

**Easthampton Farmers' Market
Located at 50 Payson Street
Easthampton, Massachusetts**

Mailing address:

Easthampton Farmer's Market
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Easthampton Farmers' Market Rules for Operation

The mission of the Easthampton Farmers' Market is to promote local agriculture and to provide fresh, healthy, affordable food to the people of Easthampton and the surrounding communities.

1. Location: Parking lot of City Hall at 50 Payson Ave
2. Hours of Operation: 10:00 AM until 2:00 PM on Sundays, from late May through early October, with additional dates possible. There will be no exchange of goods before 10:00 am, except among vendors.
3. All vendors must reapply annually.

4. Levels of participation:

Full-time vendors: are expected to attend every market, unless an emergency arises. Any absence should be communicated to the market manager no less than four days in advance of the market date. Should a vendor be absent, the Market reserves the right to offer the unused space to another vendor. Vendors who do not notify the market manager in advance of absences risk losing their permanent space and may lose their full-time status. If a vendor is repeatedly absent without advanced notice, or is repeatedly in violation of the rules, that vendor loses the right to their regularly assigned space.

Part-Time Vendors: may attend throughout the season on a regular, previously-agreed-upon schedule. Although every effort will be made to assign part-time vendors to a consistent space, this may not be possible each week, and part-time vendors do not have a permanent space.

Drop-In vendors: may attend at will. The fee is \$25/week. They must submit an application for approval and notify the Market and pay their fee at least a week in advance of their attendance.

All rules apply to visiting vendors, including the insurance requirement. A visiting vendor may decide to become a full or part-time vendor at any time during the season. Rates will be adjusted accordingly.

Non-profit organizations pay no registration fee and attend the Market to distribute information for the public good. They may not promote a political agenda. They may recruit membership in their organization. We ask that any activity be restricted to the organization's tent, or be taken outside of the market as to not interfere with the flow of customers and vendors interactions. Guest tents/tables may be available for non-profit organizations who are not selling products. Please contact the market manager for details.

5. The following **fees** will apply:

Market Fees:

Full Season: \$472.50 - (\$22.50/market for 21 markets)

Partial Season: \$250 - (\$25/market for 10 markets)

Guest Vendors: \$30 per market

6. **Spaces are 10' x 10'**. Vendors are expected to provide their own tent, tables, and chairs, and to anchor them securely to prevent harm in the event of inclement weather. **Vendors who require an additional space** (beyond the customary 10X10) should discuss with the market manager. Our market is flexible on this provision as space permits.

7. **The Market will remain open, rain or shine**, and vendors are expected to remain open for business for the entire Market day. In the event of severe or inclement weather, decisions to close the Market will be made by the market managers by 8:00 am on the day of the Market. Notification will be sent to vendors by email and posted on the Market's Facebook page and website. Personal safety of volunteers, customers, vendors and their property is a priority and will be the determining factor in making such decisions. Since the Market is open rain or shine, vendors are expected to come prepared to provide protection for their products in the event of rain.

8. In accordance with MDAR regulations, **all items sold at the Market must be produced by vendors on their farm in Massachusetts or any bordering state**. In support of our mission to support local agriculture and in fairness to small farmers, wholesale products are not permitted, except in special circumstances approved by the Market Committee. A farmer at the Market may sell products supplied by another farmer who has grown and produced them themselves. Produce that is not grown by the farmer may be sold only by permission of the Market and must be clearly labeled identifying the source. The Market Committee reserves the right to visit a vendor's farm and encourages vendors to submit photographs and to post them on Facebook to enhance promotion of the Market. Baked goods, jams, jellies, and similar value added products may be sold if they are made locally or by the vendor and contain at least one product grown locally. All craft items should be produced from agricultural, natural, or repurposed products or,

in the judgement of the Market Committee, complement the products offered at the Market. Every effort should be made to supply materials used in crafts from locally grown agricultural products. Preference will be given to those crafts or value-added products that use local and sustainably produced materials.

