

# Market Policies & Application

## Marblehead Farmers' Market - 2024

Site: Marblehead Veterans Middle School 217 Pleasant St (Enter from Vine St.)

Dates: Saturdays June<sup>st</sup> to Nov 23<sup>th</sup> Time: 9AM – Noon

### **A. Purpose:**

Provide fresh, local, wholesome produce directly from farmers to residents - “reminiscent of the market days of our forebearers”. Preserve the well-being of the local agricultural system. Protect farm open space from being developed. Educate residents about healthy eating and maintaining a healthy environment. Provide a forum for environmental education groups in town to get exposure. Provide a wholesome social experience that helps build community.

**This form is NOT for Craft Vendors**

### **B. Vendor policies:**

Season: The regular season will run from June 1st through October 26th.

The Extended Season and will continue for 4 additional weeks. November 2nd through November 23<sup>rd</sup>.

Applications: Anyone wishing to set up a booth must submit the enclosed application to the Market Manager by February 28th. Applications received after February 28th may be considered on a space available basis.

Applications are screened for consistency with the goals of the market, variety of vendors and space available.

Vendors may only sell items listed on their application. Successful vendors from the previous season get priority consideration for the coming one. Food & Craft Vendors will be reevaluated each year for suitability. For

additional information see [www.marbleheadfm.com](http://www.marbleheadfm.com).

Tents & Tables: Weekly and bi-weekly vendors must provide their own tents, tables and booth paraphernalia. The FM will supply tents & tables for other occasional vendors. It is the responsibility of the vendor to take down and put away tents and tables. Vendors must remain at the market until their tent and table have been put away. It is possible to rent a tent and table if the market has enough for \$5/week.

Fees: \$40 for 10' of frontage, \$50 for 20' larger at the market's discretion.

Weekly vendors have the option to pay monthly instead of weekly for a 5% discount.

Farm Booth Workers: At least one must be a family member or an employee who works on the farm. The primary booth worker must be involved in processes other than sales most of the time.

Non-farm Booth Workers: The primary booth worker must be involved in processes other than sales most of the time.

Local: All vendors must produce their goods in New England. In the event of competing applications, the closer vendor will get preference, other factors being equal.

Product, Price, & Signage: All vendors must post prices for all items. Items may be labeled organic only if they are certified organic. Only items listed on the application and approved may be sold. Applications will be at the site for verification. Farmers may sell a neighboring farmer's produce only up to 25% of total value of items sold. 75% of produce must be grown on the farm. Vendors must sell all items based on quality for a fair price. No “dumping” will be allowed. Also vendors may sell “seconds” if they are functional, safe, and less than 10% of the items offered.

**Labeling:** The farm of origin must be clearly labeled for any produce not grown on the vendor's farm. Any vendor found to be in violation of this policy may be asked to take time off from the market.

Permits: Vendors of prepared or ready to eat foods need to provide four additional documents: 1) A copy of their Food Establishment (kitchen) Permit from their hometown; 2) a copy of their Certified Food Manager's (e.g. “Serv Safe”) certificate; 3) a copy of their allergen video certificate which can be obtained at this web site:

<https://www.servsafe.com/access/ss/Catalog/ProductList/56> 4) the Marblehead Temporary Food Service Vendor Application (will be posted on <http://www.marbleheadfm.com>) 5. Insurance COI (with Marblehead Farmers' Market listed as a named insured for \$1,000,000.) All vendors are responsible for their sales taxes and any licenses needed.

Attendance: Farms and other weekly vendors are expected to attend every week, once they start coming. The FM manager must be notified of the starting date at least 7 days in advance. We will publish seasonal schedules on our bulletin board, on our web site ([www.marbleheadfm.com](http://www.marbleheadfm.com)), and a press release will be submitted to the Marblehead Reporter weekly. Vendors who don't cancel with at least 5 days' notice will owe their entire booth fee. New vendors may be asked to put down a 50% non-refundable deposit to reserve their space (does not apply to returning vendors.)

Rain or Shine: The market will be held rain or shine – unless the weather is deemed to be dangerous (e.g. high winds).

Genetic Engineering: No one may knowingly sell products with genetically engineered or modified organisms.

Start and Stop times: The market opens at 9AM, which will be signaled by the ringing of a bell. There will be no sales before the opening bell. The Market closes at noon - all vendors are expected to shut down promptly - the Market relies upon volunteers who would like to get home to lunch and their families.

Parking: vendors not assigned a parking spot at the market or vendors with extra vehicles must park them at the Recreation & Parks Garage which is located at the end of Vine St (past the green sawhorse – a map is available).

