



2019 Vendor Application & Contract

3 Easy Steps to submit forms and pay fees

STEP 1: Collect the application, insurance rider, and (if needed) permit forms

- ✓ Completed vendor application (pages 1 – 5)
- ✓ Copy of liability insurance naming the HFM as additional insured
- ✓ Copy of current board of health permit – *if applicable*

STEP 2: Pay vendor fee

- Option A – Pay electronically
Go to www.harvardfarmersmarket.org and click the “[Donate](#)” button (located below the list of vendors on the HFM home page).
- Option B – Pay by check and mail with required forms

STEP 3: Submit ALL required forms

ⓘ All application submissions must contain signed contract and paid fees.

- Option A – Send forms by emailing to info@harvardfarmersmarket.org
- Option B – Send forms (and payment if not done electronically) by mailing to HFM, P.O. Box 307, Harvard, MA 01451

Helpful links and information

Nashoba Board of Health	BoH Permit Application (PDF)	978-772-3335
Pay HFM Vendor Fee	Vendor Fee Payment (PayPal link)	
Vendor Questions	Mindy Atwood (Market Manager)	978-844-0697



New Vendors: Complete entire application.

Returning Vendors: Complete only parts 1&4 if your product list has changed since 2018.

Part 1: Contact Information

I accept SNAP/EBT I have equipment

Business Name

Mailing Address

Email

Website

Key Contact

Part 2: Farm/Business Description

Which of the following best describes your farming practices?

Conventional Integrated Pest Management Certified Organic (certification is required)

Provide a description of your farm/business below. What do you grow, prepare or make?

Refer to detailed list in Part 3

Part 3: Product Checklist

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

Seasonal vegetables

- | | | | | |
|--|----------------------------------|------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Beans | <input type="checkbox"/> Carrots | <input type="checkbox"/> Cucumber | <input type="checkbox"/> Kale lettuces* | <input type="checkbox"/> Potatoes |
| <input type="checkbox"/> Brussel sprouts | <input type="checkbox"/> Celery | <input type="checkbox"/> Cut herbs | <input type="checkbox"/> Onions* | <input type="checkbox"/> Other* |
| <input type="checkbox"/> Broccoli | <input type="checkbox"/> Chard | <input type="checkbox"/> Eggplant | <input type="checkbox"/> Parsnips | |
| <input type="checkbox"/> Cabbage | <input type="checkbox"/> Corn | <input type="checkbox"/> Garlic | <input type="checkbox"/> Peppers* | |

* Please specify _____

Seasonal fruits

- | | | | |
|-----------------------------------|---------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Apples | <input type="checkbox"/> Grapes | <input type="checkbox"/> Peaches | <input type="checkbox"/> Plums |
| <input type="checkbox"/> Berries* | <input type="checkbox"/> Melons | <input type="checkbox"/> Pears | <input type="checkbox"/> Other* |

* Please specify _____

Live plants

- | | | | |
|---|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Bedding plants | <input type="checkbox"/> Cut flowers | <input type="checkbox"/> Potted herbs | <input type="checkbox"/> Vegetable plants |
|---|--------------------------------------|---------------------------------------|---|

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.

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 6: Vendor Contract

Dates & Hours

- The 2019 HFM season will begin Saturday, July 13 and end Saturday, September 28.
- 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 1/2 season (on-line 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 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.

Vendor signature

Printed vendor name

Date