

**Needham Farmers Market 2018**  
**Vendor Application & Insurance Rules**  
**Garrity Way, road in front of Town Hall, Needham, MA**  
Sundays, May 27 – October 28; Market Hours: 12:00 PM – 4:00 PM  
Setup: 10:00 AM – 12:00 PM; Breakdown: 4:00 – 6:00 PM

Type: \_\_\_ Farm/Fish or Prepared food \_\_\_ Other (specify)

Name of Farm or Business

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Name(s) of contact person(s) selling at market

\_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_, \_\_\_\_\_

Street

City State

Zip

Home/Office phone (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Cell phone (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

**Booth dimensions and prices: (please check)**

One 10x10 Tent Space

Three 10x10 Tent Space

Regular Season, 23 weeks, paid in 2 installments  
(50% due 5/1 & 50% due 7/1) \$575

\$1,000

Regular Season, 23 weeks paid in full \$500  
due by 5/1)

\$850

(100%

Regular Season, per Market Day – Minimum of 3 markets  
(50% due 5/1 & 50% due 7/1) \$25 per market

*\* Please indicate the number of markets you would like to attend and desired dates, subject to availability. Note that no vendor will be able to participate in the market if one-half of their rent, at a minimum, has not been paid.*

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What other farmers markets have you participated in?

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**Please note what you intend to sell at the market, the source (yourself or another producer).  
Resale by a vendor of any food and items obtained from a wholesaler is prohibited by the  
Town of Needham.**

(Please use the back side of this sheet if you need additional space.)

**Agreement**

I have read the Needham Farmers Market Vendor Rules for 2018 and separate Insurance Rules (next page). I agree to abide by them and the spirit of Needham Farmers Market and recognize that failure to adhere to them may result in termination:

Signature (owner of farm, business, or organization): \_\_\_\_\_

Date: \_\_\_\_\_

**Please include the following along with your application:**

- **Copy of your Insurance Certificate. See Vendor Rules for Insurance requirements on next page.**
- **Your partial or full payment to Needham Farmers Market.**
- **If you sell processed foods:**
  - **Copy of your health permit from your local health department**
  - **Copy of your Needham Health Dept. Permit; it is your responsibility to secure this permit prior to season opening: [www.needhamma.gov/health](http://www.needhamma.gov/health) or [Board of Health permit](#)**

**Make Checks Payable to Needham Farmers Market, Inc. and mail check and documents to:**

**Needham Farmers Market  
c/o Jeffrey Richman  
749 Great Plain Avenue  
Needham, MA 02492**

**Needham Farmers Market 2018 - Vendor Insurance Rules**  
**Garrity Way, road in front of Town Hall, Needham, MA**

Dates: Sundays, May 27 – October 28; Market Hours: 12:00 PM – 4:00 PM

Setup: 10:00 AM – 12:00 PM; Breakdown: 4:00 – 6:00 PM

**Liability Insurance**

**General Liability Insurance.** Needham Farmers Market (NFM) is located on Garrity Way, a road (driveway) directly in front of Needham Town Hall (1471 Highland Avenue). Garrity Way is owned by the Town of Needham. Vendors must provide NFM with a Certificate of Insurance for general liability insurance with at least \$1,000,000 coverage per occurrence and \$2,000,000 aggregate for bodily injury liability and property damage liability. The Certificate of Insurance must name: Town of Needham (1471 Highland Ave., Needham, MA 02492), and Needham Farmers Market (28 Perrault Road, Apt. #1, Needham, MA 02494) as additional insureds.

**Motor Vehicle Liability Insurance.** If a vendor drives its vehicle onto Garrity Way (Market location) to unload during Market setup and to reload during breakdown, the vendor must provide NFM with a Certificate of Insurance for motor vehicle insurance with at least \$1,000,000 single limit for owned, hired and non-owned vehicles. The Certificate of Insurance must name: Town of Needham (1471 Highland Ave., Needham, MA 02492 and Needham Farmers Market (28 Perrault Road, Apt. #1, Needham, MA 02494) as additional insureds. Alternatively, vendors who want to unload and later reload from Chapel Street should contact the Market Manager.

