



P.O. Box 148, West Stockbridge, MA 01266

E-mail: [WSFarmMarket@gmail.com](mailto:WSFarmMarket@gmail.com)  
[www.WestStockbridgeFarmersMarket.org](http://www.WestStockbridgeFarmersMarket.org)

## 2019 Rules & Regulations

**Thank you for your interest in the West Stockbridge Farmers Market. We look forward to a great Market season and a very successful partnership with each of our Vendors during the 2019 Season. We anticipate another wonderful reception by the residents of West Stockbridge and the surrounding villages as well as the many seasonal residents and visitors to our area.**

### **Operating Hours**

The Market will be held at Harris Street in West Stockbridge. For the 2019 Season, Market hours will be on Thursdays from 3:00 PM until 7:00 PM. Start date is May 23<sup>rd</sup>. End date is October 3<sup>rd</sup>. Rain or Shine. In the event of serious weather, the Committee may close the Market if they determine the weather may be potentially dangerous. You will be notified as soon as possible should the forecast indicate extreme weather.

### **Space**

Each Vendor will be assigned space by the Committee. Every effort will be made to assign vendors who sign on for whole or half season to a permanent space for the duration of the season. Vendors are encouraged to display their merchandise attractively.

### **Size**

Each Vendor will be assigned a space 10' Wide by 10' Deep. Other spaces available for selection are 10' by 20'.

### **Signage**

Each Vendor must display a sign indicating the name and location of his/her farm/establishment. In addition, processed food must also show the source of local ingredients and the location of processing, if different from the farm/establishment. All signs must be legible and in plain view.

### **Pricing**

Vendors must clearly display products and price lists.

### **Insurance**

For your protection and that of the West Stockbridge Farmers Market, it is the responsibility of each Vendor to obtain all necessary insurance. We strongly encourage each Vendor to have liability insurance covering themselves, their products and displays. We require liability insurance coverage covering the West Stockbridge Farmers Market, the Committee, and the property owner, Two Harris Street LLC, as "additional insured" under the Vendor's insurance policy. All documentation must be submitted with your application.



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## 2019 Rules & Regulations

### Permits & Licenses

Each food product vendor must have submitted to WSFM all certification, licensing and insurance information required with the application form. This is required before the commencement of selling. Vendors will not be permitted to sell without having appropriate documents submitted. Vendors are responsible for the safety of all food items. The Committee reserves the right to order spoiled or off-condition products withdrawn from sale.

### Payments & Fees

All vendors are required to have a completed vendor application on file with WSFM. We expect that Market fees will be kept current and paid in full prior to set-up. You may mail a check to West Stockbridge Farmers Market, P.O. Box 148, West Stockbridge, MA 01266 or bring a check to the market when you check in with the Committee member on duty.

### Set Up and Tear Down

For the comfort of the Vendors and the customers as well as the protection of the products and to create a uniform look throughout the Market, each Vendor must bring a tent that can be securely weighted down and a table to set up.

Vendors must ensure that their physical set up is safe and hazard-free for all Market participants.

Vendors may arrive and begin set-up at 1:00 PM.

All Vendors must be set up and ready for business at least 15 minutes before market opening (2:45 PM). Vendors arriving after the start of the Market will be permitted to participate only at the Committee's discretion. No fees will be refunded if Vendor misses the Market or if, at the Committee's discretion, is not allowed to participate.

Vendors must remain at the Market for all of the Market hours. Vendors are responsible for removing all trash in their assigned space and **MUST** take their trash and unsold items with them at the end of the Market.

### Smoking

No Smoking is permitted at the Market.



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## 2019 Rules & Regulations

### Goods for Sale

Vendors will only sell those items they have signed up to sell unless authorized by the Committee.

All products offered for sale by participating Vendors must be grown and/or produced by that Vendor and not by any other source. Processed/Prepared Foods must be prepared from scratch in a Board of Health certified kitchen if required. All major ingredients (such as fruit in fruit pies, meat in meat pies, and eggs in quiche, etc.) must be regional whenever possible. When a major ingredient is not regionally available (such as chocolate in chocolate chip cookies), producers are encouraged to source out local ingredients whenever they can (for example, eggs).

All products must be produced and labeled in compliance with local, state, and federal regulations. A copy of your Board of Health certificate must accompany your application.

All produce sold at the Market must be raised off the ground to a height of at least six inches.

All foods requiring refrigeration must be kept cool and at the appropriate temperatures. All baked goods must be handled safely and with the appropriate material (gloves, tissue paper, etc.).

It is the responsibility of each Vendor to comply with all requirements and licenses set by the Town or City, State of Massachusetts, and the Federal Government (USDA, FDA, and any others)

Items such as candles, lotions and salves, wool, soaps, and other items will be considered on a case-by-case basis and must contain locally grown or sourced materials. Art must be original, created from raw materials (no kits), and sold by the Artist or the Artist's representative.

### Regional Area

Products for sale at the WSFM must be sourced/produced within a radius of 150 miles unless otherwise authorized by the Committee.

