

WEST STOCKBRIDGE FARMERS MARKET

PO Box 148, WEST STOCKBRIDGE, MA 01266



WSFarmMarket@gmail.com

www.WestStockbridgeFarmersMarket.org

2024 Rules & Regulations

Thank you for your interest in the West Stockbridge Farmers Market (WSFM). We are pleased to announce we will open on Thursday, May 23rd, 2024 for our 13th season! **We are a SNAP-approved market and thanks to a grant from Berkshire Agricultural Venture we are able to offer dollar-for-dollar Market Match.**

West Stockbridge Farmers Market does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Location and Operating Hours

The Market will be held on The Foundry Green on Harris Street from May 23rd through October 3rd. Market hours are Thursdays from 3:00 - 6:00 pm. Rain or Shine. In the event of serious weather, the Steering Committee may close the Market. You will be notified as soon as possible should the forecast indicate extreme weather.

Space

Each Vendor will be assigned space by the Steering 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. We reserve the right to move vendors if necessary due to absence.

Size

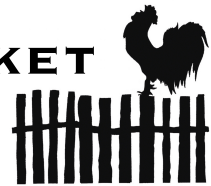
Each Vendor will be assigned a space 10' Wide by 10' Deep. Other spaces available for selection are 10' by 20' for an additional charge. See Vendor Application for pricing.

Signage

Each Vendor must display a sign indicating the name and location of their 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. Vendors must clearly display products and price lists and are encouraged to display their merchandise attractively.

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Insurance

It is the responsibility of each Vendor to obtain Commercial General Liability Insurance, covering yourself, your products and displays. We also require **BOTH** of the following to be listed as **"additional insured"** (indemnified) on your Certificate of Liability:

- **West Stockbridge Farmers Market** / PO Box 148, West Stockbridge, MA 01266
- **Two Harris Street LLC** (property owner) /2 Harris St., West Stockbridge, MA 01266

Please make sure your insurance agent is aware of this and lists BOTH West Stockbridge Farmers Market and Two Harris Street, LLC.

A Certificate of Liability Insurance **must** be submitted with your application.

Permits & Licenses

Food product vendors must submit all certification, licensing and insurance information required with the application form. Vendors will not be permitted to sell without having appropriate documents submitted (see more below under Goods for Sale). Vendors are responsible for the safety of all food items. The Steering Committee reserves the right to order spoiled or off-condition products withdrawn from sale.

Set Up and Tear Down

Each Vendor must bring a table(s) and a tent. **Tents must be securely weighted down at the time it is set up.** Vendors must ensure that their physical setup 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 by 2:45 PM and no vehicles are allowed on The Green after this time. Vendors arriving after the start of the Market will be permitted to participate only at the Steering 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 till the Market closes and are responsible for removing all their own trash and unsold items.

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Goods for Sale

Vendors will only sell those items they have signed up to sell unless authorized by the Steering Committee. **All products offered for sale must be grown and/or produced by that Vendor. 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. 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.

If you are a food producer (cheese, baked goods, jams, canned goods, etc.) you will require a West Stockbridge Board of Health certificate. If you have a Residential Kitchen you will need a current certificate from your local Board of Health before you can submit your application to the WS BOH. We encourage you to start this two-part process ASAP, as it can take some time. The Food Permit Application is located on our website Vendor Page/Become a Vendor. You can contact Earl Moffatt, West Stockbridge Board of Health Agent at: Health@weststockbridge-ma.gov.

All produce and food products 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.).

Regional Area

Products for sale at the WSFM must be sourced/produced within a radius of 150 miles unless otherwise authorized by the Steering 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 Seal of Weights and Measures. Household scales are not permitted.

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Attendance

If you are unable to attend a Market day, **PLEASE CALL** Lily Davenport or Terri Jo Dixon by 10 AM on Market day so we may have our final layout completed by 1:00 when vendors begin to arrive. We understand that life happens but it is important for us to know as far in advance as possible if you are unable to attend.

Market Manager, Lily Davenport: 413-429-6371

Terri Jo Dixon: 413-854-8607

Enforcement of Rules

These rules were formulated to serve the best interests of the WSFM, its Vendors, and its customers. Rules may be modified at any time by the Steering Committee, who are responsible for enforcing all the rules. Any Vendor who repeatedly violates these rules may be asked to leave the Market by the Steering Committee.

Conflict Resolution

In the event of a dispute with another Vendor or with the WSFM 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 WSFM in its defense.

Visits & Inspections

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

Safety Notice

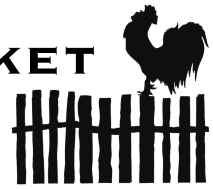
Any accident or injury must be reported to a Committee Member or their representative.

Suggestions:

The Steering Committee encourages any and all suggestions to improve the WSFM for both vendors and customers. Kindly give any suggestions to a Committee Member.

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2024 Vendor Application:

Applicant Name:		
Farm / Business Name:		
Physical Address: Mailing Address, if different		
Phone Contact:	Business:	Cell:
E-Mail:		
Website URL:		
Facebook +/-or Instagram URL:		
Liability Insurance Carrier & Policy #		
Certified Kitchen Name & Address (if applicable)		
Organic or other Certification:		

Please complete:

Rate		Total
\$450	Full Season: May 23 to October 3 (20 weeks) 10' x 10' space	
\$800	Full Season: for two spaces 10' x 20'	
\$275	Half Season (10 weeks) 10' x 10' space – A) May 23 – July 25 B) August 1 – October 3 C) Every other week Please circle your choice of A, B or C	
\$35	Daily Rate May, June, September, October.	
\$45	Daily Rate July and August	
	Check TOTAL	

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All vendors are required to have a complete application on file with the WFSM

Payment is required before a Vendor will be authorized to set up.
Checks should be made payable to West Stockbridge Farmers Market.

Please send the following signed copies, along with your check, to:

West Stockbridge Farmers Market, PO Box 148, West Stockbridge, MA 01266-0148

(Or: Scan + email the application to: WSFarmMarket@gmail.com

Or: Fill out the application in Google Docs and share it with us)

- Rules & Regulations/Vendor Application
- Certificate of Liability Insurance*
- Board of Health documentation (if applicable)
- Organic Certification (if applicable)

* Certificate of Liability Insurance may be emailed to us at:
WSFarmMarket@gmail.com

Market Manager: Lily Davenport (413) 429-6371

Steering Committee:

Peter Cohen
Lily Davenport
Terri Jo Dixon
Brenda Elling
Robin Schmitt
Sarah Thorne