

Harvard Farmers Market P.O. Box 307, Harvard 01451

2018 Vendor Application/Contract

Application date: \_\_\_\_\_

New Vendor - Please complete entire application and sign contract

Returning Vendor - Unless your product list has changed since 2017, you need only complete Parts 1,3 and Read/Sign the contract, Part 5)

**PART 1: Contact Information**

<b>Business Name:</b>
<b>Mailing Address:</b>
<b>Email:</b>
<b>Website:</b>
<b>Key Contact:</b>
<b>Accept SNAP/EBT? Have equipment?</b>

Which of the following best describes your farming practices? \_\_\_ Conventional \_\_\_ Integrated Pest Management \_\_\_ Certified Organic (cert. required)

**PART 2: Description**

Provide a description of your farm/business below. What do you grow, prepare or create? (There's a detailed list in Part 4). Description will be posted on HFM website and social media. *If you're an artist please detail what you make and the material(s) you use.*

**PART 3: Vendor Selling Plan and Parking**

Please select the selling plan you desire. Payment for seasonal and weekly plans are due with application. Insurance and permits due prior to first selling day.

- 1. \_\_\_\_\_ **Seasonal** - \$250 for 10 weeks, insurance and permits where required
- 2. \_\_\_\_\_ **Weekly** - \$30.00 per week, insurance and permits where required

WEEKLY VENDORS please indicate all dates you will be attending:

**August 18 25    September 1 8 15 22 29    October 13 20 27**

\_\_\_\_\_ selling dates x \$30 = \_\_\_\_\_ payable by check to HFM

- 3. \_\_\_\_\_ **Backyard Gardener (BYG)** \$25/day or 15% of sales, whichever is less. Payment is due in cash at the end of each Market day.

BYGs are non-commercial growers who sell only homegrown produce, eggs and/or maple products. Bring a card-sized table and small beach-style umbrella, if desired. All BYGs will be set up in one area defined by the HFM. **No application or insurance required.**

***PARKING***

Seasonal and weekly vendors only : Will you need access to your vehicle at your booth? \_\_\_\_\_ YES \_\_\_\_\_ NO

*If yes, explain why below. Vehicle space is limited and must be approved.*

**Part 4: Product Checklist**

Complete the checklist below of products that may be sold at the HFM. **Circle all products you expect to be selling this season. Any product not grown by you MUST have include the source listed next to it.**

**LIVE PLANTS**

Bedding Plants      Cut Flowers      Herbs      Potted Plants      Vegetable Plants

**SEASONAL FRUITS**

Apples    Berries (specify)    Grapes    Melons    Peaches    Pears    Plums    Other

## SEASONAL VEGETABLES

Beans    Brussel Sprouts    Broccoli    Cabbage    Carrots    Celery    Chard    Corn  
Cucumber    Cut Herbs    Eggplant    Garlic    Kale    Lettuces (specify)    Onions  
Parsnips    Peppers (specify)    Potatoes    Other

**MEATS:** *Please list all meat (including cuts) you will be selling. Indicate source for each product not grown or produced by YOUR farm.*

**SEAFOOD:** *List all fish and seafood you will be selling. Indicate source for products not caught by you.*

**HOME, MEDICINAL & BODY CARE PRODUCTS:** *List all products, and ingredients if not grown/prepared by you.*

**OTHER:** *Eggs, honey, maple products, tinctures, tofu, and all prepared foods such as baked goods, hummus, soup, etc. Indicate source for ALL products not produced or prepared by you.*

## Part 5: Vendor Contract

### A. Dates and Hours

The 2018 HFM season will begin Saturday, August 18 and end Saturday, October 27. We are closed Saturday, October 6th.

**HOURS:** Selling hours are 10 a.m. to 1 p.m. Set-up begins no earlier than 9:00a.m. and vendor vehicles must be out of the selling circle by 9:45 a.m. All vendor sales end promptly at 1:00 p.m. For safety, cars will not be allowed to enter the selling area for breakdown until after 1:00 p.m.

### B. Requirements for Participation

- To be approved to sell vendors must **1)** submit an application **2)** submit full payment for season or weeks (online or by check) and **3)** a copy of liability insurance naming the HFM as additional insured prior to the Market.
- If a Nashoba Board of Health Permit is required, it must be submitted prior

to attending the Market. For info, contact Bridget directly at the Nashoba BoH-978-772-3335 or visit this link:

<http://www.nashoba.org/environmental/common-applications-forms>

- All fees paid to the HFM are non-refundable. No exceptions.
- *The majority of products sold by each vendor must be grown and/or produced by the vendors.* All products require HFM approval and the HFM reserves the right to limit sales of selected items.
- The HFM is open rain or shine, except in the event of severe weather. In such cases a notice will be sent to the email on file by 6 a.m. on Market day.
- Vendors are expected to attend all Market days for which they are enrolled. Vendors must notify the Market of cancellation at least 24 hrs prior to Market opening.

### **C. Booth and display guidelines**

- Each seasonal, weekly and trial vendor booth space measures approximately 10'x10' and one tent is allowed in this space. All tents, tables and products must remain within the vendor's designated space. Backyard gardeners bring small (card-sized) table and small umbrella, no tent.
- All prepared foods must be labeled in accordance with Massachusetts and Federal labeling regulations.
- Produce may be sold by bunch, piece, container, or by weight. If products are sold by weight, the scale must bear a visible seal of approval from Mass Dept of Weights and Measures.
- Each vendor will leave his/her space in clean condition. Vendors will remove all food and trash from the premises at the end of selling day.
- Vendors are encouraged to minimize the use of plastic as much as possible.
- ALL CANOPIES/TENTS MUST BE WEIGHTED DOWN every week, regardless of weather conditions. Vendors will be asked to take down unweighted canopies/tents before being allowed to sell.
- No vehicles are allowed to move in or out of the selling circle between 10:00 a.m. and 1:00 pm. The HFM Manager on duty enforces all rules and may ask any vendor to refrain from selling for the day if a violation causes risk to the safety/health of those in attendance.

I have read the Vendor Contract and agree to comply with all rules and guidelines.

\_\_\_\_\_ Vendor Signature

\_\_\_\_\_ Printed Vendor Name

\_\_\_\_\_ Date

**Vendor Application Checklist**

- This completed application - scanned and emailed to [info@harvardfarmersmarket.org](mailto:info@harvardfarmersmarket.org)
- Full payment (at [www.harvardfarmersmarket.org](http://www.harvardfarmersmarket.org) using the donate button)
- Emailed copy of liability insurance naming the HFM as additional insured to [info@harvardfarmersmarket.org](mailto:info@harvardfarmersmarket.org)
- Where applicable, emailed copy of current board of health permit

Mailing address: HFM P.O. Box 307 Harvard, MA 01451