If you have questions on the insurance requirements, please contact NFM President Jeff Friedman at [friedmanesq@aol.com](mailto:friedmanesq@aol.com) or contact NFM's Market Manager Tom Gehman at [tgehman@comcast.net](mailto:tgehman@comcast.net)

## **Needham Farmers Market 2018 - Vendor Rules**

**Garrity Way, road in front of Town Hall, Needham, MA**

Sundays, May 27 – October 28; Market Hours: 12:00 PM - 4:00 PM

Setup: 10:00 AM - 12:00 PM; Breakdown: 4:00 - 6:00 PM

### **Location**

The location for Needham Farmers Market (NFM) is on Garrity Way, a road (driveway) directly in front of the Needham Town Hall (1471 Highland Avenue) in Needham Center.

### **Purpose**

- Provide fresh, local, wholesome produce and food products from farmers, bakers and other vendors.
- Promote, a local, sustainable food system
- Provide a wholesome social experience that builds community
- Educate participants about healthy eating and sustainable living

### **Market Policies**

Applications must be completed by all vendors.

### **Market Rent**

Vendors will adhere to the rent payment obligations as stated in the 2018 Vendor Application. No vendor will be permitted to participate in the Market if one-half of their rent, at a minimum, has not been paid prior to market attendance.

### **Attendance**

NFM welcomes vendors on a regular or occasional basis. Vendors are expected to attend all weeks that they sign up for. If two markets are missed during the season, NFM has the authority to cancel a vendor's participation and offer the space to another vendor on the waiting list. NFM will review extenuating circumstances as they arise. Depending on interest from artists, artisans, and community crafters, participation of these individuals will rotate to create a diversity of products. If a vendor cannot attend any market day, please contact Tom Gehman, NFM Market Manager, at [tgehman@comcast.net](mailto:tgehman@comcast.net) and/or phone (781) 888 -1550.

### **Logistics**

The Market will open at 12:00 p.m., which will be signaled by the ringing of a bell. No sales are allowed before the opening bell. The Market will close at 4:00 p.m. All vendors are expected to shut down promptly.

Off-loading food and equipment and setup by vendors begins at 10:00 a.m. The Market opens promptly at 12:00 p.m. so plan that setup should be done by 11:45 a.m. at the latest. The Market closes promptly at 4:00 p.m. and vendor breakdown and cleanup is from 4:00 p.m. to 6:00 p.m. Vendors must stay until the close of the Market until they have completed their own breakdown and cleanup.

Vendor parking during market is in one of the adjacent lots. Vehicles may not be brought into or out of the market lot during market hours.

Vendors are responsible for providing their own equipment, including but not limited to tents, tables, and signage. Tents must be no larger than 10 x 10 feet and secured with weights of at least 20 pounds per leg.

Breakdown should not begin before the market closes at 4:00 p.m. but should be complete by 6:00 p.m.

Rain or Shine: The market will be held "rain or shine" - unless the weather is dangerous. The Market Manager will notify vendors of a cancellation due to extreme weather.

Extreme Weather: In case of extreme weather during market times, the vendors have the primary responsibility for checking on weather (e.g. storm and very windy conditions predicted) before the Market opens and promptly taking down their tents (personally responsible). During any market activities, including setup, operation or take down, the Market Manager or designated acting Market Manager will announce "Tents Down" and all vendors will comply by promptly taking down tents. Depending upon tent design, removing the cover, or folding the unit will be required. Tents will then be stowed in a safe manner such as in

a vehicle. Vendors are asked to use common sense and safely stow their tents when they know extreme weather is imminent, whether or not "Tents Down" is announced. The vendors must also remove and safely stow tables, chairs, any display items, etc. in extreme weather. Our first responsibility is to prevent personal injury to anyone and prevent damage to property.

Utilities: Bathroom and washing facilities are available at this nearby restaurant: Bagels' Best on Chapel Street.

### **Liability Insurance**

Vendors must provide NFM with a Certificate of Insurance. NFM insurance requirements are on the "Vendor Application and Insurance Rules".

### **No Hawking**

Business must only be conducted from inside the vendor's established canopy.

### **Product Diversity**

To promote product diversity and the profitability of existing vendors, NFM reserves the right to restrict the number of vendors selling similar products. We will give preference to the products that are the most local (within 100 miles), sustainably produced, and to seniority at the market.

### **Clean-Up/Garbage/Recycling**

All vendors are required to bring their own garbage bags and receptacles and carry out all trash and refuse. Please do not leave your garbage. The parking lot cannot be damaged or marked up in any way, including making holes. We also strongly suggest that you recycle at the market.

### **Farm Vendors**

Local Food only: All produce must be from your farm or a neighboring farm. We suggest the majority of your produce sold be from your own farm with no GMOs. All food not grown on your own farm must be labeled with origin.

