



Vendor Name: _____

2019 Brockton Farmers Market Guidelines

New this year: Sales reporting. See item number 4

1. Terms and Conditions of Sales

- a. All persons desiring to sell goods at the Market will submit a completed Farmer's Market Application/Inventory List on a form provided by the market, and each person must sign a statement that they have read, understand and agree to abide by the rules of the Market.
- b. Local: Products must be 100% grown and produced by you on land you control. The Market may allow products grown on a partner farm with the Vendor as an agent or from another source, only with prior written approval by the Market, and provided that all such products are labeled with the grower prominently identified. Such secondary source products must be 100% local, defined as grown or produced in Massachusetts or any contiguous state. In addition, the Market reserves the right, if unsuccessful in recruiting a farm for specialty products, such as cheese or fish, to recruit an agent to bring these products to the market.
 - i. Baked goods must be prepared by the business, using local ingredients whenever possible.
 - ii. Cider, maple products, and honey must be produced on the farm and processed by the farm. Products must have appropriate signage.
 - iii. Plants must be started by the farm from seeds, plugs, cell packs, corms, pre-finished stocks, cuttings, or bulbs. Annuals must be cared for by the farm, on the farm, for a minimum of thirty (30) days. Perennials must be owned and cared for by the farm, on the farm, for a minimum of sixty (60) days.
 - iv. Flowers, ornamental plants, and arrangements must be produced and/or processed by the farm.
 - v. Animal products, including milk, cheese, and meats must be processed by the farm. Animals must be raised by the farm. All products must have appropriate signage.
 - vi. Processed foods may be sold, if produced and processed by the vendor. The vendor is responsible for complying with all requirements and licenses set by the City of Brockton, State of Massachusetts, and the Federal Government (i.e. the local board of health, Massachusetts Department of Public Health, USDA, FDA, and potentially others). All processed food vendors are required to obtain a health permit from the City of Brockton Board of Health prior to any sale.
- c. Quality: All products must be of top or grade A quality. Seconds or "canners" may be offered but must be labeled as such. The Market reserves the right to ban any inferior products from the sale area.
- d. Removal of Products: The Market reserves the right to require any vendor to remove a product from the selling display. Cause for removal includes failure to include product information in vendor application, failure to obtain appropriate permits or licenses, improper labeling, or inadequate signage.
- e. Only products certified by the Northeast Organic Farmers' Association (NOFA) as organic may be labeled "organic". Paperwork must be available onsite for inspection.



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- f. All processed foods should comply with the requirements set forth by federal, state, and local laws, regulations and rules.
 - g. Items may be sold by the pound, bunch, piece, or measured container.
 - h. Scales utilized at farmers markets must be inspected and sealed by the Sealer of Weights and Measures.
 - i. All food vendors must acquire a Vendor Permit from the City of Brockton Board of Health. Vendors are solely responsible for complying with any and all regulations.
 - j. Vendors must provide a Certificate of Insurance naming the City of Brockton and the Brockton Farmers Market, Inc. as “also insured” minimum \$1,000,000 coverage per incident.
 - k. Vendors are required to comply with all federal state and/or local laws and regulations.
 - l. Site Visits: The Market may make site visits to verify production as certified by vendor. Visits may also include all sources of products being sold.
2. Prices and Signs
- a. Prices for all items for sale shall be posted clearly on a sign. No item shall be sold unless the price of the item is clearly displayed.
 - b. Prices for items shall be established only by individual Vendors
 - c. Collusion among vendors to raise or lower prices, or to exert pressure or persuasion to cause any vendor to increase or decrease selling price is prohibited.
 - d. Each vendor must post the name and location of his/her farm or business at his/her assigned selling area in the Market.
 - e. Any product not produced by the vendor must be labeled with origin. Vendors violating this policy may be asked to leave the Market.
3. Daily Operation
- a. If a vendor cannot attend the market, the Market Manager must be notified at least 24 hours in advance at 617-440-3638
 - b. Vendor will provide a list of product availability to Market Manager 48 hours in advance for promotional purposes.
 - c. Selling at the Market shall begin promptly at 10:00 a.m., and no selling may take place before this time. All sales end at 2:00 p.m., and no sales may take place after this time.
 - d. Vendors shall arrive no earlier than 9:00 a.m. to set up displays.
 - e. Vendors must agree to sell for the entire market day.
 - f. Vendor must vacate the selling area no later than 2:30 p.m. and all clean-up must be completed.
 - g. No Vendor shall engage in solicitation, collection drives, political or religious activities in the market. No loud hawking of items is allowed.
 - h. Vendors must keep the vicinity in and around their selling area clean at all times and



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remove all refuse and unsold items at the end of each Market Day.

- i. Vendors must provide an approved trash receptacle when selling ready-to-eat items.
- j. 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.
- k. No vendor shall smoke tobacco, drink alcohol and/or possess or use any controlled substance while at the Market.

4. Farmers Market Metrics and Sales Reporting

- a. The Market is participating in a Farmers Market Metrics reporting program to quantify the value of the Market for the community. All vendors will be required to participate. All individual data is confidential, though will be reported in aggregate.
- b. Vendors will be required to submit gross sales data weekly, either online or via paper form.

5. Grievances

- a. In the event of a dispute regarding any aspect of the Market, the Market Manager shall make a decision. Any failure to abide by the Market Manager's decision may be sufficient grounds for excluding the Vendor from the Market.
- b. A Vendor may file an appeal from the Market Manager's decision, in writing, to a review committee made up of officials, Vendors, sponsors, community groups or like entities of the market and establishment by the Market ("Grievance Committee"). Any appeal must be filed within 10 days of a decision.
- c. Upon receipt of an appeal, the matter will be reviewed expeditiously.
- d. If the Market does not establish a Grievance Committee, it shall make arrangements with the Massachusetts Office of Dispute Resolution or a similar organization to process complaints.
- e. The Grievance Committee will take no more than (10) days from the receipt of the appeal to make its decision. During this time, the Vendor must adhere to the original decision of the Market Manager with no right to restitution for any losses.



Vendor Name: _____

I/ we confirm that I / we have read, understood and agree to abide by all rules of the 2018 Brockton Farmers Market enumerated above.

Vendor Name _____

Contact Name _____

Address _____

Email _____

Phone _____

Website _____

Signature

Date

Signature

Date