



2019 Market Vendor Guidelines and Mission Statement

Thank you for your interest in becoming a vendor at
the Easthampton Farmers and Makers Market!

Our Mission Statement

The Easthampton Farmers and Makers Market (EHFM or “the Market”) promotes regional agriculture to ensure a continuing supply of fresh, local produce in Easthampton. Our goal is to support farmers and preserve farmland for the future by providing regional, small family farmers with opportunities to sell their fruits, vegetables, and other farm products.

Vendor Guidelines

Please read the Market Rules (below) carefully and fill out the application form.

Return to: Easthampton Farmers and Makers Market, P.O. Box 402 Easthampton, MA 01027 or email to easthamptonfarmersmarket@gmail.com for approval. Pre-registration is required for the 2019 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 kitchen inspections by their local municipality. All vendors require personal liability insurance; see Market Rules below for specific details.

The EHFM is seeking to grow our market and is actively looking for vendors in all categories: produce, meat, dairy, value-added products, and crafts. Producers who are just starting out are welcome and encouraged to apply.

The Market is looking for “regular” vendors who will commit to attending 15 of the 20 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. Application and all paperwork need to be submitted by March 30th for best consideration. Returning and new “regular” vendors will have priority for space and will be included in our pre-market advertising.

The manager will do her best to keep vendors in the same space from week to week, but tent spaces are subject to change. Vendors, after unloading their vehicle, will need to park off-premises or in the rear of the parking lot after setting up.

Please feel free to email the Market Manager, Margaret Macaluso, with any questions: easthamptonfarmersmarket@gmail.com.

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

2019 Market Rules

1. The Market will open Saturday at 9:00 am. Vendors are to arrive no later than 8:30 am and be set up by 9:00 am. Early arrivals are allowed starting at 7:30 am. The only exception to this rule is for food trucks, which must be at market, ready to serve, at 11:00 am, and which must stay at market until 1:00 pm. Vendors are responsible for letting the Market Manager know in advance if they will not be there. Vendors not present by 9:00 am who have not contacted the Market Manager will have no space held.

2. The Market will close at 1:00 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. In case of an emergency, the Market Manager must clear early departures. Please break down 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 25th to October 5th, for a total of 20 weeks.

There are four payment options:

- Full time vendor, paid in full: \$250,
- Full time vendor, two payments: \$150,
- Drop-in vendor: \$60 deposit. Deposit applied to 3 drop-in weeks at \$20.00 per week, then \$20.00 due at market each additional week.
- Guest vendor: \$40 per market, personal liability insurance not required.

5. Any product not listed in the vendor's 2019 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, vendor will be asked to remove said product from their booth and have it brought before the Product Review Committee.

6. All vendors of baked goods, processed foods, hot foods, or value-added products 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 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.

Easthampton Health Department Contact:

Bri Eichstaedt, R.S., Health Agent
beichstaedt@easthamptonma.gov
Phone: (413) 529-1400, ext. 430
Fax: (413) 529-1442

7. Food vendors must be approved by the Market Manager. Proper licensing and insurance must be presented with application. When accepting food vendors, preference will be given to Easthampton residents first. All food vendors must comply with the rules of the Easthampton Health Department.
8. All vendors claiming that items sold are organic must be registered with Baystate Organics and be in compliance with the National Organics Standards Act.
9. 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 tent at the close of Market each day. Vendors must carry out their own garbage; we must leave the area the way we found it at the beginning of the day.
10. All vendors must comply with state and federal marketing regulations.
11. Vendors must comply with Market parking regulations. All merchandise and booth supplies must be broken down before moving car into loading/unloading space.
12. 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.
13. No consumption of alcohol or drugs permitted by vendors on Market grounds. No smoking in the Market area.
14. Vendors pets must be contained in their 10'x10' booth space on a 6 ft. leash at all times.
15. Children of vendors shall not be left unattended at the Market.
16. Proof of insurance is required for all vendors prior to set up on the first day of the Market.