

Sustainable Westford - Westford Farmers Market Rules & Policies 2010

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.

- Applications: Those wishing to set up a booth must submit this application to the Westford Farmers Market – by May 25 if you want a space for the season.
- Attendance: Weekly Vendors: are expected to attend every week unless prior arrangements are made.
- 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 3 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.
- Signage: All vendors must post prices daily for all items. All “Brought in” farm product 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.
- Rain Venue: In the event of rain, Farm Vendors will set up in the parking lot across the street at The First Parish Church, 48 Main St. Due to limited space, non-farm vendors will set up on a “1st come – 1st serve basis until all the spaces are taken unless other prior arrangements are made with the Market Manager. Effort will be made to adequately accommodate as many vendors as possible. However space is limited and safety is a priority.
- Home Grown. Farmers may sell only ONE ITEM of another farmer ’s produce and must clearly label its source.
- We may restrict the number of vendors selling similar products. However,
- 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.
- WIC Coupons: Farms 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 info.
- Set up and Stop times: Vendors may set up 1 hour before the market opens. No sales before the Market opens. Vendors are not allowed to “Take down” prior to the close of the Market even if they are “sold out”. Please adjust inventory accordingly. At the close, all vendors are expected to shut down promptly.

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- 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. Pedestrian crosswalks must be used in this process and at all times.
 - Parking: Vendors must park in the church parking lot (48 Main St). Parking Permit shall be given at check in. Parking Permit (to be displayed on dashboard).
 - Space (Booth) assignments: Specific spaces are reserved for Weekly Vendors. Remaining spaces are assigned to others on a weekly basis.
 - Please check in at the Market Manager's Booth for Space assignment and Parking Permit.
 - Vendors provide their own set up, chairs, tent, trash receptacle etc
 - Vendors are responsible for keeping their area clean during the market day as well as thoroughly cleaning their areas & removing all trash OFF SITE at the end of the day. Please do not use the Public Garbage Cans for your trash.
 - We do encourage vendors to use things that do not create trash and litter when serving samples. Eco-friendly is best.
 - Scales used at the market must be sealed and inspected.
 - Vendors must use plastic gloves when handling foods to be sampled.
 - Vendors must secure all structures firmly so not to create a hazard for anyone.
- These Rules and Policies are simple and in place to create a positive atmosphere and successful market. Please respect these Rules, your neighboring vendors and WFM Volunteers because everyone works hard to see success.
I have read and understand these Rules and Policies and swear to abide and respect them.

Print Name

Signature

Date