



2016 WESTFORD FARMERS MARKET (WFM) FARM & FOOD VENDOR APPLICATION

Vendor rules:

- No stakes to secure their tents.
- No setting up prior to 1:00pm.
- Vendor Parking: 39 Main St.
- No parking on Lincoln St. This is for Visitor Parking ONLY.
- “Jay walking” will not be tolerated when unloading.
- No moving Benches or leaving ice or debris will be fined \$25 for each occurrence and will be asked to leave if repeated offenses are made.
- No vendors are not allowed to “start to take down their tent” prior to the close of the Market at 6:30 pm. even if they are sold out.
- Vendors are allowed to bring a small table and 2 chairs for marketgoers to sit and relax.

Thank you for your cooperation.

For Office Use Only		
Date Application Received: _____	Check# _____	BOH Permit: _____
Fee Enclosed & Amount: _____	Check# _____	
Accepted: _____	Notified _____	Cert. of Insurance: _____
_____ Denied	_____ Wait Listed	_____ Notified
		Date Returned Deposit: _____

	Business Name
Business #	Contact Names
Cell #	E-mail
	Website:
	Address:

We encourage Biweekly Vendors to apply!

2016 Season Dates: Tuesdays, June 21 – October 25.

Hours: 2:30 – 6:30 PM (fall hours – until dusk)

Location: Westford Town Common (Boston Road & Main Street)

Weekly Fee: Fee is \$25/ week / 1 space

Fees and Space: Please circle size requested:

Vendor Type	Space Size	Weekly Fee	Seasonal Fee	10% Discount if paid by March 3, 2015 Season fee w/ discount
Weekly	12' x 12'	\$25	\$500	\$450.00
Weekly	24' x 12'	\$35	\$700	\$630.00
Bi-weekly	12' x 12'	\$25	\$250	none

“Booth Creep”: Booths that tend to creep shall be charged \$3 per additional foot outside of allotted space.

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All applicants: Preference is given to returning WFM Vendors from the 2015 season in good standing. Please return the Completed Signed Application, Insurance Certificate and Fee. In order to receive the **10% discount, these items must be received in its entirety by March 3rd for returning vendors & March 17th for new vendors** Board of Health Permit must be obtained once the WFM accepts you into the market, **no later than 2 weeks prior your starting date**. If the application, paperwork, and fees are NOT received by due date, you will NOT be guaranteed a place at the market. Your application will be included in the general pool of all other vendor applications and notified at a later date if you are accepted, wait listed, or denied.

Please check one:

Weekly Farm or Food Vendor

Seasonal Farm Vendor (due to specific crop availability)

Start date _____ End date _____

Alternating Weeks Vendor – starting Week 1 or Week 2 (requested start week is not guaranteed)

Special rotation vendor (6x per season such as Wine or specialty goods)

List dates evenly spaced through the season here: / / / / /

Additional comments:

Items to be sold: Please list all items grown by your farm (use the back of this form if needed):

List items for Re-wholesale and Origin: (maximum of 1 allowed per week for farm vendors ONLY).

1. _____ Origin: _____
2. _____ Origin: _____

Under the penalties of Law, I _____ am not reselling any of my products and will allow on-site inspections to determine place of origin for produce.

Please check if you have included this info in your application:

- A. Signed Application _____
- B. You have read, understood the Market Rules & Policy Agreement, Indemnification and Waiver Statements: _____
- C. Insurance Certificate showing General Liability Coverage and **must** name both names as Additional Insureds:
 1. **Sustainable Westford** – Westford Farmers Market, 5 Cummings Road, Westford MA 01886
 2. **Town of Westford**, Boston Road and Main Street, Westford MA

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3. Please mention this to your insurance agent. In the past the majority of vendors have to recall their insurance for this clause. Check here once this is done:_____.

Total amount enclosed \$ _____ Season Fee \$ _____

Westford Farmers Market Prepared Foods Vendors and Potentially Hazardous Foods (PHF) Only:
Instructions for Board of Health Online Permit

Vendors of Prepared Foods or Potentially Hazardous Foods (PHF) are required to apply for a BOH Farmers Market Permit either online OR walk in to the Westford BOH and they can assist you. You are required to print, sign and send permit and payment at least 2 weeks prior to your start date. Westford Board of Health contact is Arnie Price 978.692.5509 or aprice@westfordma.gov.