If you sell produce from a neighbor's farm (e.g., apples from neighboring orchard), the product must be grown or produced on that farm and clearly labeled at your stand by opening of the Market.

We strongly suggest you hang signage that describes where and how your food is produced or grown, i.e. "Grown without the Use of Pesticides." We hope this kind of signage helps to promote conversation about the health and ecosystem advantages of different growing methods and helps to increase sales.

Breakdown should not begin before the market closes at 4:00 p.m. but should be completed by 6:00 p.m.

Rain or Shine: The market will be held "rain or shine" - unless the weather is dangerous. The Market Manager or Vendor Committee Chairperson will notify vendors of a cancellation due to extreme weather.

Extreme Weather: In case of extreme weather during market times, the vendors have primary responsibility for checking on weather (e.g. storm and very windy conditions predicted) before the Market opens and promptly taking down their tents (personally responsible). During any market activities, including setup, operation or take down, the Market Manager or designated acting Market Manager will announce "Tents Down" and all vendors will comply by promptly taking down tents. Depending upon tent design, removing the cover, or folding the unit will be required. Tents will then be stowed in a safe manner such as in a vehicle. Vendors are asked to use common sense and safely stow their tents when they know extreme weather is imminent, whether or not "Tents Down" is announced. The vendors must also remove and safely stow tables, chairs, any display items, etc. in extreme weather. Our first duty is to prevent personal injury to anyone and to prevent damage to property.

### **Farm Booth Workers**

We want residents to learn about where their food comes from. Towards that goal, we ask that at least one person from the farmer's immediate family or an employee who works on the farm, be present at the market. This person should be able to speak with knowledge about the growing process from experience working the farm. We recognize the difficulty of having growers at the market and ask that you talk to the Market Manager if this presents a problem.

**Coupons**

Certified produce farmers may accept Senior and WIC coupons. NFM will not be participating in SNAP for the 2018 season. Contact us for more details.

**EBT**

NFM is registered to accept EBT for the purchase of fresh produce at our two farms, The Neighborhood Farm and MacArthur Farm. Both farms have card swipe terminals for the EBT cards, and all benefits for the purchaser are automatically linked to their EBT accounts.

**ALL Food Vendors**

Health/Food Permits: Vendors of any prepared or ready to eat foods must provide a copy of the following; their Health Permit from their hometown and Insurance Policy. The Needham Health Dept. requires vendors to apply for and fill out a "Farmers Market Application" for a Seasonal Permit'. Food must be served using ServSafe methods. The Needham Health Dept. prohibits any kind of food preparation on site. Contact Tara Gurge for permits and ServSafe instructions.

Local Prepared Food only. Baked goods, jams, jellies, and similar prepared foods may be sold if made by the vendor. The maker should be at the market.

**Resale by any vendor of products and items obtained from a wholesaler is prohibited by the Town of Needham.**

**Sampling Policy**

The NFM sampling policy is based on State guidelines. Vendors who wish to provide samples of their products are encouraged to prepare prepackaged samples in their licensed facilities. However, samples can also be prepared onsite following Health Department rules as detailed on the Health Department Permit Application. All samples must be handled, stored, cooled, etc. just like the vendor's regular products. Gloves/tongs/wraps must always be used on site to handle any ready-to-eat food items, and all open' food samples must remain covered AT ALL TIMES. Please contact the Needham Health Department with any questions. Farm. A hand washing facility will be provided by the Market. Please help the Market keep the hand washing facility clean and stocked - report any problems to Kate at The Neighborhood Farm.

**Education Organizations**

The Needham Farmers Market allows the distribution of educational materials from relevant organizations via handouts, 1-3 per market. We encourage activities that promote community based, civic engagement. Partisan and candidate focused politics are not allowed. Any sales or fundraising activity must be clearly identified on the application and must be approved prior to the market by the Market Manager.

**Our Grievance Policy**

All complaints and grievances are handled on a case by case basis. The NFM Committee either works through the grievance if appropriate or presents it to the Needham Farmers Market Board of Directors for further consideration and reconciliation.

**If a vendor violates any elements of these rules and guidelines, the Market Manager will issue a violation. After receiving two violations, the Vendor will be dismissed from the Market. Any serious violations will result in immediate dismissal from the Market.**

\_\_\_\_\_  
Signature (owner of farm, business, or organization)

\_\_\_\_\_  
Date