

Melrose Indoor Markets

Location: Melrose Family YMCA Gymnasium, 497 Main Street Melrose, MA **Dates:** 11/24/2019; 12/15/2019, 2/9/2020, 3/29/2020, 5/9/2020 (May is held at the Melrose High School Athletic Complex)
Time: 10:00 a.m.–2:00 p.m.

Please read these regulations carefully before signing the Vendor Application and keep a copy for your records. Failure to comply with these rules and regulations could result in suspension or termination of your market assignment. For more information, please contact Julie Unger, at 781-462-1137 or melrosefarmersmarket@gmail.com

Terms and Conditions:

1. **Application:** All vendors who will be selling items at the market must fill out a Vendor Application and be accepted to the market before being allowed to participate.
2. **Attendance:** All vendors must attend the market unless other arrangements have been made with the Market Manager. The Market Manager has the authority to cancel a vendor's participation if the Attendance rule is violated twice in a market season. Extenuating circumstances can be discussed with the Market Manager.
3. **Hours:** The Market operates from 10:00 a.m. –2:00 p.m. Vendors may show up anytime after 8:30 a.m. and must be set up by 9:45am. Vendors are expected to shut down promptly after the market closes. NO SALES ARE ALLOWED BEFORE 10:00 a.m. OR AFTER 2:00 p.m.
4. **Inclement Weather:** The Market Manager has the authority to cancel the market if dangerous weather conditions arise. You will be notified via the Emergency Contact Phone number provided in the Vendor Application if this should occur.
5. **Vendor Fees:** The fee is \$45 – and are due according to the Vendor Application. No refunds.
6. **Vendor Parking:** Parking is available on Main Street and in the city parking lot behind and around The Melrose Family YMCA. After unloading, please park in spots further from the gym to allow shoppers the closer spots.
7. **Utilities:** Limited electrical utilities are available. Indicate on the Vendor Application your need for electricity.
8. **Toilets:** There are public restrooms in the YMCA.
9. **Market Layout:** Please indicate any special consideration we should make in placing your location. All farms and food vendors will be placed together and all arts and crafts will be in similar rows.
10. **Appearance/Behavior:** Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
12. **Substance Policy:** No Vendor shall smoke tobacco, drink alcohol and/or possess or use any controlled substance while at the Market.
13. **Take Down/Clean Up:** Vendors must take down their set up and carry out what they carried in. Vendors are responsible for removing all trash and food droppings from their areas and leaving them "broom clean".
14. **Liability Insurance:** Vendors are required to have their own liability insurance to cover the extent of their operations and liabilities as well as their attendance at the market. Note that the Market's general liability insurance DOES NOT cover an incident should it occur within your allotted space.

15. **Vendor Prices and Signs:** Each Vendor must clearly post the name and location of his/her farm or business at his/her assigned selling area in the market. Prices for all items for sale shall be posted clearly on a sign. Collusion among Vendors to raise or lower prices or to exert pressure or persuasion to cause any Vendor to increase or decrease selling prices is prohibited.

16. **Scales:** Scales used at the market must be inspected and sealed annually by a Sealer of Weights and Measures.

18. **Market Money:** Market money shall be given to SNAP (Supplemental Nutritional Assistance Program) beneficiaries from the market's Point-of-Sale terminal at the market table. The Market Money is credit card sized laminated paper in specific denominations - see SNAP and Credit & Debit Cards below. Vendors shall accept scrip from customers; at the end of the market, scrip will be counted from each vendor. The Market Manager will reimburse the vendor equal to the amount of scrip received with a check the following week. We require all of our vendors to have the ability to accept some form of online or credit card payments. We will no longer give Market Money for debit or credit card point of sales at the market table. If you DO NOT adhere to having the ability to take credit cards or a form on online payment, and utilize our terminal for Market Bucks other than SNAP Market Money, we will charge you a percentage of 3% of each reimbursement.

NOTE: Wakefield Market Money will not be accepted at the Indoor Harvest Market. DO NOT ACCEPT Wakefield Market Bucks.

a. SNAP Benefits: Melrose Market Money is provided in \$1 denominations. The \$1 scrip may be used to purchase ONLY 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). NOTE: No change may be given for purchases made with the \$1 denomination. The vendor must work out an equitable arrangement with the customer if original purchase is not for a whole dollar amount.

b. Credit & Debit Cards: We no longer offer this arrangement for Market Bucks. If you need to utilize this service, we will take out 3% of each transaction from your reimbursements. You can still accept Melrose Market Money in \$2 or \$5 denominations. The \$2 and \$5 scrip may be used to purchase ANYTHING at the market. Change given to the customer should be in \$US, not Market Money.

Fresh and Prepared Food

1. **GMO FREE:** No GMOs are allowed at the Melrose Farmers Market.

2. All produce vendors are required to label how their produce was grown using the following statements "Grown without the use of petroleum based pesticides, herbicides or fertilizers" or "Grown using IPM". Only vendors that are certified organic under the USDA's National Organic Program may label their produce "Organic".

3. In keeping with our mission to connect local citizens with the farmers who grow their food, we expect that someone who assisted in the growing of produce at your farm to be present at the market to answer questions and participate in discussions about the growing process from experience working on the farm.

4. **Locally Grown Food:** All produce and meat must be locally grown from the vendor's farm (no commercial resellers). You may bring neighboring farm produce only at the approval of the Market Managers. All produce sold from neighboring farms must be marked as to the name of the farm and the town it came from. Meat must be from animals that have been raised on your farm for a minimum of 75% of their life.

5. **Locally Prepared Foods:** Prepared foods may only be sold at the market if prepared by the vendor. The maker should be present at each market. All prepared or ready to eat foods require a permit from the City of Melrose. A copy of this permit must be on the site for each market. When applying, indicate which ingredients in your product are sourced locally and from which farm and town.

6. All food items must be first quality unless they are clearly marked as 'seconds'.

7. All fresh grown and prepared food shall comply with federal, state, and local law.

Non-Food Vendors

Vendors who offer non-food items must have items that are high quality, locally made, and take skill and creativity. Preference will be given to items that use recycled, natural, and local materials. As our market is focused on food, we hold a strict policy of a 80 to 20 ratio of food to non-food vendors.

Revised 8/20/2019