



WESTFORD FARMERS MARKET VENDOR APPLICATION & POLICIES 2009

Westford Farmers Market Application

Please note the season dates and hours of operation.

- Season Dates: Tuesdays, June 23 through October 27, 2009
- Summer Hours: 3:00 – 7:00 p.m. (set-up begins at 2:00 p.m.)
- Fall Hours: 2:00 p.m. – dusk (set-up begins at 1:00 p.m.)

Weekly Vendors are required to start and end as per the Market’s published schedule where possible. As a weekly vendor, we ask you to please contribute a gift certificate or product to the Apple Pie Bake-off, a fund-raising event, to be held on Oct 4, 2009. The Market will support your donation through advertisement at the event.

New for the 2009 season, the Market will be marketing a **Weekly Specials Program**. This program will be supported through website advertising, in weekly emails to its email list, and at the market each week.

 [Please check here if you are interested in the NEW Weekly Specials Program](#)

Please Complete Application Fully

Please check *one* vendor-type below.

 Farm Vendor (Weekly Vendor)

Start date _____ End date _____

 Non-Farm Weekly Vendor (Specialty food vendors such as bread, bagels, teas, marinades & jams)

 Craft/ Wellness/ Prepared Food Visiting Vendor

As a visiting vendor, you are eligible for 1 to 3 visits evenly spaced throughout the market season. Your space will be assigned the day of the market. A **\$25 deposit** is required to reserve space. The deposit will be applied to your last week. If, however, you have a no show or late cancellation, we will apply your deposit to that day. Two no shows and/or cancellations will terminate your acceptance to this market.

Suggested date #1 _____

Suggested date #2 _____

Suggested date #3 _____

 Check here if you would like to be placed on a **Short Notice/ On Call List**.

 Check here if you are interested in being a **Demonstrator/Workshop Crafter**.



Educational / Service /Community

We encourage groups to participate in the Market towards helping to promote our mission. Please provide an explanation of what you would like to do to help the Market’s mission. Use the back of this or another sheet of paper. We strongly discourage the selling of purchased product to raise funds for their cause.

Please complete the vendor information below.

Name of Farm or Business _____

Contact Names _____

Address _____

Contact Preference (please check preference):

Home #(_____) _____ -- _____ Business #(_____) _____ -- _____

Cell # (_____) _____ -- _____

E-mail _____

Website: _____

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.

This is a **Producer-Only Market** with the exception that any agricultural vendor is permitted to bring a neighboring farms’ product as long as it is posted and it does not exceed 10% of that vendors total sales.

Items to be offered (any changes to this list by non-farm vendors must be approved):



Please check space requirements with applicable fees.

_____ 12' x 12' space = \$25/week

_____ 18' x 12' space = \$30/week

_____ 24' x 12' space = \$35/week

'**Booth Creep**': Booths that tend to creep shall be charged \$1 per additional foot outside of the allotted space.

Craft Vendors may qualify for a special rate of 10% of gross, if sales do not exceed \$250 (whichever is less).

Please complete and sign.

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

_____ Completed and Signed Application

_____ Insurance Certificate to be sent showing General Liability Coverage

_____ Deposit

_____ Signed Acknowledgement of Good Food Safety Practices (for Prepared Foods or Potentially Hazardous Food Vendors only – see page 7)

_____ Board of Health (BOH) Farmers Market Permit (for Prepared Foods or Potentially Hazardous Food Vendors only)

Vendors of Prepared Foods or Potentially Hazardous Foods (PHF) need to apply for a BOH Farmers Market Permit either: Applications can be completed on-line OR at the office of the Westford Board of Health. You will be required to print, sign and send: Permit and Payment at least **2 weeks prior** to your start date.

Contact Info: Westford Board of Health, Arnie Price @ 978-692-5509, aprice@westfordma.gov (BOH letter attached – page 8)

How to Apply On-line:

- Visit <http://permits.westfordma.gov>
- Click “Click here to continue without username”
- For the Address - use “MAIN ST”
- For Street Number - use “48”
- Complete YOUR DATA
- At the bottom of this page under “Permit./ Licenses”- click on “Board of Health” Click on Farmers Market Permit - Press “Submit”
- Print - Sign - Send with Permit Fee to: BOH, 55 Main St. Westford, MA 01886



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

Signature of Owner: _____

Date: _____

Please mail completed application to:

Westford Farmers Market
5 Cummings Road
Westford, MA 01886

Questions?

www.westfordfarmersmarket.com

Call the Market Manager, 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

Please Carefully Read the Market Policies before Completing an Application

Market Policies: Weekly Vendor or Visiting Vendor

Applications

Those wishing to set up a booth must submit this application to the Westford Farmers Market by May 25, 2009 to guarantee space for the 2009 season. Applications are screened for consistency with the goals of the market, available space, and the needs of the Market. Applications can be found at www.westfordfarmersmarket.com

Attendance

Weekly Vendors are expected to attend every week unless prior arrangements are made. Vendors seeking weekly status will first be asked to do an appearance as a Visiting Vendor.

Visiting Vendors may apply to attend from 1 to 3 visits spaced throughout the season or as determined agreeable by the Market Manager and visiting vendor. No Shows will owe for the day of non-attendance.



Product & Price Signage

Each farm and non-farm vendor must post prices for all sale items.

Health/Food 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 given space limitations and safety considerations.

Mostly Home Grown

Farmers may sell only ONE ITEM of another farmer’s produce and must clearly label its source. On-site inspection is required when in question.

Non-Farm Products (foods, arts & crafts, etc.)

All non-farm products must be high quality, locally made, use special skills and/or creativity, and the vendor must add at least 75% of the total value to the product. The product(s) must be complementary to a farmers’ market. We may restrict the number of vendors selling similar products (e.g. we restrict bakers to 2). Environmental friendliness is strongly preferred.

Food products should be comprised of local produce wherever possible. Primary food products must be 100% made by the vendor, however, incidentals like condiments may be purchased.

Coupons

We recommend that farms be certified to accept Massachusetts Farmers’ Market coupons and/or WIC 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 Closing Times

Vendors may set up 1 hour before the market opens, no earlier. No sales are permitted prior to the Market opening. Vendors are not allowed to “Take down” prior to the close of the Market even if they are “sold out”. Please plan 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 may park on the right side (only) of Lincoln St., the church, library or Town Hall parking lots.

Space assignments

Specific spaces are reserved for weekly vendors. Remaining spaces are assigned. Please check in at the Market Manager's Booth for space assignment.

Additional Information

- 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 and removing all trash OFF SITE at the end of the day. We do encourage vendors to use things that do not create trash and litter when serving samples. Eco-friendly is best. Vendors, if found negligent, may be asked to withdraw from this market.
- Scales used at the market must be sealed and inspected.
- Vendors must use plastic gloves when handling foods to be sampled.
- Vendors are encouraged to give the elderly a discount.
- Vendors must secure all structures firmly so not to create a hazard for anyone.



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

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 140 degrees Fahrenheit or below 41 degrees Fahrenheit. Refrigeration may be provided by mechanical means or 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



Westford Board of Health Letter for Prepared Food Vendors and Potentially Hazardous Foods

April 21, 2009

Dear Farmer's Market Vendor,

It's that time of year again, to re-apply for your 2009 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 "<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.

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