### Scales

Vendors must provide their own scales, and all scales used at the market may be randomly tested during the season. Scales used at the Market should be sealed by an official State or City Sealer of Weights and Measures. Household scales cannot be permitted.



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## 2019 Rules & Regulations

### Attendance

If you have a scheduling conflict and are unable to attend a Market day, please let a Committee Member know **as soon as possible** (Roland Dudney 917.209.0961 or Sarah Thorne 413.429.7612). This includes any days during the whole season that you know you are unable to attend. We take great pains to create the best layouts possible for the vendors we know are attending.

As we plan our "Special Market Events", we would like all of our vendors to be involved. If you have any special displays or demonstrations, please let us know so we can add these to the schedule and advertise this information.

### Enforcement of Rules

These rules were formulated to serve the best interests of the West Stockbridge Farmers Market, its Vendors, and its customers. They may be modified at any time by the Steering Committee, who are responsible for enforcing all of the rules.

Any Vendor who repeatedly violates these rules may be denied future participation in the Market by the Steering Committee.

### Conflict Resolution

In the event of a dispute with another Vendor or with the West Stockbridge Farmers Market Steering Committee or its representatives, the Vendor agrees that such dispute will be settled by the binding decision of a mutually agreed upon mediator. If the dispute is not settled in the Vendor's favor, that Vendor agrees to pay all costs incurred by the West Stockbridge Farmers Market in its defense.

### Visits & Inspections

The Steering Committee may, from time to time, wish to visit the premises of the Market Farmers or Vendors. Participating Vendors agree to these routine inspections should the request arise.

### Safety Notice

Any accident or injury must be reported to a Committee Member or their representative.



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## 2019 Rules & Regulations

### **Raffle Donation:**

Each week participating Vendors will contribute one item for inclusion in the Weekly Farmers Market Raffle basket prize. Participating Vendors will be given honorable mention at the Committee's table where tickets can be purchased, and the winner will be selected at the close of each Market.

### **Indemnification**

I agree to indemnify and hold harmless The West Stockbridge Farmers Market, its employees and/or affiliates and its volunteers, the Village of West Stockbridge, the Two Harris Street LLC, and the Members of the WSFM Steering Committee from any and all claims of bodily injury and/or property damage arising from injury to any person as a result of consuming food acquired from me, my farm/business, or as a result of any negligence on the part of me or anyone I employ or appoint to represent me at the Market, including the cost of investigation, and all expense of litigation including reasonable attorney's fees.

### **Suggestions**

The Steering Committee welcomes any and all suggestions to make the West Stockbridge Farmers Market more workable and more Vendor-friendly. Kindly give any suggestions to a Committee Member.



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## 2019 Vendor Application

Applicant Name:		
Farm / Business Name:		
Mailing Address:		
Phone Contact:	Business:	Cell:
E-Mail:		
Website URL:		
Facebook URL:		
Liability Insurance Carrier & Policy #: add West Stockbridge Farmers Market & Two Harris Street LLC to policy.		
Certified Kitchen Name & Address (if applicable)		
Organic or other Certification by:		

Please complete:

Rate		Total
\$450	Full Season: May 23 <sup>rd</sup> to October 3 <sup>rd</sup> (20 weeks) 10' x 10' space	
\$800	Full Season: for two spaces 10' x 20'	
\$275	Half Season (10 weeks) 10' x 10' space	
\$35	Daily Rate (multiply by number of weeks attending)	
	Sub-Total	
	Less: Paid on Account	( )
	Check Total:	

Payment is required before a Vendor will be authorized to set up. Fees are non-refundable.

Checks should be made payable to West Stockbridge Farmers Market.

***Please send signed copy of Rules & Regulations/Vendor Application, Liability Insurance Rider, Board of Health documentation if applicable, Organic/Other Certification if applicable with your check to West Stockbridge Farmers Market, PO Box 148, West Stockbridge, MA 01266-0148.***

Contact Information:

Roland Dudney: 917.209.0961	Sarah Thorne: 413.429.7612
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## 2019 Vendor Application

Provide information for vegetables, tree fruit, small fruit, herbs, bedding plants, field grown cut flowers. (List plants by common name). Use the specific names of the product you are selling, such as collards, sunflowers or raspberries, sausage, steaks or eggs.  
 Please use a separate line for each item you would like to sell.  
 If you need additional space, please copy this form.

Item Name	May	Jun	Jul	Aug	Sep	Oct
Example: Corn				X	X	

Note: Indicate Website  or Facebook  link preference for WSFM Newsletter

Do You Accept (Tick all that Apply)

Credit Cards  WIC  Senior Coupons  SNAP / EBT

I have read and understand the regulations of the West Stockbridge Farmers Market and I agree to abide by all regulations.

Company Name: \_\_\_\_\_

Representative Name (Please Print): \_\_\_\_\_

Position: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved on behalf of West Stockbridge Farmers Market by: \_\_\_\_\_

Contact Information:

Roland Dudney: 917.209.0961	Sarah Thorne: 413.429.7612
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