How to apply online – open the link: <http://permits.westfordma.gov>

1. “Click here to continue without username”
2. For the Address use “MAIN ST”
3. For Street Number use “48”
4. Fill in YOUR DATA
5. At the bottom of this page under “Permit/Licenses” click on “Board of Health”
6. Click on Farmers Market Permit – press “Submit”
7. Print, Sign, and send with Permit Fee to: BOH, 55 Main St., Westford, MA 01886

INDEMNIFICATION

I hereby agree that I will indemnify and hold harmless Sustainable Westford – Westford Farmers Market, the members of its Board of Directors, the Executive Director, all agents, and/or employees of WFM from any and all claims and liabilities arising or allegedly arising from my negligent or intentional conduct. I understand that this means that I will be responsible for reimbursing the above organization and individuals for any judgment against them, any settlement made by them in good faith, and any attorney’s fees incurred by them in defending or settling any claim against them, which arises or allegedly arises as the result of my negligent or intentional conduct.

WAIVER

By submitting this application, I hereby agree to comply with the RULES and POLICIES in all respects. I further agree to abide by the decisions of WFM, its officers, directors, agents and/or employees regarding the interpretation and enforcement of any provision of the RULES and/or of POLICIES. I specifically understand that, in consideration for processing my application, I waive any and all rights to pursue any civil or criminal process against WFM, its officers, directors, agents and/or employees as relates to any decisions and/or action taken in interpreting or enforcing the RULES and POLICIES by WFM, its officers, directors, agents and/or employees. I understand that by submitting this application, I am waiving legal rights that I may have as described above, and I do so voluntarily.

GRIEVANCES

In the event of a dispute regarding any aspect of the Market, the Market Manager shall make a decision. Any failure to abide by the Market Manager’s decision may be sufficient grounds for excluding the Vendor from the Market.

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I have read this Application and Market Rules & Policies and agree to abide by them in the spirit of Sustainable Westford – Westford Farmers Market and recognize that failure to adhere to them may result in penalties including termination:

Signature of Owner: _____

Date: _____

Mail to:

Sustainable Westford – Westford Farmers Market
5 Cummings Road
Westford, MA 01886

Questions:

1. www.SustainableWestford.org
2. Gloria Tu, Market Founder – 978.392.1424 or email Gloria.gilbert6@verizon.net

As we head into our 10th Season, I want to thank our past participating vendors for their contributions and extend a warm welcome to new vendors – it will be another wonderful season!

Peace,

Gloria Tu, Market Founder

Market Rules & Policies

Vendor preference shall be given to “healthy,” “green” and those who fit the Market’s Mission (see Mission Statement). Agricultural Tax Exemption required for farmers. Consistency, track record of attendance, years in business, overall performance and tidiness shall be noted for future reference for vendor preference. Vendor selection is also based on the needs of the Market at that time; this includes value added to the Market.

- ❖ **WIC Coupons:** Farmers must be certified to accept Massachusetts Farmers’ Market coupons.
- ❖ **Farmers** must apply to MA Dept. of Agricultural Resources by mid-May. Call Dave Webber at 617.626.1754 for more information.
- ❖ **Applications:** Those wishing to set up a booth must submit this completed Application, Insurance Certificate, and Fees as soon as possible.
- ❖ **Attendance:** Weekly and Alternating Week Vendors are expected to attend every week unless prior arrangements are made. Please make arrangements with staff.
- ❖ **New Vendors** seeking weekly status will first be asked to do an appearance as a “Visiting Vendor.”
- ❖ **Visiting Vendors:** Any vendor may apply to attend as a visiting vendor – up to six visits spaced throughout the season or a mutually convenient time. Pre-payment is required and No Shows will owe for the day of non-attendance. There are **no refunds**.
- ❖ **Rain Venue:** In the event of rain, Farm Vendors will set up in the parking lot across the street at The First Parish Church, 48 Main St. Due to limited space, non-farm vendors will set up on a first come-first serve basis until all the spaces are taken unless other prior arrangement are made with the Market Manager. Effort will be made to adequately accommodate as many vendors as possible. However, space is limited and safety is a priority.
- ❖ **Weekly & Alternating Week Vendors** are required to start and end as per Market’s published schedule and contribute a product for a fund-raising event or gift certificate.

