



Mountain Fresh Memo

To: Current, Former, & Potential Mountain Fresh Members
From: Mountain Fresh Board of Directors
Date: February 17, 2022
Subj: Application Packet & Member Meeting March 9, 2022

Thank you for your interest in and support of the Mountain Fresh Producers Association. Enclosed is an application, rules, fees and token/insurance requirements for the 2022-23 market season. We will be having our 2022 membership meeting: **March 8, 2022 at 7:00 pm**

There are 2 ways to attend the meeting on March 8:

- **In person** at the Oak Park Church of the Brethren fellowship hall, 110 Church Ln, Oakland, MD 21550
- **Attend Virtually Online** via Zoom (*you will get an email explaining how to connect*)
- **Or by Phone**

Each membership has two votes. If only one person from a membership attends, that person gets two votes.

Board of Directors: There are four board positions to be elected this year. Nominations will be accepted at the meeting. Voting will take place at the meeting, whether you are in-person or virtually online or the phone.

Insurance Requirements: (See Yellow page)

All members selling food items of any kind must accept the market tokens. Token information can be found on the Yellow page in this packet.

All Members are now required to have their own liability policy. The new insurance requirements for vendors on the Yellow page in this packet.

If you sell fresh produce, cut herbs, and/or honey and wish to accept **WIC and Senior Farmers Market Nutrition Program (FMNP)** Checks, you must apply and be trained. Contact Cheryl DeBerry to learn more 301-334-6968.

Darlene Terlizzi will again be our **Market Coordinator**. Her cell phone number is 240-285-7420 and her home number is 301-334-9398.

Remember, if you would like to request a **reserved space** for the Oakland market, mark the spot on the application and your application, membership dues and pre-paid season fees must be received by April 1. There are a limited number of reserved spaces. Requesting a reserved space does not ensure you will be assigned a reserved space. **Preference for reserved spaces is given to fresh produce vendors.** *The market must have more fresh produce vendors than other types of vendors, so not all new, non-farmer vendors can be approved.*

2022 Market Schedule:

Saturdays & Wednesdays	May 28 – October 29	10 am to 1 pm
Customer Appreciation Day	September 10	10 am to 1 pm
Autumn Glory Festival	October 12-16	Times TBD

If you have questions or need an additional copy of the application form for the 2022 season, call the Extension Office at 301-334-7285 or visit www.MountainFresh.org

**Mountain Fresh Producers Association
Membership Meeting
March 8, 2022, 7:00 pm, Oak Park Church of the Brethren OR Online**

Draft Agenda

1. Review notes from the March 9, 2021 Membership Meeting
 2. Treasurer's Report - 2021 Financial Report & 2022 Proposed Budget Approval
 3. Election of Board of Directors
 4. Committee Creation
 - a. Advertising
 - b. Special Days
 - c. Audit
 - d. Quality Assurance
 5. Other Business
 6. Adjourn
-

Application Checklist:

- Application form
- Product plan
- Certificate of Insurance requested from your insurer. They can either:

Email:

mtfreshmarket@gmail.com

Or ***Mail to:***

Mountain Fresh Producers Assn.
1916 Maryland Hwy, Suite A
Oakland, MD 21550

- Received the appropriate licenses needed if you sell meats, eggs, baked goods, etc.

- Submitted Fees, Check made to Mountain Fresh Producers Assn:

(Please do not pay the reserved space fee or special day fees at this time.)

- Market Membership

- (Optional) Pre-Pay the market season (per requested space)

Deadline: April 1, 2022

Red plastic tokens are valid for ONLY farm products (fresh produce, meats, eggs).

2022 Vendor Insurance Requirements

The market's insurance provider, Campbell Risk Management, is now requiring that each vendor that sells at the market have their own commercial general liability policy with:

1. \$1 million per occurrence and \$2 million aggregate limit, AND,
2. A blanket additional insured endorsement OR specifically list Mountain Fresh Producers Association as an additional insured.

A "rider" on your homeowner's policy is **not** sufficient.

If you have such a policy:

Great! You just need to request a "Certificate of Insurance" from your insurance agent to be sent in with your market application. (If they want to mail it directly to us, send it to Mountain Fresh Producers Association, 1916 Maryland Highway, Suite A, Mt. Lake Park, MD 21550). You can also have it emailed to: mtfreshmarket@gmail.com

If you do not have such a policy:

1. This is what you need to ask your insurance agent:

"I need a commercial general liability policy with a \$1 million per occurrence and \$2 million aggregate limit. The policy should either contain a blanket additional insured endorsement or specifically list Mountain Fresh Producers Association as an additional insured."

2. Once you have your policy, you need to request a "Certificate of Insurance" from your insurance agent to be sent in with your market application or sent directly to us.

Options for insurance: Local insurance companies offer these policies. Some of our vendors have them through Farm Family, Nationwide, etc.

