



2018

Dear Growers and Vendors:

We are excited to announce our eighth season with the Medfield Farmers' Market and we invite you to apply to join us in our marketplace. The Market has had a successful seven years and has become an integral part of downtown Medfield. Other events and activities are scheduled in conjunction with the Market, including evening concerts in the summer months.

The 2018 Market season officially opens on Thursday, June 14th and will run until Thursday, September 27th (or possibly into October as we did in 2017) on the church green of the First Parish Unitarian Universalist in Medfield. The Market hours are 2:00 pm to 6:00 pm.

We are a historic church with a church green and small pond, located on 26 North Street, in a convenient location in the center of Medfield. We have restrooms, water and electricity. Booth fees are \$15 for each space per week if you commit to 3 Thursdays a month. For vendors with a more sporadic schedule, the booth fee will be \$20 weekly. We have found that all vendors do better with consistency. Because of this we urge you to attend as regularly as possible. You may pay weekly or pre-pay for the entire season for \$192. (This reflects a 20% discount.) Vendor space will be 10' x 10'.

Enclosed is a copy of our application, rules and regulations, participation acknowledgement/agreement and application checklist. If you are interested in being part of this market, please return your completed application as soon as possible since we have begun selecting our vendors.

Once your application is received, our Market Committee will review your application and respond back as soon as possible.

Please mail completed application and any additional paperwork to:

**Susan Stromgren, Market Manager
First Parish Unitarian Universalist
PO Box 215
Medfield, MA 02052**

Please contact us should you have any questions. You can reach us via email at susanstromgren@gmail.com. Or by phone at (857) 526-5205.

We look forward to working with you this summer!



Medfield Farmers' Market 2018 Vendor Application

Business Name _____

Owner/Contact Name _____

Mailing Address _____

City _____ State _____ Zip _____ County _____

Business Phone _____ Cell Phone _____

Home Phone: _____ Fax: _____

Email _____

Web Site _____

I am applying as a ____ Farmer/Fisherman ____ Food Purveyor ____ Artisan ____ Community
____ Commercial ____ Non-Profit ____ Entertainment

Vendor Space Reservations

Each space is 10' x 10". If you extend beyond that, please reserve 2 spaces.

🍏 I would like to reserve ____ space(s) at \$15.00 per space, per day (minimum 3 times a month).

🍏 I would like to reserve ____ space(s) at \$20.00 per space, per day (1-2 times a month).

What kind of parking do you require for your vehicle? _____

The Medfield Farmers' Market begins June 14, 2017 and runs every Thursday from 2-6:00 pm through September 27, 2017. Please check the dates you will attend the market.

🍏 I plan to attend all markets (full-time vendor for \$192.00-Saving 20%)

____ June
14

____ July 5

____ August 2

____ September 6

____ June
21

____ July 12

____ August 9

____ September 13

____ June
28

____ July 19

____ August
16

____ September 20

____ July 26

____ August
23

____ September 27

____ August
30

Please summarize the nature of your business, for inclusion with marketing material and publication on our website:



2018 Medfield Farmers' Market Rules

Market Location: First Parish Unitarian Universalist,
26 North Street, Medfield, MA 02052

Market Dates: Thursdays from June 14-September 27, 2017

Market Hours (Rain or Shine): 2pm to 6pm

I. Terms and Conditions of Sales

1. All persons desiring to sell items at the Market will submit a completed Farmers' Market Application/Inventory List ("Application") on a form provided by the Market and each person must sign a statement indicating that they have read, understand, and agree to abide by the rules of the Market.
2. All persons submitting an Application must provide an Inventory List of items to be sold at the Market ("List"). The submitted List will be examined at the time of application review and an approved List will be issued by the Market Manager. Persons approved to sell at the Market (Vendors) may only sell items from their List.
3. In the event that a Vendor would like to modify his/her List, an amended inventory list must be submitted to the Market Manager for approval. New items identified on the amended inventory list may not be sold prior to the market manager's approval.
4. Only the following items that meet all applicable federal, state and local rules and regulations and approved by the Market Manager may be offered for sale:
 - A. Fresh fruits, Fresh vegetables and herbs
 - B. Plants and flowers
 - C. Honey and maple syrup and Fresh cider
 - D. Dairy products, poultry, fish and meat products
 - I. Baked goods
 - J. Specialty food products produced in New England
 - K. Other
5. All items offered for sale at the Market must be first quality, unless they are expressly posted as "seconds".
6. Only products certified by Baystate Organic Certifiers as organic may be labeled "organic".
7. All processed foods should comply with the requirements set forth by federal, state and local laws, regulations and rules.
8. Items may be sold by the pound, bunch, piece, or measured container.
9. Scales utilized at farmers' markets must be inspected and sealed annually by the Sealer of Weights and Measures.
10. Vendors are urged carry insurance to cover the extent of their operations and liabilities.
11. Vendors are required to comply with all federal state and/or local laws and regulations, including those of the Medfield Board of Health.