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- ❖ **Set up and Stop Times:** Vendors may set up one hour before the Market opens; no sales before the Market opens. *No vendors are not allowed to “start to take down their tent” prior to the close of the Market at 6:30 pm. even if they are sold out.* Please adjust inventory accordingly. At the close, all vendors are expected to shut down promptly.
- ❖ **Please check in at the Market Manager’s Booth for Space Assignment and Parking Permit.**
- ❖ **Unloading:** Temporary unloading and loading may take place on Lincoln St. (or another legal space). However, all vehicles must be moved and parked in an approved space. *Pedestrian crosswalks must be used in this process and at all times.*
- ❖ **Parking:** Vendors must park in an alternate parking lot at 39 Main St and not allowed to park on Lincoln St.
- ❖ **Parking Permit** shall be issued at check in. Parking Permit (to be displayed on dashboard).
- ❖ **Space (Booth) Assignments:** Specific spaces are reserved for Weekly Vendors. Remaining spaces are assigned to others on a weekly basis.
- ❖ **Vendors** provide their own set up, chairs, tent, trash receptacle etc. Vendors must secure all TENTS FIRMLY so not to create a hazard for anyone. Stakes are not allowed. Sand bags/ weights often are used by vendors. Are responsible for keeping their area clean during the Market day as well as thoroughly cleaning their areas & **removing all trash OFF SITE including corn silk and husks/ ice** at the end of the day. We do encourage vendors to use things that do not create trash and litter when serving samples. Eco-friendly is best. Vendors must use plastic gloves when handling foods to be sampled. Vendors must secure all structures firmly so not to create a hazard for anyone. Stakes NOT allowed. No sales before the Market opens at 2:30 p.m.
- ❖ **Scales** used at the Market must be sealed and inspected.
- ❖ **Signage:** All vendors **must post prices** daily for all items. All “Brought-In” farm products **must label place of Origin**. On-site inspection is required when in question. 1-2-3 Rule applies to any vendor that violates this “Brought-In” rule.
- ❖ **Board of Health Permits:** Vendors of Prepared Foods or Potentially Hazardous Foods (PHF) need to provide a copy of their food (kitchen) permit from their hometown. In addition, the Westford Board of Health requires a permit and fee.
- ❖ **Home Grown: Only Farmers may sell only ONE ITEM** of another farmer’s produce and must clearly label its source. **Any exception must be requested in Advance in writing prior to bringing item to market by Gloria Tu, Founder.**
- ❖ **Miscellaneous**
 - ◆ We may restrict the number of vendors selling similar products.
 - ◆ We will NOT limit the types of items produced and sold within a specific category, such as Baked Goods Category.
 - ◆ Environmental friendliness is strongly preferred.
 - ◆ Food products must be based on local produce wherever possible.
 - ◆ Primary food products must be 100% made by the vendor, however, incidentals like condiments may be purchased.

The Market Rules and Policies are simple and in place to create a positive atmosphere and successful Market. Please respect these Rules, your neighboring vendors and WFM Volunteers because everyone works hard to see success.

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I have read and understand these Rules & Policies and swear to abide and respect them.

Print Name _____ Signature _____ Date _____

Inclement Weather:

If there is visible Lightening, high winds, heavy rain or other inclement weather conditions: the Market manager will make a public announcement through a loudspeaker to inform market shoppers, farmers and vendors of the lightening or other conditions.

Farmers and vendors can choose to leave if they feel unsafe due to the presence of lightening or other inclement weather conditions. However, the market will remain open.

Acknowledgement of Good Food Safety Practices

1. Food Vendors must display their Food Permit conspicuously on site.
2. Only food stipulated on the Food Permit and on the Farmers Market Application may be sold.
3. All food prepared off site (if allowed) will be prepared in an approved kitchen.
4. All potentially hazardous foods, i.e., dairy products and meats, must be kept either above 140°F or below 41°F. Refrigeration may be provided by crushed ice, cubed ice, or by dry ice. Food may not come into contact with water or un-drained ice.
5. All foods, drinks and condiments shall be handled and stored in such a manner so as to prevent contamination, i.e., covered stored in clean containers, kept off the ground. Trash bags may not be used to store food.
6. All food vendors will keep their hands clean at all times, including washing them after using the restroom and smoking.
7. All equipment, utensils, and containers shall be in a clean and sanitary condition.
8. Persons serving food shall wear clean outer garments and use hygienic practices.
9. There shall be no bare hand contact with ready to eat food products. Vendors shall use tongs, spatulas, toothpicks or plastic gloves. Management prefers not to use things that create litter.
10. Garbage & refuse must be disposed of in a clean and sanitary manner. Premises shall be kept clean.

I have read and understand the preceding conditions and I agree to abide by them.

Print Vendor Name _____ Vendor Signature _____ Date _____