



## 2011 Westford Farmers' Market Community Space\* Application Form

\*Global and Sustainable Sponsors EXCLUDED

Name of Organization: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

Mission Statement of Organization:

\_\_\_\_\_  
\_\_\_\_\_

Please give three possible dates that your organization would like to have a Community Space to non profit organizations ( List your Non-profit 501c3 number \_\_\_\_\_). Between Tuesday, June 21 through Tuesday, October 25, 2011 (Please identify first, second, third choices) The organization will be given at least one date during the season if approved.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd. \_\_\_\_\_

What do you plan to display regarding your organization? Interactive children's activities encouraged if possible Yes \_\_\_ or No \_\_\_

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 raffles or food can be sold.

Free to non-profits and Proof of 501C3 Status required otherwise Fee (\$25) for business.

Tax ID number \_\_\_\_\_.

The Organization understands as part of the Free Space that the organization will assist with additional PR for the WFM through your organization. Any assistance with Set-up and breakdown of the Westford Farmers Market will be appreciated. You must take away any trash that you have at the end of the day.

Yes \_\_\_ No \_\_\_ initial \_\_\_\_\_

I/We acknowledge that I/We have read the guidelines set out for a FREE Community space and will comply with the requirements. (Guidelines below) Yes \_\_\_ No \_\_\_

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

You will be notified of your date(s) ASAP

*Please mail or email the completed application to:* Westford Farmers Market Community Space c/o Patti Mason, 22 Old Homestead Rd. Westford, MA 01886 or email to [communitywfm@verizon.net](mailto:communitywfm@verizon.net)

# Sustainable Westford - Westford Farmers Market Community Group Space Rules & Policies: 2011

## 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 to see if the organization meets the market mission. 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.

## Signage:

All community organizations must post a sign regarding their group name.

## 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.

## Cost & PR information:

1. Free to non-profits and Proof of 501C3 Status required otherwise Fee (\$25) for business.
2. Publicize Sustainable Westford - Westford Farmer Market information in your organization's newsletter
3. Have members consider signing up for WFM Weekly e-newsletter to keep informed of events/specials.
4. Consider a link with your organization's website with WFM website.
5. Inform your organization's members of our 2 newest programs, Kid's "Go green on the Green" and Upcycle Program

### **UpCycle Program** - *Turning Trash into Cash for the Westford Public Schools*

Our "green" program will continue this year to collect non-recyclables such as drink pouches, Elmer's glue containers, chip bags, granola bar wrappers, coffee bags, and more to keep them out of landfills. We will continue to collect these items at Starbucks, Roudenbush Community Center and J.V. Fletcher Library in Westford and at our weekly market (starting June 21). They are then sent to Terracycle - a company that shares our sustainable mission - who pays 2 cents for each piece we collect. Sustainable Westford will be donating this money to the Westford Public Schools through the Westford Upcycle Grant Program.

## Setup and Closing Information:

1. 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.
2. Check in at the **Market Manager's Booth** for space assignment and parking instructions for volunteers. Community groups set up 1 hour before the market opens. Group is not allowed

to “take down” prior to the close of the market. At the close, community groups are expected to shut down promptly.

3. Community groups must provide their own set up, chairs, tent, trash receptacle, etc. 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.
4. Any assistance with set-up and breakdown of the Farmers Market on the week that you are scheduled would be appreciated.

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.