - \$15
 - Vendors committing to full seasons will receive priority in acceptance and placement within the market.
 - Upon acceptance by the Petworth Community Market, supplemental documentation and payment must be received by March 15th, 2012.
 - Checks should be made payable to the Petworth Community Market.
- **Proof of Insurance.** All Farmers, Secondary Producers, and Prepared Producers must provide proof of Liability Insurance.
- **Proof of Business License.** All Farmers, Secondary Producers, and Prepared Producers must provide a copy of their business license and their tax id under which their business operates.



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- **Extension Agent Certification.** All Farmers are required to provide a signed Certificate from their applicable Extension Agent certifying the operation as a true producer. For questions about certification, please contact the market manager.
- **Proof of Commercially-Approved Kitchen.** All Secondary Producers and Prepared Producers are required to provide proof of a commercially-approved kitchen from their applicable jurisdiction's health department or regulating agency.

Booth Assignment

- Each vendor will be assigned a space at the market (10'x10', 10'x20' or 5'x10').
- Vendor must occupy only the space assigned unless otherwise directed by the Market Manager.
- A sturdy tent with canopy properly weighted for windy conditions is required for each assigned 10'x10' or 10'x20' space. Tent must have an approved Certificate of Flame Retardancy available upon request of applicable authorities.
- Vendor must arrive at the market at least ½ an hour before the market opens.
- Vendor must be completely set up and ready for business when the market opens.
- Vendor is responsible to set up his/her own booth.
- Vendors must remain completely set-up for the duration of the market which is 4 PM to 8 PM. Under no circumstances are vendors permitted to leave early. Violations of this provision may result in perpetrating vendors losing their rights to sell at the market with no refunds provided.
- More than three consecutive unexplained absences from the market will constitute abandonment of a reserved space and said space may be re-assigned. No refunds will be provided under any circumstances.
- Tables, chairs, and tents are not provided and must be provided by the vendor

Vendor Responsibilities at Market

- Only products produced by the producer (meaning the producer, their spouse, children, siblings, or employees) to whom the space has been assigned may be sold (PRODUCERS ONLY RULE)
- Produce should be mature but not overripe and must be clean and free of contamination.
- Spoiled produce, diseased plants or shoddily made articles are not permitted.
- No Sliced Melons. Whole Produce Only.
- Meat and Dairy should be prepackaged and temperature-controlled as required.
- Baked goods should be mixed, baked, finished and packaged.
- Repackaging of goods prepared by others is prohibited.
- For Secondary Producers, only products produced by the producer (meaning the producer, their spouse, children, siblings, or employees) to whom the space has been assigned may be sold.
- There will be NO SMOKING by vendors at The Market.
- Vendors will conduct themselves courteously at the market.
- Vendors will sell only products of good quality.
- Only approved market goods may be sold. There will be no raffles, ticket selling, etc. except by and for the Market as a whole.
- Collection and reporting of District of Columbia sales tax, meals tax and/or local tax, if any, is the responsibility of the vendor.
- NOTE: Please keep your valuables and cash register under observation at ALL times. Under no circumstances shall the Petworth Community Market be responsible for any losses resulting from theft.
- NOTE: The Market Manager reserves the right, when available, to inspect producer's farms/businesses, including leased property, to verify compliance with the Producer Only Rule after receiving a written complaint and after giving 24-hour notice to producer.
- NOTE: It is the Vendor's responsibility to have all applicable license and insurance documentation on hand when selling at the market to prove the legality of your entity's operation at the Petworth Community Market.

Indemnification

- The vendor agrees to indemnify and hold harmless the Petworth Community Market, including its incorporators and Board of Directors, the Market Manager, and the District of Columbia from any and all liability for damage, injury or loss to any person or goods for any reason related to the operation of the Market.



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Additional Criteria for Secondary Producers & Prepared Producers

- All Secondary Producers and Prepared Food Vendors must strictly adhere to applicable health code requirements valid in their jurisdictions and must present with their application a valid commercial kitchen license.
- Unless otherwise determined by the Board of Directors, bakers with store-front operations will not be permitted to sell at the Market. Board of Directors reserves the right to add store-front operations if they fill a market niche not filled by current vendors.
- Baked goods permitted for sale include pies, cakes, breads, cookies, jams, and jellies. Any baked goods that require refrigeration must be kept in a temperature-controlled environment per current DC health code.
- Repackaging of commercially prepared products is prohibited.
- Prepared Food Vendors are required to follow all applicable food labeling. Items must be individually wrapped. Labels should include:
 - Name of product
 - List of all ingredients (from most to least abundant)
 - Your name or the business name
 - Net weight of the item

How Products Should be Sold

- Products may be sold by weight, volume or count.
- Vendor has the right and responsibility of establishing prices on his/her own products.
- Vendor MUST post a sign in a noticeable manner in his/her booth area which identifies Vendor's business.
 - Lettering must be clearly legible.
 - Vendor must also indicate the prices of products being sold.

Sanitation and Health Requirements

- It is the responsibility of all vendors to know, understand, and meet applicable health and food safety regulations while operating at the market or preparing items for sale at the market.
- Vendors must meet generally accepted practices of sanitation at their booths.
- Vendor is required to maintain his/her area in a neat and clean, sanitary condition.
- Areas will be inspected by the Market Manager during the market and before the vendor leaves.
- At the end of each market, all vendors MUST work together to clean the general area of the market.

Complaints & Disagreements

- The Market Manager is charged with overseeing the operation of the market.
- Complaints by consumers or vendors should be written and signed.

Enforcement of Rules

- Participants in the Petworth Community Market must at all times conform to the market rules. Any participants who fail to comply therewith shall be suspended from the market until further notice and without refund.
- Persistent non-compliance with any of the market rules may result in the permanent suspension or expulsion of the vendor from the market at the discretion of the Market Manager.
- Participants found to be in violation of the Producers Only Rule can be permanently removed without refund.

SEND PAYMENT AND APPLICABLE SUPPLEMENTAL DOCUMENTS TO:

Petworth Community Market
P.O. Box 66154
Washington, D.C. 20035



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