



2025-2026 GAITHERSBURG MAIN STREET MARKET MASTER

The City of Gaithersburg (City) Farmers Market Master is responsible for managing the Main Street Farmers Market, enforcing all market regulations and reporting directly to the City of Gaithersburg Farmers Market Program Coordinator.

In exchange for a free booth space at the Main Street Farmers Market, the Market Master must commit to being present at 90% of Saturday Market dates (approximately 40 out of 50 dates) and is obligated to faithfully execute the following each week:

- A. Take down 4 signs along Kentlands Boulevard, and 1 sign in front of the Main Street Pavilion. Must be able to lift 50 lbs.
- B. Manage vendor call-outs and report to Market Program Coordinator. (Scheduled vendors who are not able to attend MUST notify the Market Master by no later than 8AM on the morning of the market.)
- C. Monitor vendor parking to ensure that vendors do not park directly in front of the Main Street Pavilion. Trucks must be parked according to the vendor map created by the Market Program Coordinator.
- D. Ensure that vendor business name and pricing are visible at each booth. Notify Market Program Coordinator as necessary.
- E. Answer vendor and customer questions as needed.
- F. Emergency Actions allowed by the Market Master: The Market Manager will report vendors who repeatedly fail to follow market regulations and/or who sell products that do not comply with guidelines contained on the Farmers Market Application. In the case of an emergency, and in the interest of maintaining health and order, the Market Master may exercise his/her authority to have a vendor or customer removed from the Market. When exercising this authority, the Market Master must notify the Market Program Coordinator immediately.

Proposed Market Master Name: _____

Address: _____

Email: _____

Phone Number: _____

Market Master Signature: _____