



2018 FARM & FOOD VENDOR APPLICATION

Westford Farmers Market

- As we head into our 12th Season, I want to thank our past participating vendors for their contributions in making this a strong market and extend a warm welcome to our new vendors. We encourage all vendors to take credit cards and post weekly specials to our weekly E-Newsletter.

2018 Season Dates: Tuesdays, June 19 – October 30

Hours: 2:30 – 6:30 PM (*starting Oct. 16, 2018 – until dusk*)

Location: Westford Town Common (*GPS - 48 Main St.*)

Weekly Fee: Fee is \$25 - \$35 per week (*see below*)

All applicants please note:

- Preference is given to returning WFM Vendors from the 2017 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 8th for returning vendors & March 29th** 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.*
- Once accepted, please sign up and follow our Face Book Page <https://www.facebook.com/WestfordFarmersMarket/> and our Weekly E-newsletter <http://sustainablewestford.org/subscribe/> to stay informed.

Business Name to be listed on PR:	
Business #	Contact Names
Cell #	E-mail
Website:	Address:

Vendor Catagory: (Please check one)

<input type="checkbox"/>	Weekly Farm or Food Vendor
<input type="checkbox"/>	Bi-weekly Vendor – preferred starting Week 1 or Week 2 (<i>requested start week is not guaranteed</i>)
<input type="checkbox"/>	Seasonal Farm Vendor (<i>due to specific crop availability</i>)
	Start date _____ End date _____
<input type="checkbox"/>	Special Rotation Vendor (6x per season such as Wine or specialty goods)
	List dates evenly spaced through the season here: / / / / /

Additional comments:

2018 FARM & FOOD VENDOR APPLICATION

Westford Farmers Market

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/we, _____ am not reselling any of my products and will allow on-site inspections to determine place of origin for produce.

Fees and Space: Please circle Vendor Type and if electricity is requested:

Vendor Type & Electricity use	Space Size	Weekly Fee	Seasonal Fee	10% Discount ONLY if paid by March 8, 2018	You pay:
Weekly	12' x 12'	\$25	\$500	\$450.00	\$
Weekly	24' x 12'	\$35	\$700	\$630.00	\$
Full Bi-weekly	12' x 12'	\$25	\$250	no discount	\$
Special Rotation	12' x 12'	\$30	# wks x \$30	no discount	\$
Electricity fee	Yes	No	\$35	no discount	\$
Fill in the Total Amount due:\$					

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

Please check if you have included these items in your application:

- A. _____ Signed the Application (*4 spaces in application*)
- B. _____ You have read, understood the Market Rules & Policy Agreement, Indemnification and Waiver Statements
- C. Total amount enclosed \$ _____

Insurance

All Vendors must submit an Insurance Certificate showing General Liability Coverage and **MUST list both names below 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

2018 FARM & FOOD VENDOR APPLICATION

Westford Farmers Market

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.

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: Gloria Tu, Market Founder – 978.846.4442 or email info@SustainableWestford.org

Please Email this Data 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)

2018 FARM & FOOD VENDOR APPLICATION

Westford Farmers Market

In brief, these are the Rules most often NOT understood! Vendors are NOT allowed to:

- “take down their tent” prior to 6:30pm
- park on Lincoln St.
- use stakes to secure their tents.
- NOT Allowed to set up prior to 1:00pm.
- NOT Allowed to “Jay walk” when unloading. You Must use crosswalks!
- NOT Allowed to move benches or leave ice, debris or garbage. You will be fined \$25 for each occurrence and will be asked to leave if repeated offenses are made.

Thank you for your cooperation.

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.
 - 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.
 - No sales before the Market opens at 2:30 p.m.
-
- ❖ **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.
 - ❖ **Attendance:** Weekly and Alternating Week Vendors are expected to attend every week unless prior arrangements are made. One week ‘off’ thru the season is acceptable. Please make arrangements with Manager.
 - ❖ **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.**
 - ❖ **Weekly & Bi-weekly 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.
 - ❖ **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.

2018 FARM & FOOD VENDOR APPLICATION

Westford Farmers Market

- ❖ **Set up and Stop Times:** Vendors may set up one hour before the Market opens; no sales before the Market opens. No vendor is 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.
- ❖ **Parking Permit and Space:** Please check in at the Market Manager’s Booth for Space Assignment and Parking Permit. Specific spaces are reserved for Weekly and Bi-Weekly Vendors. Remaining spaces are assigned to others on a weekly basis.
- ❖ **Parking:** Vendors must park at 39 Main St.
- ❖ **Parking Permit** shall be issued at check in. Parking Permit (to be displayed on dashboard).
- ❖ **Unloading:** Temporary unloading and loading may take place on Lincoln St. (or another legal space). However, all vehicles must be moved and parked at 39 Main St during market hours..
- ❖ Pedestrian crosswalks must be used in this process and at all times.
- ❖ **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. 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.
- ❖ **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 a successful Market. Please respect these Rules, your neighboring vendors and WFM Volunteers because everyone works hard to see our market succeed.

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

Print Name

Signature

Date

2018 FARM & FOOD VENDOR APPLICATION
Westford Farmers Market

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

This section for Prepared Food Vendors and Potentially Hazardous Foods (PHF) Only
Instructions for Board of Health Farmers Market Permit Online

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

All permits and payments must be received at least 2 weeks prior to your start date.

Westford Board of Health contact is **Arnie Price 978.692.5509** or aprice@westfordma.gov.