Non-Farm Products: Must be high quality and locally made by individuals or small local businesses. We may restrict the number of vendors selling similar products. Environmental friendliness is strongly preferred.

No Hawking: business must be conducted from inside the booth. No vendor or educational group may approach attendees outside their booths. Only performers may wander the marketplace.

Coupons: We recommend that farms be certified to accept Massachusetts Farmers' Market coupons. Farmers must apply to MA Department of Agricultural Resources by mid May. Call Dave Webber at 617-626-1754 for more info. (Only farms may accept Farmers' Market coupons, and only for fresh produce)

SNAP/EBT: The Market will have an EBT terminal to accept SNAP payments. We issue tokens, which can then be used by purchasers to buy eligible products. Tokens will be collected at the end of each market and reimbursed.

Utilities etc.: we will provide limited electricity, warm & cold water, soap, paper towels, back-up scale, and a portable restroom. We will also endeavor to keep a supply of change, sanitizer, produce bags and latex gloves.

The Farmers' Market organization may sell: reusable grocery bags and other logo products to complement the market. We will be careful not to compete with market vendors.

Legal: vendors must be in compliance with all local, state & federal laws and regulations.

### **C. Non-vendors must come to the market primarily to educate or to entertain**

Any Local Non-Profit organization or Performer may apply to attend the Farmers Market as an educational organization or as a performer for one visit per season. Another may be granted mid season if spaces are available. Applications must be made on a Farmers' Market application form at least two weeks in advance.

We are eager to have groups attend the Farmers' Market to educate the public on the following issues:

Nutrition & food preparation; Health; Local history; Organic gardening, lawn, & plant care; Conservation of natural resources and recycling; Fine arts; Crafts demonstrations, Local governmental bodies (to educate the public about their functioning, not for campaigning.)

In addition, we are also eager to have performers such as musicians, clowns, jugglers, storytellers, etc. Louisa Morgan schedules performers. She can be reached at <mailto:louisa.morgan@verizon.net>.

Sales and fundraising are discouraged but, if allowed, must be a secondary goal. Any sales or fundraising activity must be clearly identified on the application and must be approved prior to the market. In other words, where the primary purpose is to sell the organization's goods (e.g. raffle tickets) or to solicit contributions, the application is highly likely to be rejected.

In addition, there can be no political activity. This means we cannot give booth space for the purpose of elections (candidates or ballot questions) or for gathering signatures for petitions to governing bodies.

Educational guests at the market should note that this ban covers their verbal discussions also.

**D. Exceptions:** The Farmers' Market Manager may make exceptions to any of these policies, but is expected to do so only very rarely. Appeals or grievances may be made to the Farmers' Market Board of Directors.

# Application for Marblehead Farmers' Market - 2024

**Type** (check one):  Farm (every week)  Educational or Performer (1 to 2 visits)  
 Approx. acres under cultivation  
 Non-farm Vendor (every week)  Other Vendor (1 to 3 visits, bi-weekly, etc.)  
(Usually food vendors)

**Season:** check all that apply:  Regular Season 6/1-10/26  Fall Season 11/2-11/23  
\_\_\_\_\_ Start Date

**Name of Farm or Business** \_\_\_\_\_ **Name(s) of Participant(s)** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street City State Zip

**Home phone** (\_\_\_\_) -- \_\_\_\_\_ **email** \_\_\_\_\_

**Bus or Cell phone** (\_\_\_\_) -- \_\_\_\_\_ **Web site** \_\_\_\_\_

**Booth Frontage Desired:** 10' = \$40 per week \_\_\_\_\_, 20' = \$50 per week \_\_\_\_\_  
Larger booths may be considered at the Markets' discretion.

Infrequent Vendors, Educational & Performers, please suggest dates:

Items to be offered (continue on separate sheet, if necessary and any non-produce changes must be approved):

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

Optional environmental statement: \_\_\_\_\_

**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** (owner of farm, business, or organization) \_\_\_\_\_ Date: \_\_\_\_\_

**Send to:** Marblehead Farmers' Market  
PO Box 654  
Marblehead, MA 01945  
stevefowlermfm@gmail.com

**Food Vendors need 4 additional forms:** 1. Copy of your Food Establishment Permit,  
2. Copy of Food Mgr. Cert (e.g. ServSafe), 3. Copy of Temp. Food Service Application, 4. Copy of Allergen video certificate 5. Insurance COI (with Marblehead Farmers' Market listed as a named insured for \$1,000,000)

Questions? Visit [www.marbleheadFM.com](http://www.marbleheadFM.com)  
or contact Market Manager Steve Fowler via email: [stevefowlermfm@gmail.com](mailto:stevefowlermfm@gmail.com)