

Sustainable Westford - Westford Farmers Market

2018 Sustainable Education Application

Approved _____



Welcome!

Sustainable Education Vendors are allowed 1 to 4 visits - evenly spaced throughout the season.

***2018 Season Dates:** Tuesdays, June 19 - Oct 30*

Hours: 2:30 - 6:30 (fall hours: until dusk)

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

Weekly Fee: Fee is 25\$/ week

The purpose of this application is to allow healthy and green organizations to participate in the Westford Farmers Market. If you are a third party seller, you cannot sell at the market, but we will allow you to promote and educate. Your product(s) must be “green”, or dedicated to health and sustainability. Potential Sustainable Education Vendors will be reviewed and approved by the Sustainable Westford Board of Directors.

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

Please suggest dates below:

1st	2nd	3rd	4th

- **Fees and Space:** \$25 Deposit required **in advance** to reserve space. **Space Size:** 12' x12'.
- *'Booth Creep'*: Booths that tend to creep shall be charged \$3 per additional foot outside of allotted space.
- All Fees must be **Paid in Full in Advance**. No Refunds for cancellations. If it is raining on your scheduled date, you have the option of rescheduling your date. However, No Refunds will be given - No Exceptions.
- Deposit will be used for your scheduled dates. In the case of a "No Show"/ Cancellation, your deposit will be used for your reserved space for date specified.
- You will be assigned a space the day of the market.

Office use only:

Dates accepted	Paid - check#	Alt Date	Notes	COI
1				
2				

Samples and Business Promotion:

As an Education vendor you are NOT allowed to sell anything at your tent. However, you are allowed to promote your business/product by providing free samples, handing out business cards, and providing phone numbers and/or websites for customers to place orders or purchase your product, etc.

Please Complete:

___ Completed and Signed Application

___ You have read, understood the Market Rules & Policy Agreement below.

___ Insurance Certificate showing General Liability Coverage.

___ Deposit (Amount \$ _____)

I have read the Market Rules & Policies below and agree to abide by them in the spirit of the Westford Farmers Market recognizing that failure to adhere to them may result in dismissal from further participation in the 2015 Market and the forfeit of Deposit given.

Signature of Owner: _____ **Date:** _____

Mail to: (Hard copy needed)

***Sustainable Westford - Westford Farmers Market
5 Cummings Road
Westford, MA 01886***

*For more info & Questions: www.WestfordFarmersMarket.com. Thank you for your interest.
You will be notified if accepted into this market.*

Please email this data to us for PR purposes:

- 1) Name of your business
- 2) Website URL (if you have one)
- 3) Facebook page URL (and other social media if appropriate)
- 4) Logo file (jpg, png, or gif ONLY)
- 5) 1 or 2 images you would like us to use
- 6) Short description of your business including what you sell
- 7) If you take credit cards (yes / no)

Sustainable Education Vendors—Market Rules & Policies

Sustainable Education Vendor preference shall be given to “healthy,” “green” and those who fit the Market’s Mission (see Mission Statement). 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. “Hawking” is not permissible.

- Applications: Those wishing to set up a booth must submit this completed Application, Insurance Certificate and Fees prior to acceptance to market.
- Attendance: Vendors are expected to attend every week as agreed upon unless prior arrangements are made. Please make arrangements in writing with Adult Market Manager.
- New Vendors will first be asked to make an appearance as a “Visiting Vendor” so the WFM can better assess your fit. Upon approval of the first appearance the next visits to the market will be authorized.
- Vendors may choose up to four (4) visits spaced throughout the season. Pre-payment is required and No Shows will owe for the day of nonattendance. 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.
- Set up and Stop Times: Vendors may set up (1) one hour before the Market opens; no sales before the Market opens.
- **Vendors are not allowed to “take down” prior to the close of the Market at 6:30 PM even if they are “sold out.”** 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.**
- You 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.

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.

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

Print Name

Signature

Date