9. All vendors are expected to be familiar with and comply with all state regulations concerning sales at Farmers' Markets. Information may be attained by visiting mdar.gov. According to the Easthampton Health Department, The Massachusetts Department of Public Health Food Protection Program (FPP)'s interpretation of farm products currently includes:

Fresh produce (fresh uncut fruits and vegetables); unprocessed honey (raw honey as defined by the National Honey Board: honey as it exists in the beehive or as obtained by extraction, settling or straining without added heat); maple syrup; and farm fresh eggs (must be stored and maintained at 45°F (7.2°C)).

Any vendor selling food products other than the 4 groups listed above must submit a separate required application to the Easthampton Health Department. For questions related to Easthampton Department of Health policies, contact Bri Eichstaedt, REHS/RS, Health Agent beichstaedt@easthamptonma.gov (413) 529-1400, ext. 430 voice (413) 529-1442 fax

10. **Processed foods** sold at a farmer's market MUST be manufactured in a licensed food processing facility, a licensed food establishment, or a licensed residential kitchen. Copies of residential kitchen permits, retail food establishment permits or food manufacturing licenses where the food was prepared should be submitted to the Easthampton Health Department along with the vendor's application, and must be submitted to Market Committee members upon request.

11. Vendors planning to use a scale shall have it sealed by a Sealer of Weights and Measures.

12. In keeping with the friendly, cooperative, family atmosphere of the Market, **vendors selling the same or similar products** are asked to cooperate with one another to the best advantage of all concerned. Vendors seeking to expand their product offerings should make every effort not to duplicate items already being sold by another vendor. The Market Committee will resolve disputes that may arise among multiple vendors selling the same or similar products, giving preference to the vendor who personally grows or produces the product, the one for whom the product is primary, and who has participated longer.

13. Vendors of **wholesale or commercially manufactured products** will be required to establish a relevance of their products to the Market and will be charged as a commercial vendor. The committee reserves the right to prohibit sale of certain products and gives the Market Manager the right to request the removal of any product that has not been approved.

14. **Prices** will be determined or negotiated by the vendor and the customer and **must be clearly displayed at all times**. No warranty of any sort, expressed or implied, is made by the Easthampton Farmers Market, and any warranty is expressly denied.

15. Each vendor will be responsible for setting up, packaging, and displaying their products, as well as providing protection for the products from the elements. Each vendor must leave his or her assigned place in clean condition within an hour of the Market closing. Each vendor is expected to carry out anything not sold that was carried into the Market. **Vendors may not leave materials for the Market Volunteers to clean up or for the City of Easthampton to recycle or dispose of.**

16. **Vendors are expected to be open for business for the entire 4 hours of the Market.** In fairness to all vendors, no one may sell to customers before the Market opens at 10:00 AM and in fairness to customers who arrive late in the day, vendors must keep tents up and all displays open until 2:00 pm when the Market closes.

17. **Parking and Loading:** Vendors should be respectful of one another and cooperate with one another during the unloading and loading process.

18. **Insurance:** All vendors are responsible for carrying their own personal and product liability insurance, and for providing a copy of the Certificate of Insurance naming the Easthampton Farmers Market as "Additional Insured" to the Market Committee. This certificate is also required for the market's insurance carrier.

19. **Safety:** Every vendor must secure a weight of at least 15 pounds on each leg (**at the bottom!**) of their tent and on each umbrella pole. This is non-negotiable and vendors may be asked to leave the market if they do not have adequate weights.

20. Any violation of these rules may subject the violator to denial of future participation in the Market, and forfeiture of fees.

21. The Market Committee is the official representative of the Market. If problems arise, disputes will be settled by the Market Committee.

22. These rules are intended to be in the best interest of the Market, its vendors and customers. The Market Committee may, at any time, by a vote of the Committee, change, modify, or add to these rules to better serve these interests.