

## *Melrose Farmers' Market - 2018*

Site: Bowden Park, Jct. of W. Emerson and Cedar Park, Melrose

Dates: Thursdays June 7 - October 25

Time: 2 - 7 p.m. from June 7 - Sept. 27 ; 2 - 6 p.m. Oct.4- Oct. 25,

### Purpose:

- Promote the creation and consumption of locally produced foods;
- Educate participants about nutritional, environmental and economic implications of the food we eat;
- Provide a forum for issues of local importance, including educational and other non-profit groups; and
- Foster community and a lively atmosphere

### Market Policies:

*Application:* All vendors wishing to sell at the Melrose Farmers' Market must submit an application along with other required documents, which may include proof of liability insurance and a Board of Health Certificate for prepared food items.

*Attendance:* All vendors must attend every week they signed up for, unless other arrangements have been made with the Market Manager. The Market Manager has the authority to cancel a vendor's participation if Attendance Policy is violated twice in a market season. Extenuating circumstances can be discussed with Market Manager.

*Hours:* The Market operates from 2pm - 7pm from June 7-September 30 and 2pm-6pm during October, 2018 on Thursdays in Bowden Park at the corners of W. Emerson Street and Cedar Park in Melrose. Vendors can show up anytime after 12pm and must be set up by 2pm. Vendors are expected to shut down promptly after the market closes. NO SALES ARE ALLOWED BEFORE 2pm OR AFTER 7pm. During the last couple of weeks of September, as it gets darker earlier, you may start to pack up but can continue selling until 7PM. We call this a 'soft' closing.

*Rain or Shine:* The Melrose Farmers' Market is open rain or shine every week. In the case of extreme weather, the Market Manager may cancel the market for safety concerns. No refunds will be given due to weather cancellation.

*Space Fees:* There is a weekly space fee of \$30 per 10x10 tent on the path (2 tents max). Additional space behind path-facing tents may be purchased for \$20 per tent (2 tents max). A non-refundable \$30 fee is due upon completion of the application, which, if accepted, will be applied to your 1st date's space fee for the market. We encourage you to pay your remaining balance in advance of your FIRST scheduled market date. However, if you choose to pay monthly, you may make payments by the 1st of each month for that month's

vendor fee plus an additional \$5 administrative fee per market (\$35 per market if paid monthly instead of in full).

*Vendor parking:* Parking must be outside of the market area. Prompt loading and unloading immediately adjacent the park will be permitted only. Vendors may park in the neighborhood streets a few blocks from the park or in the Trinity Church parking lot. Parking in the train station parking lot or on the streets near the market is not permitted.

*Utilities:* Limited electrical utilities are provided. Toilet facilities are available via an outdoor porta-potty.

*Setup:* **Please bring your own tent and table.** If you need to rent a tent from the market, we charge \$15 per tent. Please let the Market Manager know in advance if you need to rent a tent, [melrosefarmersmarket@gmail.com](mailto:melrosefarmersmarket@gmail.com). We strongly recommend you have a tent to shade you from the sun or protect you from any inclement weather. You are required to adequately anchor your tent with weights according to manufacturer's recommendations for safety - **YOU MAY NOT USE STAKES TO ANCHOR YOUR TENT DUE TO A SHALLOW IRRIGATION SYSTEM.**

*Carry in- Carry out:* All vendors are required to honor our carry in - carry out policy. Please clean your area after break down and do not leave garbage.

*Liability Insurance:* Vendors must show proof of their own liability insurance; some cottage industries buy liability insurance through associations or guilds, others through their homeowners policy.

*WIC Coupons & Senior Coupons:* WIC and Senior coupons are made available to qualifying families and seniors. Produce vendors may accept the coupons and will be reimbursed by the state dollar-for-dollar. We strongly recommend that farms get certified to accept these coupons. Farmers must apply to MA Dept of Agricultural Resources by mid May. Call Lisa Damon at 617-626-1731 for more info. (Reminder -- only farms may accept Farmers' Market coupons and only for fresh produce).

*SNAP Benefits and Market Money:* The market accepts SNAP (Supplemental Nutritional Assistance Program) benefits and EBT cards. We provide customers with SNAP benefits with a Sally Frank's Farmers' Market laminated scrip in \$1 denominations. The \$1 scrip may be used to purchase all food intended to be eaten at home including breads/cereals, dairy products, fruits, vegetables, meat, fish, poultry, nonalcoholic beverages, snack foods, soft drinks, candy, ice, seeds and plants intended to grow food (but not for growing flowers or feeding to birds). SNAP patrons cannot purchase foods that are hot at the point of sale, food to be eaten at the market, pet foods, non-food items such as soaps, cosmetics, or other household goods. We are no longer providing \$2 and \$5 scrip denominations to market goers paying with credit and debit cards. However, you can still accept old market bucks in these denominations.

Vendors are to return market money to the Market Coordinator at the end of each market. A receipt will be provided for your records. Market money reimbursement is made every 2 weeks and is done using electronic checks from the bank's online bill pay. You must provide a mailing address to which checks will be mailed.

*Childrens Activities:* Each week different local businesses and organizations are invited to sponsor the materials and/or volunteer to run the Children's Activity Tables. Please submit requests including the proposed activity, the materials needed/provided and the requested date to [melrosefarmersmarket@gmail.com](mailto:melrosefarmersmarket@gmail.com)

*Local Farms:* Produce must be locally grown from the farmer's land (no commercial resellers) or from a local farmer's agreement, by permission of the Market Manager. Produce not grown on the farmer's land shall be labeled at the market with the farm the product was from. All vendors are required to label how their produce is grown using the following statements "grown without the use of pesticides, herbicides or artificial chemical fertilizers" or "Grown with IPM." Only vendors that are certified organic under the USDA's National Organic Program may label their produce "Organic". In keeping with our mission to connect citizens of Melrose with the farmers who grow their food, we recommend that someone who assisted in the growing of produce be present at the market to answer questions and participate in discussions about the growing process from experience working on the farm.

*Locally Prepared Foods Only:* Prepared foods may only be sold at the market if prepared by the vendor. All prepared or ready to eat foods require a permit from the Melrose Health Department. A copy of this permit must be on site for each market.

*Personal Care Products:* Each market date reserves space for 1 personal care products vendor. Personal care products at the market must be of high quality and made by the vendor. Preference will be given to personal care products that use natural materials. All market policies apply.

*Craft Vendors:* Each market date reserves space for 2 crafters or artisans. Crafts/art at the market must be of high quality and made by the vendor. Preference will be given to crafts/art that use recycled, natural, and local materials. All market policies apply.

*Local Business:* Each market date reserves space for 1 local business. Preference will be given to Local businesses that share the market's mission. All market policies apply.

*Non-profit:* Each market date reserves space for 1 non-profit. Preference will be given to non-profits that share the market's mission. All market policies apply except there will be no space fee charged.

*Musicians/Bands:* All local bands/musicians wishing to perform at the market must have their own equipment and be able to play two 45 min sets. Submit a link to your website,

facebook, or Youtube performance to melrosefarmersmarket@gmail.com along with available dates and times. All local bands/musicians will be able to sell their merchandise at the Market on the day of their performance. A tent and table will be provided by the market to perform under. Electricity will also be available. Musicians/bands will be provided with a \$50 gift. The gift is made possible by grants from the Melrose Messina Fund for the Arts and the Melrose Cultural Council. As such, we ask you sign form on the date your performance that states that you performed at the market.