

# Colesville Community Market (CCM) Handbook

The Colesville Community Market (CCM) is a church-sponsored endeavor that seeks to offer and promote local artisan, enterprises representing artisans from disadvantaged or minority groups, and food enterprises and provide access to locally designed and crafted creative items. This new market will offer items for consumption as well as unique products for enjoyment and use.

## CCM Mission Statement:

Creating community for healthy bodies, souls, and societies

*3 John 1:2 – “Dear friend, I pray that you may enjoy good health and that all may go well with you, even as your soul is getting along well.”*

## **CCM GOALS:**

- To stimulate local economy
- To support healthy communities
- To promote enterprises representing needy/disadvantaged groups

## **CCM OBJECTIVES:**

- To provide access to a variety of healthy, nutritious foods, tasty edible delights, and quality locally-made/handmade items
- To inspire children, youth, and adults by connecting them to various artisans
- To foster an economic and social community

## **Market Location**

The CCM operates at the Colesville United Methodist Church Parking Lot at 52 Randolph Road, Silver Spring, MD 20904. The nearest intersection is New Hampshire Avenue and Randolph Road (across from the Giant Shopping Center).

## **Market Operations**

This handbook outlines the priorities of the CCM and its operational procedures. These are intended to assure that vendors and organizers of the CCM understand and will abide by the rules and expectations as outlined in this document. The CCM seeks to operate the market in such a way that honors God first, with honest and ethical business practices and draws customers and vendors who support and share this priority.

## **Market Dates**

The market is open every Saturday from May 19 through September 29, 2018 from 9am to 1:30 pm. It begins the weekend before Memorial Day and runs through September 29. The Market will be open every Saturday even on holiday weekends.

## **Vendor Responsibilities**

1. All vendors must have a sign clearly showing their business name or business type name.
2. Each vendor will be responsible for all equipment and supplies for the setup of a booth. Displays should be constructed in such a way that they do not block customer walkways nor pose any other hazard to customers.
3. Vendors who provide samples and/or products that will result in waste material, such as cups, napkins must provide containers for waste disposal.
4. Vendors are required to keep their market space neat and clear of obstacles, litter, and debris.
5. All assigned spaces must be swept clean and waste bagged and removed at the end of each market day. Vendors are responsible for the disposal of trash. Improper cleanup and disposal will lead to dismissal from the market for that season. Vendors must provide garbage receptacles for any waste generated by their wares, and remove their own garbage from the market. Receptacles provided by the Market are intended for the use of our customers and guests.
6. Sellers must post prices. It is expected that prices will be fair to consumers, the seller and fellow sellers. Collusion among sellers to attempt to influence prices is strictly prohibited.
7. No smoking, alcoholic beverages, or firearms are permitted at the market.
8. All products offered for sale must be of good quality and condition. The Market Master reserves the right to direct any inferior goods be removed from display. Failure to remove products deemed inferior will result in loss of market privileges.
9. Each vendor in the market must be directly involved with or knowledgeable about the production of the produce or products being sold at the market and be able to communicate honestly with consumers.
10. All vendors must provide proof of general liability coverage in an amount not less than \$300,000 AND name Colesville Community Market, the property owner, and the market sponsor as additional insured.
11. Vendors are responsible for the actions of their representatives, employees, or agents.
12. Vendors may offer samples with the proper licensing.

## **TERMS & CONDITIONS GOVERNING MARKET OPERATIONS**

1. The oversight body of the Colesville Community Market (CCM) will be the CCM Core Team (hereafter referenced as the "Team").

2. **It is expected that all full season artisans/crafters will attend each market date.** Partial season **artisans/crafters** (i.e., those attending less than 10 market dates) will be considered for participation in the market by the Team upon receipt of a request from the vendor. Any and all **artisans/crafters** may be refused at the discretion of the Team, pursuant to the Market Handbook.
3. **Market participants shall notify the Market Manager by phone call, text or email no later than the Thursday night before a Saturday market if they will not be at the Saturday Market.**
4. Reserved market spaces must be set up and occupied at least 30 minutes prior to opening the market, i.e., 8:30 am. Late arriving vendors may not be assigned the same space each week. Vendors shall clean up by 2:00 p.m.
5. At the conclusion of market hours, participants shall remove any remaining food items, trash, and associated sales equipment (tables, chairs, baskets, boxes, bags, tents, etc.) from the site as quickly and efficiently as possible.
6. The CCM promotes items and goods for sale at the Colesville Community Market that are created/baked/developed by the artisan/baker. Also, the CCM vendors may promote the work of artisans who make their own products. Items allowed for sale shall include, but not be limited to: container plants, berries, eggs, honey, preserves, baked goods, jewelry, crafts, soaps, acrylic yarn, raw wool and spun wool yarn.
7. Vendors are expected to know what is expected by the State of Maryland before selling at the CCM. Market participants are responsible for obtaining any necessary permits required by the State of Maryland and/or Montgomery County for selling their goods. Sale of **all** food items is subject to approval by the Montgomery County Department of Health. Baked goods, jams, jellies, preserves, conserves and fruit butters offered for sale must be prepared and labeled in accordance with the State of Maryland's cottage industry regulations.
8. **Copies of all licenses relevant to that business must be submitted for market review with the application and agreement.**
9. Market participants agree to make their stands and products offered for sale as attractive as possible. Participants shall keep their market space free from refuse during market hours. Sales shall be conducted in an orderly and businesslike manner. No shouting or other objectionable means of soliciting trade will be tolerated.
10. The success of the market relies on the momentum built by the active participation of all market vendors, starting with the opening market day, and continuing through the last market day, e.g. Facebook, Instagram, Twitter etc...\_

