

Easthampton Farmers' and Makers' Market:
2016 Market Vendor Guidelines

Thank you for your interest in becoming a vendor at the Easthampton Farmers' and Makers' Market. Please read the Market Guidelines carefully and fill out the Registration Form. Return it to the Easthampton Farmers' and Makers' Market for approval. Pre-registration is required for the 2016 season.

Please note that if you plan to sell prepared food, either hot or value added, or meat, you must contact the Easthampton Health department (see details below.) Vendors are responsible for all inspections of their kitchens by their local municipality, and all meat vendors must have current inspections and licenses. All vendors require liability insurance; see market rules for specific details.

The Easthampton Farmers' and Makers' Market is seeking to grow our market and is actively looking for vendors in all categories: produce, meat, dairy, crafts, and value added products. Farmers and Makers who are just starting out are welcome to apply. Home-based producers of value-added products are also welcome as long as all paperwork and licenses are in order. Seasonal vendors are also invited to apply. The Market is looking for "Regular" Market Vendors who will commit to attending 15 of the 19 markets each year as well as "Visiting" Vendors, who can attend market at will as long as they are approved vendors and notify the Market Manager each week in advance of attendance.

Applications, rules agreements, and all paperwork need to be submitted by April 30th for best consideration. Returning and "regular" vendors (meaning vendors who will commit to come to at least 15 of the 19 Saturday markets) will have priority for space and will be included in all our pre-market advertising.

The manager will do her best to keep vendors in the same space from week to week, but they are subject to change.

Vendors, after unloading their vehicle will need to park off premises or in the far back of the rear parking lot after setting up.

Please feel free to call or e-mail us if you have any questions.

Market Manager: 413-527-2711, ask for Heather McLean; easthamptonfarmersmarket@gmail.com.

We look forward to having you join us at the Easthampton Farmers' and Makers' Market!

2016 Market Rules

1. The Market will open Saturday at 10:00 am. Sellers are to arrive no later than 9:30 am and be set up by 10:00. Early arrivals are allowed by 8:30 am. The only exception to this rule is for food trucks, which must be at market, ready to serve, at 11, and which must stay at market until 1 pm. You are responsible for letting the Market Manager know in advance if you will not be there. If you are running late, send an email to easthamptonfarmersmarket@gmail.com or message the on-site market manager (number forthcoming) . Anyone not there by 10:00 am or

not calling will have no space held. Vendors must notify the market manager if you are not going to be at the market for your regular assigned space. The Manager will fill spaces not occupied, or if vendor has not called by 9:00 AM.

2. The Market will close at 2:00 pm. Please no early break downs. The Market Manager, with the consensus of the vendors, will determine if weather is too inclement to stay open.
3. The Market should be open each week during the Season: May 21 – September 24. In case of an emergency early departures must be cleared by the Market Manager. Please, breakdown and pack up before moving your vehicle for loading.
4. All sellers must be paid members-in-good-standing of Easthampton Farmers' and Makers' Market. The market runs from May 21 to September 24, for a total of 19 weeks. The stall fee is \$10 per week. There are three payment options:
Full time vendor: Pay In Full: \$160, (\$30.00 savings),
Full time vendor: Two Payments: \$90 each, (\$10.00 Savings)
Drop in: \$60 deposit, Deposit applied to 4 drop-in weeks at \$15.00 per week, then \$15.00 due at market each additional week.
5. Any product not listed in the vendor's 2016 market application must be brought before the Market Board. If at any time the Market Manager or Market Board find a product not listed on application, you will be asked to remove said product from your booth and have it brought before the Product Review Committee.
6. All vendors of baked goods, processed foods, hot foods or value added edibles, must have a valid license for processing such goods as issued by their home municipality and have an approved application on file at the Easthampton Health Department (http://www.easthampton.org/city_departments/11) as well as your own municipality for all licenses and inspections. You will not be allowed to sell unless you have proof of inspections and a completed application from the city. Please give the Easthampton Health Department 15 business days to complete the application, and call before you stop by as they have very limited business hours.
7. Food Vendors must be approved by the Market Manager. Proper Licensing and insurance must be presented with registration. Preference to Hot Food vendors will be given to Easthampton residents first. All food vendors must comply with the rules of the Health Department.
8. All vendors claiming that items sold are organic must be registered with the Baystate Organics and be in compliance with the National Organics Standards Act.
9. All vendors must have \$1,000,000 of general liability insurance with Riverside Industries listed as additional insurer or certificate holder.
10. All vendors must leave their area clean at the end of each Market. All produce and food vendors must pick up all stray food and food debris located within and around their booths at the close of market each day. Vendors should carry out their own garbage; we must leave the area the way we found it at the beginning of the day.
11. All vendors must comply with state and federal marketing regulations.
12. Vendors must comply with Market parking regulations. All merchandise and booth supplies must be broken down before moving car into loading/unloading space.
13. Please be considerate of your fellow vendors, customers of the Market, and the Market Manager in your conduct at the Market. Voicing negative comments or opinions to customers or vendors as well as disrespectful or unprofessional attitudes towards others will not be tolerated

at any time. Any vendor, acting in a manner as to endanger the public or another vendor will be asked to leave and will have their membership revoked.

14. No consumption of alcohol or drugs permitted by vendors on Market grounds. No smoking in the Market area.
15. Vendors pets must be contained in their 10'x10' booth space on a 6 ft. leash at all times .
16. Children of vendors shall not be left unattended at the market.