

Waltham Farmers' Market

P.O. Box 541161, Waltham MA 02454

Market Manager: Leo Keightley • (781) 899-0324 • manager@walthamfarmersmarket.org

LOCATION, HOURS, FEES AND RULES FOR 2016

Location and Hours

The Market is held in the Government Center parking lot at 119 School Street, Waltham, every Saturday (rain or shine) from June 11 through November 5, 22 weeks in all. A Market Manager will be on-site by 8 a.m. Sales are from 9:30 a.m. to 2:00 p.m.

Fees

- Vendors paying by the week pay \$25 per week for a single 10' × 10' tent space. There is a minimum purchase of 4 weeks (\$100), payable in advance of attending the market.
- A full season pass costs \$300 for a single tent space, \$450 for a double tent space, \$600 for a triple tent space, \$750 for a quad tent space.
- A half-season pass (11 weeks) costs \$200 for a single tent space.
- Sorry, no refunds on unused portions of passes, but you may transfer passes to other vendors with the WFM Committee's approval. Please make checks payable to Waltham Farmers' Market. You will be charged \$25 for any bounced checks.

Market Rules

The WFM Committee may, at any time, modify or add to Market Rules and is solely responsible for interpretation, definition and clarification of rules. All modifications and additions will be made known to vendors through written communication. The Market Manager and WFM Committee are responsible for enforcing all rules and may occasionally make exceptions to Market rules.

- **Schedule Changes:** Any week your schedule changes or you can't make it to the Market, you must contact the Market Manager by Friday at (781) 899-0324 (please leave a message). If a problem arises on Saturday morning call (617) 301-2598. ***Please only use these numbers.*** **Absences without proper notice will result in a \$25 charge.** Vendors must pay any absence charge before resuming Market sales. Absences negatively affect the market and may result in loss of selling privileges.
- **Supervision:** The Market Manager is responsible for all activities at the market — all vendors must comply with his/her requests.
- **Signage:** Vendors must clearly display a sign or banner identifying their farm/business name and primary location each week in attendance. Additionally, the prices of each product must be clearly displayed. Approved outsourced products must be clearly marked with the name and location of the farm where they were produced. (See *Sales* section below). All signage must be legible and in plain view.
- **Equipment:** Vendors provide their own tables, chairs, rain cover, etc. For the safety of the public, vendors who use a tent ***MUST*** secure it with at least 3 concrete blocks or other equivalent weights.

- **Assigned Spaces:** Specific spaces are reserved only for full season pass holders. Remaining spaces are assigned by the Market Manager. If pass holders don't show up by 9:00 a.m. and have not called, their spaces may be given away. Space location is subject to change during the season if determined by the Market Manager to be in the best interest of the Market. Use of market space outside of the tent footprint must be pre-approved by the WFM Committee or the Market Manager and is subject to a weekly fee.
- **No Early Sales:** No sales are permitted before 9:30 a.m. without Market Manager approval.
- **No Early Closures:** Vendors are required to remain on the premises with tent and all signs displayed until the official closing of the Market. This applies even if the vendor has sold out of product. A bell will signal the official closing of the Market.
- **Parking:** The Market Manager will designate parking spaces for vendors. Vendors may not park in the customer parking lot behind the Government Center building.
- **Certification:** Scales must be sealed and inspected and all food vendors must register with the Waltham Health Department. Vendors must display proof of certification if labeling produce as "Certified Organic."
- **Sales:** Vendors are expected to sell produce or products they have grown or made themselves. All other products, including those sold via resale or under cooperative agreements with other local farms/producers must be pre-approved by the WFM Committee. (See next section). Priority will be given to farmers selling their own New England produce, vendor-grown and vendor-produced, and not by a supply farmer or from any other source, with strong preference for Massachusetts farms. By participating in the Waltham Farmers' Market you agree to allow the WFM Committee to make announced or unannounced inspections of your farm or business to ensure compliance with these rules.
- **Resale and Cooperative Agreements:** The WFM Committee may choose to allow a vendor to sell products from outside farms/producers through direct resale or cooperative agreements. Only those relationships that are made directly with another farm/producer will be considered; products sourced through distributors are not allowed. Each product must be pre-approved by the WFM Committee. Vendors wishing to offer products through resale or cooperative agreements must list in their application the name of each potential partnering farm/producer and the specific products from that farm/producer they wish to sell. Vendors may submit such requests anytime throughout the season, but the Committee reserves the right to reject them. All products from resale and cooperative agreement arrangements must be clearly labeled with the name of the partnering farm/producer, including city, and state.
- **Removal of Products:** The Market Manager has the right to require that any vendor remove a product from the selling display. Cause for removal includes, but is not limited to, failure to include the product in the vendor's Market Application, failure to obtain appropriate permitting or licensing, improper labeling or inadequate signage.
- **Tokens:** All vendors are required to accept our WFM debit/credit tokens. Food vendors are required to accept our WFM SNAP/EBT tokens. We will reimburse you for tokens. (See token rules attached.)
- **WIC/Senior Farmers Market Nutrition Coupons:** Vendors are encouraged to accept these coupons if they are authorized to redeem them. The Market Manager cannot redeem any coupons at this time.
- **Senior Discount:** Vendors are encouraged—though not required—to offer a 10% senior citizen discount.

- **Trash and Clean Up:** NO TRASH REMOVAL IS PROVIDED AT THIS MARKET SITE. Vendors must leave assigned spaces in broom clean condition. All refuse must be taken home. Public trash receptacles are not to be used for disposal of market debris (including boxes, bags, or trash).
- **Insurance and Accidents:** The WFM Committee carries liability insurance that protects the Market. However, it does not protect individual vendors. Vendors are encouraged to carry their own General Liability Coverage. Any accident or injury at the Market must be reported immediately to the Market Manager.
- **Be Legal:** Vendors must comply with all local, state and federal laws and regulations.

Code of Conduct

All market participants including vendors and customers should work cooperatively with the Market Manager and other staff. Expected conduct includes:

- Behaviors that disparage another participant, actions that unnecessarily interfere with other participant's set up, sales, or activities and any other action that in the Market Manager's determination are uncooperative or disruptive are prohibited.
- Vendors are prohibited from smoking on Market grounds.
- Vendors shall not engage in any behavior not appropriate for a public setting including, but not limited to, use of obscene or abusive language and/or physical violence.
- Vendors are encouraged to resolve disputes amicably and respect the requests of the Market Manager. Grievances should be addressed in writing to the WFM Committee at the above address.

Violations

The Market Manager, the WFM Committee, and designees are authorized to issue warnings, suspensions, and/or immediate revocation of Market participation to vendors, customers or other Market participants for failure to comply with any aspect of these market policies.