11. All vendor prices must be clearly marked or posted. Collusion and deceptive pricing practices are strictly forbidden. Vendors are not allowed to pressure, harass or bully other vendors regarding the pricing of their product.
12. Each vendor shall have an assigned space at the Market location, assigned to them by the Market Manager. However, the Manager reserves the right to reassign market spaces as they see fit in the best interest of the Market.
13. The Team is responsible for assigning market spaces, inspecting displays, supervising selling practices, collecting fees, and collecting sales information at the end of each market day as well as performing whatever else is necessary to ensure the proper operation of the market. Market participants must report any accidents or unusual occurrences immediately to any member of the Team.
14. The Team does not warrant, expressly or by implication, that participants will make a profit.
15. The Team may reserve vendor space at the Market for fundraising, promotional and civic activities, such as membership drives and sales of tote-bags. Use of funds from Market-related product sales shall be strictly limited to meeting market expenses and are not intended for profit by any individual.
16. The Team shall promote the Market through press releases, posters, flyers, and other appropriate means at the start of the market season and when appropriate afterwards.
17. **CUMC and CCM will not assume any liability. No liability insurance is provided by the Colesville Community Market to participating vendors. Vendors are expected to have their own insurance.**
18. The Team has the responsibility and authority to direct CCM participants to comply with the Terms and Conditions of the Colesville Community market and the Colesville United Methodist Church Policies. Complaints regarding violation of these Terms and Conditions may be referred verbally or in writing to the Market Manager for resolution. **If violations of the Market Terms and Conditions or other rules result in suspension or removal from the CCM, no refund of fees will be made.**
19. All vendors in the Market must agree to abide by the stated Terms and Conditions and Church Policies as outlined in the Application and Market Handbook for continued participation.
20. Booth spaces may be available free of charge for CCM Team-approved not-for-profit organizations. The Market Manager should be contacted for information regarding how to obtain a not-for-profit booth space.

21. Parking will be available for one vehicle per vendor. The Market Team will direct vendors to park in assigned locations.
22. Vendors are expected to provide their own source of water, electricity, or gas. There will be no provision of water or electricity hook-ups.
23. All approved vendors at the Colesville Community Market are required to wear the CCM badge on every market day. The vendor badge will be provided to vendors on the first market day. These are to be returned at the end of each market day. The badge distinguishes CCM vendors from market patrons and provides access to restrooms.
24. Vendors agree to photos or voice recordings being taken at the CCM, vendors, trucks, products and that they may be used specifically for promoting the Market and their business.
25. In the interest of public health and safety, **SMOKING WILL NOT BE PERMITTED ON THE MARKET GROUNDS.**
25. It is expected that confirmed vendors for the CCM will make a good faith effort to attend the New Vendor Orientation (when scheduled).
26. Vendors agree to conduct themselves in a professional manner, including committing to sell during the entire duration of the market and not close their booth before 1 pm, and not using profanity or becoming physically or verbally abusive. Vendors also agree not to have pets (other than service dogs), alcohol, weapons, or illegal/harmful substances while selling on Colesville United Methodist Church property.
27. Vendors agree that the Montgomery County Bag Tax does not apply to this market.
28. It is also understood that the CCM or CUMC will not be responsible for theft or damage to any items or displays.
29. CCM will follow Montgomery County alerts for weather conditions, closing the Market as needed. **If there are no alerts, vendors understand that the market will proceed, rain or shine, and that the choice to participate is entirely theirs to make.** If a vendor chooses not to attend, that artist must immediately notify the Market Manager either by text, phone call or by e-mail at [ccm@cumc.org](mailto:ccm@cumc.org).

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## **COLESVILLE UNITED METHODIST CHURCH POLICIES**

- All persons shall conduct themselves on church property in such a manner that they will not bring reproach upon the name of the church.
- Colesville United Methodist Church activities shall have priority over the Market for use of the parking lot for church events.
- The building and facilities shall be treated with the respectfully since it is a place of worship.
- Acts of vandalism, discretion, and disrespect shall not be tolerated under any conditions.
- All children under 15 years old should never be left unattended.
- A CCM Team Member and/or CUMC member will be the contact person in charge and will be present every Market Day.
- No vehicles shall be parked on the walkways of the church, repaired on the church grounds, or left overnight on the premises.
- Vendors who are allowed to use the restrooms shall restrict their activities to that location. Vendor badges are to be worn at all times during Market Days.
- CCM is held on CUMC grounds, which is a smoke-free location. No smoking is allowed on the premises.

*\*\*Additional items may be added on as needed.*