

Swampscott Farmers' Market

2017 Market Application & Policies

Swampscott Farmers' Market

Location: Swampscott Town Hall, 22 Monument Avenue
Date: June – October, Every Sunday - 10AM-1PM



Questions? **phone:** 781.596.8854
email: swampscottfm@fastmail.fm
web site: <http://www.swampscottfarmersmarket.org/>
(additional info available here)

PURPOSE

The mission of the Swampscott Farmers' Market is to provide a venue where local farmers, producers, crafters and artisans can come together to provide a variety of fresh local produce and related products directly to our community members. The Swampscott Farmers' Market aims to preserve and foster the wellbeing of our local agricultural system, protect farm open space from being developed, and to promote and advocate for healthy eating and maintaining a healthy environment while providing a wholesome social experience that helps build our local community.

SEASON

June through October the Swampscott Farmers' Market 2017 season will operate on the lawn at Town Hall, 22 Monument Avenue.. Anyone wishing to set up a booth must submit an application to the Farmers' Market committee as soon as possible. Applications are screened for consistency with the goals of the market as well as space available. For additional information, please contact Danielle Strauss, Swampscott Town Recreation Director, at dstrauss@town.swampscott.ma.us.

PRODUCER PRODUCTS (see market policy documents for complete details, www.swampscottfarmersmarket.org)

Most products sold must be raised, grown, or made by the producer. Our aim is to nurture and support local farmers and insure the freshest and highest quality foods possible for our customers. Re-sale of any product is generally not allowed, however, if you provide produce from other farms in the New England area please provide name/location.

NON PRODUCER PRODUCTS (see market policy documents for complete details, www.swampscottfarmersmarket.org)

The Swampscott Farmers Market is first and foremost a place for producers to have the opportunity to sell their products to local customers in accordance with the Market mission statement. The Market may also host non-profit and non-political organizations in accordance to Non Producer policies.

FEE STRUCTURE

Fees will be collected weekly upon the close of the market.

10' frontage (equivalent of one tent) – flat rate \$20.00

20' frontage (equivalent of two tents) – flat rate \$40.00

Greater than 20' and not to exceed 30' of frontage (equivalent of more than 2 tents) - \$50.00

PRODUCT & SIGNAGE

All vendors **must post prices** for all items. In addition, **farm of origin** must be listed for any produce not grown on the vendor's farm. Vendors may label items organic only if they are certified as organic.

HEALTH & FOOD - PERMITS (please mail permits with application, see address below)

- A copy of their Food Establishment (kitchen) Permit from their hometown
- A copy of their Certified Food Manager's (e.g. "Serv Safe") certificate
- A copy of their allergen video certificate which can be obtained at this web site <http://compuworks.myvbookstore.com/catalog/product/view/id/673/s/food-allergen-video-training-and-certification/>

ATTENDANCE & SETUP

Farms and other weekly vendors are expected to attend every week or as committed per application. **Setup** may start at 8:30am, market staff will be on hand and **MUST** be completed by 9:45am. The market manager and staff will be there to check you in for the opening bell at 10am.

- **Rain or Shine**

The market will be held rain or shine-unless the weather is dangerous. We will be in contact with our vendors in that circumstance to determine a prudent course of action.

- **Start and Stop times**

The market opens at 10AM; we request that there will be no sales before that time. The Market closes at 1PM-all vendors are expected to shut down promptly. The Market is run by volunteers who would like to get home to their families!

- **Late Arrivals**

Arriving late will **NOT guarantee** your existing spot at the market. We will however gladly find a place for you. Please contact the market staff via email as soon as possible to inform us about your late arrival. swampscottFM@fastmail.fm and dstrauss@town.swampscott.ma.us

- **No-show Policy**

We require notification by 5:00pm on the Saturday prior to market day if a vendor cannot attend the market. After 2 no-shows without notification we will charge the daily fee for each day missed. Our customers are very vocal when their favorite vendors go missing with no warning and logistically it makes maintaining the market difficult when vendors fail to attend with no warning.

- **Market Layout**

We will attempt to keep vendors in a consistent spot all season. However, due to the varying schedules of some vendors from week to week, special events, and late additions or no-shows we sometimes need to make last minute changes to the market layout. In these cases we cannot guarantee a given vendor will be placed in the same location every week.

PARKING

Parking on the lawn is not permitted. Vehicles must be parked in legal parking spaces on the surrounding streets **unless prior arrangements have been made**. Please contact us if you need to park a truck on the lawn .

NO HAWKING

Business must be conducted from inside the booth. No farm, non-farm vendor, or educational group may approach attendees outside their booths. Only performers may wander the marketplace.

COUPONS

We recommend that farms/vendors themselves be certified to accept Massachusetts Farmers' Market coupons. Farmers must apply to MA Dept of Agricultural Resources by mid May (Only farms may accept Farmers' Market coupons, and only for fresh produce).

Senior coupons and WIC vouchers should also be accepted; the market is registered with both programs.

UTILITIES

We will provide a portable restroom; electricity is available only by prior arrangement. We will have limited funds to make change on premises of market. We strongly suggest each farm or vendor supply their own in the form of \$1, \$5 etc...

OTHER

The Farmers' Market Committee may sell coffee, lemonade, reusable grocery bags, and other products to complement the market. We will not compete with market vendors.

LEGAL

Vendors must be in compliance with all local, state & federal laws and regulations. There can be no political activity.

EXCEPTIONS

The Farmers' Market Manager may make exceptions to any of these policies, but is expected to do so only on rare occasions and with notification to all vendors. Grievances, please contact the Market Manager – you will be contacted the day of notice by the on duty Market Manager.

Application SFM 2017 Season

Please mail to: Swampscott Farmers' Market
Town of Swampscott Recreation Department
Att: Danielle Strauss, Recreation Director
22 Monument Avenue
Swampscott, MA 01907



Type of Vendor (check one):

Farm (every week) Educational or Performer

Non-farm Vendor (every week) Craft Vendor, food vendors

Date - start week if not 1st week _____

Dates of attendance if NOT every week _____

Season: June – October 2016

Name of Farm or Business _____

Name(s) of Participant(s) _____

Address _____

Home phone: (____)____ - _____ **Email:** _____

Business or Cell phone (____)____ - _____ **Web site** _____

FEE STRUCTURE - please circle your selected frontage

Fees will be collected weekly upon the close of the market.

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- 20' frontage (equivalent of two tents) – flat rate \$40.00
- Greater than 20' and not to exceed 30' of frontage (equivalent of more than 2 tents) - \$50.00

The standard booth width will be 10 feet wide.

Vendors are responsible to bring their own table and tents and weights (**mandatory**)

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

Signature (owner/farm/business/organization) _____ **Date** _____

ATTENTION: All Vendors, Food Vendors MUST INCLUDE - 3 additional forms

1. copy of local Food Establishment Permit,
2. copy of Food Mgr Cert (ServSafe),
3. copy of Allergen video certificate