Our provider, Campbell Risk Management, offers these policies for the following costs:

1. Annual Sales \$25,000 and below: Cost is \$275
2. Annual Sales over \$25,000 to 100,00: Cost is \$325

2022 Food Vendor Token Acceptance Requirements

Danny Poyer will again be running our SNAP/EBT machine and distributing tokens for customers to spend at the market.

All vendors selling foods must accept the market tokens. Customers can swipe their credit cards, debit cards, and SNAP/EBT cards at Danny's table. Green \$5 wooden tokens can be used for any products at the market. Red \$1 wooden tokens and blue \$1 plastic tokens can be used for anything edible, including baked goods, jellies, honey, and maple syrup (the blue plastic ones replace the formerly silver ones. Silver tokens are still accepted for the same items!) **Red plastic tokens are valid for ONLY farm products (fresh produce, meats, eggs).**

Vendors selling fresh produce and/or honey that **accept WIC and Senior FMNP coupons will again hand each customer a receipt** (supplied by us) for each coupon. Customers can exchange those coupons for blue tokens at Danny's table.

You'll turn in your tokens each day using the duplicate form, Danny will hand you your receipt, and you will get paid every two weeks or so.

Market Buck\$

The Senior Center again has rainbow colored, business-card-sized "Market Buck\$" to distribute to seniors in the county. Those are \$1 each and can be spent on anything edible. There will be a receipt for you to complete with your token receipts each day.

Mountain Fresh Producers Association 2022 Market Fee Schedule

Regular Markets

<u>Item</u>	<u>Adult</u>	<u>Youth</u>
Annual Association Membership Dues		
Prior to April 1	\$50.00	\$25.00
Oakland Market Fees		
Daily set up fees	\$15.00 per day	\$10.00 per day
Pre-pay season fees* in lieu of daily fees.....	\$150.00 per season	\$75.00 per season
<i>If a reserved space is assigned by the Board, additional fee required **.....</i>		
	\$20.00 per space/season	\$10.00 per season

Special Markets

<<< *Special markets will only happen if allowed by health department regulations* >>>

<u>Item</u>	<u>Adult</u> <u>(not prepaid)</u>	<u>Adult</u> <u>(prepaid)</u>	<u>Youth</u>	<u>Non-Member</u> [†]
Customer Appreciation Day [†] (Saturday, September 10).....	\$20.00	\$10.00.....	\$10.00	
(This date is a change from years past.)				
Autumn Glory Festival, October 12-16:				
Wednesday	<i>regular market day - no additional fees; no non-members</i>			
Friday.....	\$20.00	\$10.00.....	\$10.00	\$50.00
Saturday.....	\$20.00	\$10.00.....	\$10.00.....	\$50.00
Sunday.....	\$20.00	\$10.00.....	\$10.00	\$50.00
(Schedule will be worked out at a later date)				

501(c)(3) Non-Profits: For Autumn Glory Only Per Day[^]

Offering items for sale\$20.00
Information only, no sales.....\$10.00

*[^]To be considered a non-profit vendor, all proceeds must benefit the 501(c)(3) or equivalent non-profit organization. For instance, a person selling items and donating a portion of their profits to a non-profit organization is **NOT considered a non-profit vendor** – this vendor must apply as a commercial vendor.*

* *Prepaying the season does not entitle vendors to a reserved space.*

** *To be eligible for a reserved space at the Oakland market, annual membership dues and pre-paid season fees must be submitted prior to April 1. Reserved spaces for the Oakland Market will be assigned at the Board's discretion. **Do not pay the reserved space fee until you are approved for a space.***

[†] *Non-Members **may not** set up on regular market days. Non-members must follow the same rules of producer-only products (items sold must be handmade by the vendor with no reselling of items)*

