

8th Annual WESTMINSTER FARMERS' MARKET

Vendor Rules and Regulations for 2016

Goal of the Westminster Farmers' Market

The goal of this Farmers' Market is to support producers within our locale. We encourage locally grown and/or produced products. Seedlings and potted plants are acceptable, as are crafts that serve a functional purpose.

Market Hours of Operation and Setup

The hours of operation will be from 3:00 to 6:30PM on Fridays and will run from the first Friday in May to the last Friday of October, with the potential for winter markets. Vendors will be assigned spaces, and are encouraged to arrive ½ hour before opening time to set up. No selling, selection, or bagging (in other words, nothing leaves your stand) before 3:00pm, except by general consent among all vendors that they are ready. Please enforce this yourself by explaining to your customers that it's unfair for you to sell to them before other vendors are set up.

Jurying

- The Jury Committee shall consist of a five-member team including the Westminster Agricultural Commission Chair, the On-Site Market Manager (OMM), and three non-vendor Westminster residents, and will meet during the month of April to select the vendors for the upcoming market season. Returning vendors in good standing have first refusal for available slots.
- **The Jury Committee will approve all vendors FOR THE ENTIRE SEASON (annual members, per diem vendors and opportunity booth participants) before opening day of the market (first Friday in May). Any vendor that has not submitted an application and received approval from the Jury Committee will not be allowed to set up. There will be no new vendors juried mid-season. All appropriate paperwork from all vendors must be in by April 15th. Vendors who normally set up later in the season may set up when it's appropriate for sale of their product.**
- The Jury Committee reserves the right to limit the number of vendors to support the overall strength of the market.
- The Jury Committee or a representative of the committee has the right to inspect the premises where a product is being produced or processed.

Annual Vendors

Vendor's annual membership in the Farmers' Market is contingent upon acceptance by the Jury Committee and payment of an annual fee of **\$145/booth space (\$100 for each additional booth per vendor)**. The year will run from May 1 until May 1 and the Holiday market is included in the registration (vendors must notify the OMM if they wish to participate). Registrations must be in the hands of the Jury Committee by April 15th. The fee must be paid at the time of the application. **There is a \$25 discount (\$120/booth for the season)** for the vendors who attend the Vendor Registration meeting held at the beginning of April.

Per-diem Vendors

Per-diem vendors must go through the jury process for approval (see above). Per-diems must also register in April even if they won't be setting up until later in the season. The per diem fee is \$15.00 and must be paid before vendors are allowed to set up. Once a per diem vendor has paid for 8 markets, they will be converted to an annual member (\$120.00)

Opportunity Booth for In-town food producers

Created to support the development of a strong agricultural base in Westminster, MA. Its use is restricted to Westminster residents who are involved in micro or extremely seasonal food production interested in developing a market presence. Participants are restricted to a 5' table, must be prepared to share a standard 10' booth space and plan to work towards transitioning into a standard booth membership in 3 years. Price for the booth (5') is \$60 for the season (\$50 if attending the registration night) and does not include the holiday market. A per diem price of \$5/day may be negotiated. If interested, please attach a letter of intent to your application and the Jury Committee will be in touch to discuss the specifics of your situation.

Reselling

- Reselling **WITH LIMITATIONS** will be permitted in order to offer the widest variety of Locally Grown Food.

- Reselling is defined as offering for sale any produce or animal products that were not produced by the vendor on the vendor's property—either owned or rented (rental agreement must be provided if requested by the Jury committee).
- Vendors can only be resellers if they are growing at least 75% of what they sell.
- **All resellers shall have a visually upright, 8.5"x11" Resale Sign that is updated weekly and that lists every product that is being resold and the name of farm and town of the product origin. The OMM reserves the rights to have vendors remove products offered at resale if they are not listed on the sign.**
- When/if a resold product becomes available from a vendor that produced it him/her self, and in quantities he/she believes can meet market demand, then that producer must notify the OMM in writing or via email. The OMM will then notify all vendors that that product may not be resold. Vendors using the market for CSA share pickup that includes such products **must notify the OMM in writing or via email** of this arrangement.
- Locally grown for resale is defined as grown or produced within a 1.5 hour one-way drive from the Westminster Farmers' Market.
- The vendor **must list all possible resale products on their original registration form** for examination by the Jury Committee.

Permits and Restrictions

- All necessary licenses, permits and insurance are the vendor's responsibility to obtain. Anyone selling baked or processed goods must have a Residential Kitchen license or a Commercial Kitchen license issued by their town's Board of Health, as defined in the state sanitary code, Chapter X, and must have a copy of any appropriate licenses and permits in their possession during the market. A photocopy must also be part of the registration form on file with the On-site Market Manager.
- The Westminster Board of Health **must also approve all licenses and permits** issued by other town Boards of Health. Please be sure to make arrangements to have your paperwork checked out by them before you set up at the market.
- You may not advertise yourself as "Organic" unless you are certified. The word "Organic" is now defined and enforced by the USDA and has a very special meaning. You are free to use "non-sprayed", "sustainable", "all natural" or any other term that is not so regulated.
- The use of household scales will not be permitted. Any scale used will have a seal by an official City or State Sealer of Weights and Measures. The On-Site Market Manager will ensure vendor's scales have been sealed.
- Any vendor providing samples at the market must have those samples approved by the Westminster Board of Health in advance of distributing samples. It is highly recommended that interested vendors contact the Westminster Board of Health to get specific information on safe sampling.
- Prices for all items must be posted clearly.
- Collusion among vendors to exert pressure to fix, raise or lower prices is prohibited.
- No vendor, while at the market, shall promote any diet or lifestyle that is contrary to the goals of the market.
- Any written material must be approved by the Jury Committee but may be provisionally approved by the market manager(s).

Additional Info

- Any violations, as determined by the On-Site Market Manager, shall subject the violator to permanent removal from the Westminster Farmers' Market.
- The Westminster Agricultural Commission reserves the right to modify these rules at any time as deemed necessary.
- **Market events are designed to enhance customer flow at the market and take time, money and effort to organize for the benefit of all. Each vendor is obligated to contribute materially (product, manpower or other) to at least one market event and will be asked to sign up for a specific event of their choice.**
- The Westminster Agricultural Commission is the final arbiter for all Westminster Farmers' Market issues, conflicts or concerns. Meetings are held on the 2nd and 4th Wednesday of the month. Please notify the commission at least 7 days ahead of the meeting you wish to attend in order to comply with the Massachusetts Open Meeting Laws.