



## 2018 Westford Farmers Market Community Space Application Form

Name of Organization: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please give three possible dates that your organization would like to have a Community Space. Between Tuesday, June 19 through Tuesday, October 30, 2018 (Please identify first, second, third choices). The organization will be given at least one date during the season if approved.

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Please tell us what you plan to display on the organization table: \_\_\_\_\_

**Do you want to sell any item(s)? YES NO If yes, please list item(s) you would like to sell. (The Westford Farmers Market Committee will review and let you know what can be sold. No food can be sold).**

Please X- Promote the Farmers Market and we will do the same for your Non-Profit too!

### We need this from you - Please email this data for PR:

- 1) Name of your NPO
- 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 Mission
- 7) If you take credit cards (yes / no)

You are NOT allowed to breakdown prior to 6:30 PM! You must take away any trash that you have at the end of the day. No stakes allowed to secure tents. You can NOT park on Lincoln St (parking available at 39 Main St.)

**Yes \_\_\_\_\_ No \_\_\_\_\_ Sign in acknowledgment \_\_\_\_\_**

**I/We acknowledge that I/We have read the guidelines set out for a FREE Community Space and will comply with the requirements. (Guidelines below) Yes \_\_\_\_ No \_\_\_\_**

**Name of Applicant: \_\_\_\_\_ Date \_\_\_\_\_**

**Signature of Applicant: \_\_\_\_\_**

**Please email application to: [info@SustainableWestford.org](mailto:info@SustainableWestford.org)**

**You will be notified of your accepted date(s).**

## **Sustainable Westford - Westford Farmers Market Community Organization Space Rules & Policies: 2018**

### **Application**

- Those wishing to set up a community organization space must submit an application to the Westford Farmers Market to be reviewed by the Community Organization Committee to see if the organization meets the market's mission.
- Any organization may apply to attend as a visiting community organization for up to 3 times during the market season, spaced throughout the season or on a mutually agreed upon schedule. We will make every effort to accommodate an organization's preferred schedule, though reserve the right to limit days based on space availability. You will be notified of your date(s) at least 2 weeks before your scheduled visit.

**Signage:** All community organizations must post a sign regarding their group.

### **Cost and Set Up & Closing Information:**

- **No Cost** for community organizations.
  - Requirements for your organization to reserve a week:
    - Publicize Sustainable Westford - Westford Farmer Market information in your organization's newsletter if possible.
    - Have members consider signing up for our weekly e-newsletter to keep informed of our weekly happenings and specials.
    - Consider a link on your organization's website with our SW - WFM website.
- Setup and Closing Information
  - Unloading: Temporary unloading and loading may take place on Lincoln St. (or any other legal space). However, all vehicles must be moved and parked in an approved space at 39 Main St. Pedestrian crosswalks must be used in this process and at all times.
  - Check in at the **Market Manager's Booth** for space assignment and parking instructions for volunteers.
  - Community organizations set up 1 hour before the market opens. Organizations are not allowed to "take down" prior to the close of the market. At the close, organizations are expected to shut down promptly.
  - Community organizations must provide their own set up, chairs, tent, trash receptacle, etc.
  - Community organizations are responsible for keeping their area clean during the market day and thoroughly cleaning their areas after. This includes removing all trash OFF SITE at the end of the day. Please do not use the public garbage cans for your trash.

We are going on our 12<sup>th</sup> season and our goal is to make the market a positive and continued community success. Please respect these rules and policies, your neighboring vendors and organizations, and the WFM volunteers.

Thank you!

Sustainable Westford Board of Directors