



# 2018 Vendor Application & Contract

**NEW VENDOR:** Complete entire application.

**RETURNING VENDOR:** Only complete Parts 1 & 4 – *unless your product list has changed since 2017.*

*\*All applications must contain payment and signed contract.*

## Application Checklist

**Submit the following items by mail or email:**

- Completed vendor application (pages 2 – 5)
- Payment in full
- Copy of liability insurance naming the HFM as additional insured
- Copy of current board of health permit mailed – *where applicable*

**Snail mail:** HFM, P.O. Box 307, Harvard, MA 01451

**Email:** [info@harvardfarmersmarket](mailto:info@harvardfarmersmarket)

**Electronic payment:** [www.harvardfarmersmarket.org](http://www.harvardfarmersmarket.org) and click “Donate” button (*located below the list of vendors on the HFM home page*)



## Part 1: Contact Information

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Business Name

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Mailing Address

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Email

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Website

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Key Contact

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Accept SNAP/EBT? Have equipment?

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? (Refer to detailed list in Part 3).

**If you're an artist please detail what you make and the material(s) you use.**

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## Part 3: 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 (*specify*)

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### Seasonal vegetable

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

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

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

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**Home, medicinal & body care products:** List all products, and ingredients if not grown/prepared by you.

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**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.*

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## Part 4: Vendor Selling Plans

**Selling Plans:** Please select the plan below you desire.

- Payment for seasonal and weekly plans are due with application with check made *payable to HFM*.
- Insurance and permits due prior to first selling day.

Seasonal – \$250 for 10 weeks, insurance and permits where required

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Weekly – \$30.00 per week, insurance and permits where required

Please CIRCLE all dates you will be attending:

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

\_\_\_\_\_ # of selling dates x \$30 = \_\_\_\_\_ Total amount

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Backyard Gardener (BYG) – \$25 per 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.*

## Part 5: Parking

Will you need access to your vehicle at your booth? *This is for seasonal and weekly vendors only.*

- No
- Yes (If yes, please explain below. Vehicle space is limited and must be approve.
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# Part 6: Vendor Contract

## Dates & Hours

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

## 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: [www.nashoba.org/environmental/common-applications-forms](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.

## 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.**

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Vendor signature

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Printed vendor name

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Date