

Sustainable Westford - Westford Farmers Market Community Group Space Application Form - 2010

Name of Group/Org: _____

Name and Title of Contact Person: _____

Phone Number: _____ E-Mail: _____

Mission Statement of Organization: _____

Please give three possible dates that your group would like to have a *free* Community Space on a Tuesday between June 22 and October 26, 2010. If approved your group will be given at least one date during the season.

1st choice _____ 2nd choice _____ 3rd choice _____

Please tell us what you plan to display on the community space:

Do you want to sell any item(s)? YES NO If yes, please list item(s) you would like to sell. (The Westford Farmers Market Committee will review and let you know what can be sold. No food can be sold.

The group/organization understands as part of the *free* Community Space that the group/organization will supply 1-2 people to assist with both set-up and breakdown of the market per the guidelines. Yes _____ and initial _____.

The group/organization understands as part of the *free* Community Space that the group/organization will promote the Westford Farmers Market to its member email distribution list and/or display information on its website if possible. Yes _____ and initial _____

I/We acknowledge that I/We have read the above guidelines set out for a *free* Community Space and have read the Westford Farmers' Community Space Rules and Regulations (page 2) and will comply with the requirement. Yes _____ No _____

Name of Applicant: _____ Date of Application: _____

Signature of Applicant: _____

Please mail or email the completed application and signed rules & policies to:

Westford Farmers Market Community Space
c/o Patti Mason
22 Old Homestead Road, Westford, MA 01886
Email: communitywfm@verizon.net

You will be notified of your date(s) promptly.

Sustainable Westford - Westford Farmers Market Community Group Rules & Policies: 2010

Application

- Those wishing to set up a community group must submit an application to the Westford Farmers Market to be reviewed by the Community Group Committee.
- Any group may apply to attend as a visiting community group for up to 3 times per market season spaced throughout the season or on a mutually agreed upon schedule. We will make every effort to accommodate a group's preferred schedule though reserve the right to limit days based on space availability. You will be notified of your date(s) at least 2 weeks before your scheduled visit.
- The Community Group Committee will review every application and reserve the right to accept or turn away groups based on fit with the market mission.

Signage: All community organizations must post a sign regarding their group.

Rain Venue: In the event of rain, community groups may set up in the parking lot across the street at The First Parish Church United, 48 Main St. Due to limited space, non-farm vendors will set up on a "first come first serve" basis until all the spaces are taken unless other prior arrangements are made with the market manager. Every effort will be made to adequately accommodate as many vendors/groups as possible. However space is limited and safety is a priority.

Cost: *NO COST* for community groups.

- Requirements to participate for your organization to reserve a week:
 - Each community group must supply 1 or 2 volunteers to assist with the general set-up and breakdown on the day your organization is assigned space at the Westford Farmers Market.
 - Publicize Sustainable Westford - Westford Farmer Market information in your organization's newsletter if available.
 - Encourage members to sign up for our weekly e-newsletter to keep informed of weekly market happenings and specials.
 - Link to the WFM website from your organization's website if possible.
 - Inform your organization's members of our 2 newest programs: Go Green on the Green for kids and Upcycle It! our green program to turn non-recyclables into cash for Westford schools. See our website for information.

Set Up & Close Times

- 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.
- Please check in at the **Market Manager's Booth** for space assignment and parking instructions for volunteers.
- Community groups may set up 1 hour before the market opens.
- Community groups must provide their own set up, chairs, tent, trash receptacle, etc.
- Community groups are not allowed to "take down" prior to the close of the market. At the close, community groups are expected to shut down promptly.
- Community groups are responsible for keeping their area clean during the market day and thoroughly cleaning their areas. This includes removing all trash OFF SITE at the end of the day. Please do not use the public garbage cans for your trash.

Our goal is to make the market a positive atmosphere and a continued success. Please respect these rules and policies, your neighboring vendors and organizations, and the WFM volunteers.