

# 2024 Vendor Rules and Market Policies

**Location:** Halifax, MA Town Green.

**2024 Dates:** June 1, 8, 22, 29, July 6, 13, 20, 27 Aug 3, 17, 31, September 14, 28  
October 12, 26

**FEES** \$30/10x10 outdoor and \$40/8 foot indoor table space.

10x10 outdoor space. Additional booth space outside may be available at an additional cost. Fees include space only. Vendors are responsible for tents, weights, tables, chairs, etc. Fees are due before the start of each market.

2024 YOUTH Fee: \$10/Outdoor space. Items must be made by the youth and will be subject to acceptance by the market manager.

## **MARKET OPENING AND CLOSING** Market hours are 10am-3pm

Vendors or entertainment should be set up no later than 9:45am. You may start set-up at 8:00am. Spaces will be *assigned by the Market manager or Assistant*. **No vehicles** will be allowed through the market after 9:45 am. **All vendor vehicles must be moved to the parking lot by 9:45**, when set up is completed.

Market is a rain or shine event. Cancellations due to unsafe weather will be made through text or email as soon as conditions are known. This is the Market Manager's decision because safety is our number one priority.

## **BOOTHS / FACILITIES**

Outside booth space is based on a standard 10x10 pop-up tent. Spaces outside will be marked. Vendors must supply their own tent, tables, chairs, etc. **The Market requires all vendors to tie down tents with 20 pounds of weight for each corner and we recommend stakes as well.** However, guy wires are not allowed. If not secured a vendor may be asked to reinforce. Please know that **Wind can be a great liability** for the vendor. Market manager or assistant will be inspecting the booth for safety when collecting fees before opening.

Vendors are encouraged to have their own liability insurance. It is your responsibility. The Market liability insurance **DOES NOT** cover the vendor or vendors booth. We recommend a tabletop sign or banner clearly showing vendors name and location.

## **ALLOWED VENDORS AND PRODUCTS**

**Market Manager's Discretion:** Acceptance of vendors will be at the discretion of the Market Manager. All vendors must fill out and sign the application provided. To advertise organic goods you must be certified organic and a copy of your certificate must be included with your application.

**FOOD VENDORS:** If you are selling **HOMEMADE FOOD** items you **must include your board of health certification with your application that your Kitchen has been approved and certified.** A simple call to Bob Valery at the Halifax Board of Health will answer most questions and in Halifax he will be the one to contact to have your kitchen certified. His # is 781-293-6768 Fax# 781-293-1738

**Farmers:** Produce should be locally grown or sourced.

**Craft Vendors:** must list items they wish to sell and all items must be made by the crafter.

**Youth Vendors:** We are offering a discount this year for youths under 18 years of age. **MUST** be accompanied by a parent or guardian. Items **MUST** be made by the child.

Pictures should be emailed with your applications and you will receive an email confirmation.

## **HEALTH AND SAFETY REGULATIONS**

It is the responsibility of each vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of the product the vendor offers for sale at the market. Failure to comply may result in forfeiture of the vendor's booth.

All homemade foods must comply with ALL applicable state and federal health and safety regulations. Halifax Health Agent will request to see the certificate ahead of time. **MUST INCLUDE** certification with application. This is the **VENDORS** responsibility to check with them before the day of market. Proper labeling must be used as defined by the proper authority.

- All vendors must leave their areas in a clean condition at the end of market.
- Vendors are responsible for the removal of all their waste and trash.
- Any conflict between vendors and other vendors or customers will **NOT** be tolerated. Any conflict should immediately be reported to the Market Manager for resolution and incident reported immediately.
- Any injuries should IMMEDIATELY be reported to the Market Manager and incident report filled out.
- Violation of these rules may result in a vendor NOT being invited back.

# 2024 Halifax, MA Farmer's Market Farm or Vendor Application.

Please print **neatly** Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell/Business Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Can we find your business on Facebook or Instagram? If so, what is the link?

Give a brief description of your items you sell (using language that we can use on our social media):

Please advise us of the dates you wish to attend so that we may reserve your spot and also state whether you want an indoor or outdoor spot: (Dates are shown on first page)

Indoor \$40.00 per table \_\_\_\_\_ Outdoor \$30: \_\_\_\_\_ Youth \$10 \_\_\_\_\_

***Important:*** By signing below I am stating I have read and understand the requirements and rules for participation in the Halifax, Ma Farmer's Market.

I agree to abide by the rules, policies, and guidelines of the market and understand that failure to follow these regulations may result in dismissal from this year's market (and any future markets). If selling food I am enclosing my approved kitchen certifications.

I also agree by signing below that pictures/videos of my items, logo, or set up may be used for advertising purposes.

Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please email your application to: [halifaxmafarmersmarket@gmail.com](mailto:halifaxmafarmersmarket@gmail.com)

Application can be scanned or sent as a photo, as long as it is of sufficient quality and clarity that it can be ***easily read***. You may also mail applications to Market Manager Mr. Steven King 497 South Street Halifax, MA 02338