

**Westford Farmers Market - 2010
Farm of Food Vendor Application**

Tuesdays, Jun 22 - Oct 26
Hours: 2:30 - 6:30 PM, (Fall Hours 2:30 – Dusk)

Welcome Farmers and Local Food Vendors. Please Check one:

Weekly Farm Vendor

Seasonal Farm Vendor (due to specific crop availability)

Start date _____ End date _____

Weekly Food Vendor (Ex. Baked goods, teas, marinades & jams, chocolates, dips & dressings)

Bi-Weekly Food Vendor - Starting Week 1 or Week 2 (circle preference)

Business Name _____

Address _____

Contact Names _____

Contact Info: (please "highlight" preference for info:

Home (_____) _____ -- _____

Business (_____) _____ -- _____

Cell (_____) _____ -- _____

E-mail _____

Website: _____

Fees and Space: Please circle size requested: (10% discount for qualified vendors if application, fees and paperwork received and approved by April 1, 2010)

Space Size	Weekly Fee	Seasonal Fee	Seasonal Fee -10%
12' x12'	\$25	\$475/season	10% Discount = \$427.50/season
24' x12'	\$35	\$665/season	10% Discount = \$598.50/season

(Bi-Weekly & Seasonal Farm Vendor Fee is \$25/weekly. No Discount available.

All Fees must be Paid in Full in Advance. No Refunds for cancellations.

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

Items to be sold:

Please List all Items grown by your farm:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use the back if needed.

List items for Re-wholesale and Origin. (Max. of 1 allowed per week)

1. _____ Origin _____

(Any changes to this list by non-farm vendors must be approved):

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The WFM is a **Producer Only Market** with the exception of FARM Vendors can bring 1 ITEM from a neighboring local farm, this excludes the re-wholesaling from the Chelsea terminal. The sales from “Brought In Items” must not exceed 40% of the vendors total revenue. All Items must be posted daily and state place of Origin and Price.

Weekly & Bi-Weekly Vendors are required to start and end as per Market’s published schedule where possible (certain vendor product is not available) and contribute a gift certificate or product for a Fund-raising Event.

Early Acceptance gets 10% Discount

Vendors who have submitted their signed Application & Rules and Policy Agreement, along with the Seasonal Fee by April 1 will receive a 10% discount for the season, BOH Permit (if needed) must be approved by the April 1 deadline in order to qualify for the discount and acceptance. Early Accepted Vendors will be assigned a space for the 2010 season.

Late Comers: If space and time allows us to accomodate late comers, we will notify you of acceptance and any provisions made. The earlier we receive all paperwork and fees, the more accomodating we can be.

Please Complete:

I understand that the Market Manager must receive and approve these items before acceptance into this market.

- Completed and Signed Application
- You have read, understood the Market Rules & Policy Agreement
- Insurance Certificate showing General Liability Coverage
- Deposit (Amount \$ _____)
- BOH Westford Farmers Market Permit required for: **Vendors of Prepared Foods or Potentially Hazardous Foods, (PHF)** Apply for a BOH Farmers Market Permit either: On-line OR walk in to the Westford BOH and they can assist you. You are required to print, sign and send: Permit and Payment at least 2 Weeks prior to your start date. Westford Board of Health, Contact: Arnie Price @ 978-692-5509, aprice@westfordma.gov

How to Apply On-line - 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 - Send with Permit Fee to: BOH, 55 Main St. Westford, MA 01886

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I have read the Market Rules & Policies and agree to abide by them in the spirit of the Westford Farmers Market and recognize that failure to adhere to them may result in penalties including termination:

Signature of Owner: _____

Date:_____

Mail to:

Westford Farmers Market

5 Cummings Road

Westford, MA 01886

Questions? www.westfordfarmersmarket.com

Call Market Founder, Gloria Gilbert @ 978-392-1424 or e-mail

gloria.gilbert6@verizon.net

Thank you for your interest.

You will be notified if accepted into this market. ___ACCEPTED ___SPACE - TBD

Office only :

Application received on _____

Application complete _____

Category _____

Amount of money received _____ **Ck #** _____

Applied for BOH Permits, if needed _____

Application Approved : _____

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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.

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- 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.
- 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

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To: Westford Farmers Market Prepared Food Vendors and Potentially Hazardous Foods -ONLY

Subject: 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, e.g. dairy products and meat, must be kept either above 140OF or below 41OF. Refrigeration may be provided by crushed ice, cubed ice, or by dry ice. Food may not come into contact with water or undrained 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

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March 1, 2010

Dear Farmer's Market Vendor,

It's that time of year again, to re-apply for your 2010 Farmer's Market Permit. Our office is now using a new electronic permitting system in which all permit applications will need to be filled out on-line or by using a kiosk/computer at the Board of Health office.

The permit application information will need to be typed in and then printed out so you may add a hand written signature. The printed out permit application must be mailed in or dropped by the office with the permit fees. Unfortunately, we do not have electronic payment services at this time, that process is still in the works.

The Board of Health would like to make this new permitting process as easy and painless as possible. You may stop by the Board of Health Office and someone will be glad to assist you in filling out the application. Attached you will find the directions on how to fill out your Farmer's Market application on line. We will be glad to help you with any questions you may have concerning this process. If you should choose to fill out the permit application on your own computer, the web address is **HYPERLINK** "<http://permits.westfordma.gov>" <http://permits.westfordma.gov>.

All signed Farmers Market applications and their fees are to be submitted no later than two weeks prior to the time you plan to set up as a vendor at the market. The fee schedule is \$30.00 for non potentially hazardous foods and \$50.00 for any vendor selling potentially hazardous food. As in past years the permit is good for the entire Farmer's Market season.

Thank you for your patience and cooperation with this matter. I look forward seeing you at the Westford Farmer's Market this season.

Sincerely,

Arnold Price
Food Inspector
Westford Board of Health
978-692-5509
aprice@westfordma.gov