



# Downtown Baltimore Markets Program

**Welcome to the Downtown Baltimore Markets Program!**

**This FAQ is designed to walk vendors through our process, expectations, and policies so you know exactly what to expect from application to market day.**

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## Vendor Approval Criteria For Pratt Street & Courthouse Markets

The Downtown Baltimore Markets Program uses a structured review process to ensure a safe, efficient, and high-quality experience for vendors, visitors, and surrounding businesses. Approval decisions are based on the criteria below and are applied consistently across all applicants. There is no guaranteed acceptance for previous applicants.

### **Food Truck Preference & Self-Contained Operations**

For Pratt Street Market and Courthouse Market, preference will be given to food trucks that are fully self-contained. Vendors must be able to operate independently without reliance on external utilities.

Self-contained operations include, but are not limited to:

- Onboard power, such as a generator or battery system
- Onboard potable water supply and wastewater containment
- No use of external hookups (electric, water, or drainage) unless explicitly approved in advance

Vendors requiring additional infrastructure (power, water, or extended setup) may be limited to specific locations or dates based on site capacity and safety considerations.

### **Timeliness of Vendor Fee Payment**

Timely payment of the annual vendor fee is required in order to move forward in the scheduling process and is considered as part of a vendor's overall standing.

- Vendors who submit payment promptly on time demonstrate readiness and reliability.
- Delayed or incomplete payments may result in postponed scheduling or removal from consideration.
- Vendors with repeated payment issues may be deprioritized for future market opportunities.

### **Estimated Food Preparation & Service Times**

Estimated food preparation and service times are reviewed to ensure:

- Reasonable customer wait times, generally no longer than 10 minutes
- Alignment with customer needs, as most Pratt Street and Courthouse Market patrons are ordering during limited lunch breaks

Vendors offering menu items with excessively long preparation times may:

- Be scheduled less frequently
- Be placed at lower-volume locations, or
- Be asked to modify menus for market participation



### **Good Standing with the Baltimore City Health Department**

All food and beverage vendors must be in good standing with the Baltimore City Health Department at the time of application and throughout the entire market season.

This includes:

- Valid and current food service licenses and permits
- No unresolved violations or active enforcement actions
- Compliance with on-site health inspections conducted during market operations

Vendors who are not in good standing may be deemed ineligible to participate until all issues are fully resolved and appropriate documentation is provided.

### **Overall Business Reputation**

A vendor's overall reputation and prior participation in Downtown Baltimore Markets or other public events are taken into consideration when evaluating eligibility and scheduling.

This may include:

- Professional conduct with market staff, customers, and fellow vendors
- Adherence to market rules, including setup and breakdown procedures
- Reliability, including attendance, timely communication, and follow-through
- History of late cancellations or no-shows
- Reputation and prior working relationships with affiliated agencies and community partners

Vendors who remain in good standing and consistently demonstrate professionalism, cooperation, and reliability are more likely to be prioritized for future market opportunities

Meeting minimum requirements does not guarantee placement on a specific date or at a specific location. The Downtown Baltimore Markets Program reserves the right to make final determinations in the best interest of the market and public safety.



## Vendor Fees

**Q: Is there a fee to participate in the Downtown Baltimore Markets Program?**

**A:** Yes. All vendors are required to pay a \$150 annual vendor fee. Payment confirms your participation in the Downtown Baltimore Markets Program for the year, regardless of how many markets you ultimately vend.

**Q: What does the \$150 annual fee cover?**

**A:** The annual vendor fee helps support the overall operation of the Downtown Baltimore Markets Program, including:

- Marketing and vendor promotion
- Administrative and operational costs

Payment allows vendor to be eligible for scheduling throughout the market year. Vendors will not be selected for scheduling until fees are paid in full.

**Q: When do I pay the vendor fee?**

**A:** The \$150 annual vendor fee should be paid after your application is approved. A payment link will be included in your approval email.

**Q: Is the vendor fee refundable?**

**A:** The annual vendor fee is non-refundable.



## Program Application, Approval, & Confirmation Process

### **Step 1: Application**

#### **Q: How do I apply?**

**A:** All vendors must submit an application to be considered. Submitting an application does not guarantee acceptance. [\[APPLY HERE\]](#)

### **Step 2: Approval & Payment**

#### **Q: What happens after I apply?**

**A:** If your application is approved, you will receive an approval email that includes:

- Notification of approval
- A payment link for the \$150 annual vendor fee
- Information about next steps

#### **Q: Does approval mean I'm confirmed for a market?**

**A:** No. Approval means you are eligible to vend with the Downtown Baltimore Markets Program. Market dates are assigned in a later step. You will be contacted directly when selected for a market

#### **Q: Is payment required to move forward?**

**A:** All vendors are required to pay a \$150 annual vendor fee. Payment confirms your participation in the Downtown Baltimore Markets Program for the year, regardless of how many markets you ultimately vend.