RULES AND REGULATIONS

MOUNTAIN FRESH PRODUCERS ASSOCIATION

TAILGATE MARKETS

1. **DEFINITION OF A MARKET:** The Mountain Fresh Tailgate Markets are designated areas where producers may sell directly to the public in accordance with the applicable federal, state and county regulations.
2. **DEFINITION OF A PRODUCER:** A Mountain Fresh Producers Association member who has raised or prepared, in the mountain top area, the items offered for sale.
 - a. **DEFINITION OF A VENDOR** (person physically selling): A producer, a member, a member of his/her family, or an employee.
3. **ITEMS FOR SALE:** Items which can be sold at the Mountain Fresh Tailgate Markets can include fresh vegetables, fruits, berries, cut flowers, dried flowers, herbs, plants, eggs and crafts. Sale of value added or processed foods, which includes, but is not limited to, baked goods, jams and jellies, honey, and maple syrup will be allowed provided they meet all applicable association, county, state, and federal regulations. Flea market type items will not be allowed.
4. **ENFORCEMENT OF RULES:** Occupants of space at the Mountain Fresh Tailgate Markets must, at all times, conform to the rules and regulations of the market as established by the Mountain Fresh Producers Association Board of Directors. The Market Coordinator, or a designated Board member, will collect fees, assign space to producers, and enforce market rules and regulations.
5. **SPACE ALLOCATION:** Reserved spaces, for the Oakland summer Market only, will be assigned at the Board's discretion. To be eligible for a reserved space, membership dues and prepaid season fees must be submitted prior to April 1st. All unreserved spaces will be assigned by the Market Coordinator between the hours of 8:30 am and 10:00 am. Members with reserved spaces should notify the Market Coordinator by 8:30 am on the day when space is not going to be used or if they will be late.
6. **SPACE RENTAL FEES:** Space rental fees for the Mountain Fresh Producers Association markets are explained on the Market Fee Schedule. All fees must be paid when space is assigned.
7. **PRICING OF PRODUCTS:** Individual producers will set their own prices. Producers are urged to sell by the piece or by volume rather than by weight. If scales are used, they must have a current inspection sticker from the MDA.
8. **DISPLAYING AND SELLING GOODS:** **THERE WILL BE NO SALES PRIOR TO 10:00 AM.** Goods may be sold directly from trucks. Producers must furnish their own tables, chairs, and other display arrangements. Each producer is responsible for the cleanliness in and around area occupied. At the close of the day, all trash and waste is to be removed by the producer.
9. **SPECIAL MARKET DAYS:** During special market days such as Corn Roast, the 3-day Autumn Glory market, and others designated by the Board, nonmembers will be allowed to set up according to the fees explained on the Market Fee Schedule and conforming to all rules and regulations.
10. **MARKET SCHEDULE IMPORTANT DATES AND TIMES:** Membership year is from April 1st to March 31st. To be eligible for election to the Board of Directors, membership dues must be paid on or before the first membership meeting of that season. Reservations for special market days must be made at least 15 days prior to the event.
11. **MARKET SLIPS:** All vendors must turn in their completed Market Sales Slip to the Market Coordinator either at the end of the market day or at the beginning of the next market they attend.
12. **FAILURE TO COMPLY WITH MARKET RULES AND REGULATIONS:** Failure to comply with rules and regulations of the Mountain Fresh Tailgate Markets will result in the removal of the offending producer from the market for the day, and may result in the banning of that producer from the market indefinitely.

These rules have been written and approved by the Mountain Fresh Producers Association Board of Directors. The Mountain Fresh Tailgate Markets are held in cooperation with the Greater Oakland Business Association, Garrett County Economic Development Department and the Town of Oakland.

**Mountain Fresh Produce Association
2022 Membership Application**

*Applications must be received by **April 1, 2022** to be considered for membership during the 2022 market season.*

Name(s) _____

Farm or Business Name (optional) _____

Mailing Address _____
Addr City St Zip

Phone (daytime) _____ (evening) _____

Email Address (only give it to us if you wish to use it for communications) _____

		Payment Options		
#	Item	Adult	Youth	Total
_____	Membership Fee (before April 1, 2022).....	\$50.....	\$25	_____
_____	Pre pay Oakland Market Season (in lieu of daily market fees*)	\$150.....	\$75	_____
		<small>*Daily market fees are \$15/day for adult vendors, \$10/day for youth (per space)</small>		
Total Paid		_____		
Please make checks payable to:		Mountain Fresh Produce Association c/o Garrett County Extension Office 1916 MD Hwy, Suite A Oakland, MD 21550		

Reserved spaces: First-year members ARE NOT eligible for a reserved space. Reserved spaces are distributed at the discretion of the board of directors. If you wish to be considered for a reserved space, check here:

Market Attendance Plan:

I plan on attending the following days/dates: Wednesdays Saturdays
 June July August September October

Liability Insurance is required. See yellow page.

Member Commitment:

I have read and understand the rules and regulations of the Mountain Fresh Produce Association and I agree to abide by these rules and regulations at all times if I am approved to sell at the Mountain Fresh Markets. The information above is true to the best of my knowledge.

Signature

Date

Remember to complete the next page...



2022 Product Plan:

(please estimate the percent of each type of item you plan to sell, the total should equal 100%)

___ % Vegetables (Please List):

___ % Berries (Please List):

___ % Maple Syrup Products (Please List):

___ % Jams/Jellies/Jarred Products (Please List):

___ % Fruits (Please List):

___ % Plants (Please List):

___ % Honey Products (Please List):

___ % Baked Goods/Candies (Please List):

___ % Herbs (Please List):

___ % Cut Flowers (Please List):

___ % Crafts (Please List):

___ % Personal Care (Soap, lotion, etc.) (Please List):

Note on eggs: All producer/packers of shell eggs must register with the Maryland Department of Agriculture (MDA) annually. All containers must display the producer/packer number and be labeled appropriately.

___ % Eggs (Please List):

Note on Meats: The Maryland on-farm processor license is required for producers of farm-raised meats to sell their USDA-slaughtered and processed meat products on the farm premises to individual customers, and/or transport their meats from their (on-farm) freezer storage for sale to restaurants, stores and other retail venues or farmers' markets. NOTE: For farmers' market sales, the Producer-Mobile Farmers Market Unit License is also required. *Copies of all appropriate licenses must be submitted with your application.*

___ % Meats (Please List):

___ % Specialty/Other (Please List):