### **Step 3: Market Scheduling**

#### **Q: How are market dates assigned?**

**A:** Once approved and paid, vendors are scheduled for specific market dates based on:

- Vendor availability
- Product category balance
- Market capacity

The market schedule will be released a month in advance on the 15<sup>th</sup> of each. For example, June 2026 schedule will be sent to all vendors by May 15.

#### **Q: Will I be notified when I'm scheduled?**

**A:** Yes. When you are scheduled for a market date, you will the calendar a month in advance, as well as an email with a confirmation link at for each assigned date.

#### **Q: How many slots do you have each week?**

**A:** We have 19 total slots for Pratt Street Market, 5 total slots for Courthouse Market

- Pratt Street: 13 Food Vendors, 6 Outreach/Non-food
- Courthouse Market: 4 Food Vendors, 1 Outreach/Non-food

#### **Q: How often will I be selected to vend?**



**A:** Based on the current number of participating vendors, over the 23-week season, vendors can expect to participate a minimum of five times in the Pratt Street and/or Courthouse Markets.

## Day of Process

### Vendor Cancellations & No-Shows

**Q: What if I need to cancel after confirming?**

**A:** If you need to cancel after confirming, you must notify the Downtown Baltimore Markets Program in writing at least 72 hours prior to market.

**Q: What is considered a no-show?**

**A:** A no-show occurs when a vendor confirms a market date, does not attend, and/or does not provide advance written notice.

Late cancellations and no-shows are tracked and may affect your eligibility for future market scheduling.

When these cancellations occur, we do our best to reach out to our list of vendors to try and fill the vacancy.

### Vendor Load-In Instructions

- Load-in may begin as early as 9:00 AM and must be fully completed by 10:30 AM.
- All vehicles must be parked, powered, and fully set up by 11:00 AM.
- Late arrivals may not be accommodated and may impact participation in future markets.

### Service & Load-Out Requirements

- Last orders must be taken by 2:30 PM.
- All vendors must be fully loaded out and clear of the site by 3:00 PM.
- Vendors should plan menus, staffing, and inventory accordingly to meet service and load-out timelines.
- Failure to comply with service or load-out requirements may affect future scheduling eligibility.

### Pratt Street Market – Vendor Parking

- [Site Map](#)
- Vendor parking for the Pratt Street Market is located on the 100 block of Charles Street.
- Parking passes are required and may be retrieved from on-site Downtown Partnership of Baltimore (DPOB) staff on market day.
- One (1) parking pass is issued per vendor.



- Parking access is for authorized vendor use only and must follow all on-site staff direction.

## Courthouse Market – Vendor Parking

- [Site Map](#)
- There is no reserved vendor parking at the Courthouse Market location.
- Vendors are encouraged to use the conveniently located public parking garage at: 210 St. Paul Street, Baltimore, MD 21202
- Vendors should allow sufficient time for parking, load-in, and setup.

## Site Management

- Ian Harpool will be your designated point-of-contact for each market.
- Vendors must follow all instructions from on-site staff regarding vehicle movement, safety, staging, and timing.
- Non-compliance with load-in, service, or load-out expectations may result in reduced service time, removal from the site, or exclusion from future market opportunities.

## Weather Communication

### **Q: Are markets held if it rains?**

**A:** Rain cancellation depends on a number of factors. Severe weather—such as lightning, high winds, extreme heat, or other unsafe conditions—may result in a delayed opening, early closure, or cancellation.

### **Q: Who decides if a market is canceled due to weather?**

**A:** Weather-related decisions are made by the Downtown Baltimore Markets Program team, with safety as the top priority. Vendors should not assume a market is canceled unless they receive official communication.

### **Q: How will I be notified of weather updates?**

Vendors are responsible for checking communications on market days. Weather-related updates will be communicated via email using the contact information provided in your application.

- Preliminary communication will be made at least **48hrs in advance** if rain or inclement weather are a possibility. You will receive an email on Sunday for Courthouse Market and Tuesday for Pratt Street Market.
- Follow-up communication will be made within 24hrs of the event – Mondays for Courthouse Market and Wednesday for Pratt Street Market.

### **Q: Do vendors receive refunds or credits for weather cancellations?**

**A:** No. If a market is canceled by the Downtown Baltimore Markets Program due to severe weather, affected vendors may be eligible for priority scheduling for a future market or event date. This



priority does not apply if a vendor elects not to attend or departs early while the market remains open.

***Additional questions? Email us at [prattstreetmarket@dpob.org](mailto:prattstreetmarket@dpob.org).***