II. Prices and Signs

- 1.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 or on a price tag on the item.
- 2.Prices for items shall be established only by individual Vendors. 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.
- 3.Each Vendor must post the name and location of his/her farm or business at his/her assigned selling area in the Market.

III. Daily Operation

- 1.If a Vendor cannot attend the market, the Market Manager must be notified *at least 48 hours*, if possible, in advance via telephone at (857) 526-5205.
- 2.Selling at the market shall begin promptly at 2 PM, and no selling may take place before this time.
- 3.Vendors shall arrive no earlier than 1 PM to set up displays.
- 4.Vendors must agree to sell for the entire market day.
- 5.Vendors must vacate the selling area no later than 7:00 PM and all clean-up must be completed.
- 6.No Vendor shall engage in solicitation, collection drives, political or religious activities in the market. No loud hawking of items is allowed.
- 7.Vendors must keep the vicinity in and around their selling area clean at all times and remove all refuse and unsold items at the end of each Market day. Vendors must provide an approved trash receptacle when selling ready-to-eat items.
- 8.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.
- 9.No Vendor shall smoke tobacco, drink alcohol and/or possess or use any controlled substance while at the Market.

IV. Grievances

- 1.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.
- 2.A Vendor may file an appeal from the Market Manager's decision, in writing, to a committee made up of officials, Vendors, sponsors, community groups or like entities of the market and established by the Market ("Grievance Committee"). Any appeal must be filed within ten (10) days of a decision.
- 3.Upon receipt of an appeal, the matter will be reviewed expeditiously.
- 4.If the Market does not establish a Grievance Committee, it shall make arrangements with the Massachusetts Office of Dispute Resolutions or a similar organization to process complaints.

5. The Grievance Committee will take no more than ten (10) days from 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.



2018 Participation Acknowledgment/ Agreement

By signing this agreement, participants acknowledge that they have received and read a copy of the Application, Rules and Regulations and agree to abide by the guidelines and decisions of the Medfield Farmers' Market, the Market Manager or other representatives of the Medfield Farmers' Market. Participants agree by signing to accept the following hold harmless clause:

All authorized vendors participating in the Medfield Farmers' Market agree that they are independent operators and not partners or participants in a joint venture, and shall be individually liable for any loss, personal injury, deaths and/or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents and associates.

All vendors agree to indemnify and hold the Medfield Farmers' Market, First Parish Unitarian Universalist, and its employees and its volunteers, harmless from any loss, costs, damages and other expenses, including attorney's fees, suffered or incurred by Medfield Farmers' Market by reason of vendor's negligence or intentional misconduct or that of its employees, agents and associates; provided that, the vendor shall not be liable for nor required to indemnify Medfield Farmers' Market, the First Parish Unitarian Universalist of Medfield, its employees and its volunteers, for their negligence or that of their servants, agents, employees or associates. It is required that each vendor carry his or her own personal and product liability insurance. Furthermore, vehicle liability insurance is required to cover any damage caused.

Medfield Farmers' Market cancellation policy requires a minimum of 48 hrs. notice prior to the start time of the market, so as not to incur your booth fee. You can either call or email the Market Manager. If the cancellation is late or there is no record verifying your cancellation, you will be required to pay the booth fee for the market you did not attend.

Signature

Date

Name (please print)

Business Company Name (as listed on permits)

Mailing Street Address

City

State

Zip

Area Code-Telephone

Please mail completed application and any additional paperwork to: Medfield Farmers' Market, c/o First Parish Unitarian Universalist, PO Box 215, Medfield, MA 02052. For further information or if you have questions call Susan at (857) 526-5205

Information regarding obtaining a Medfield Board of Health Permit

Once your application has been approved by the Medfield Farmers' Market Committee, any food vendor selling anything other than the following must obtain a permit from the Town of Medfield/Board of Health:

- **Fresh Produce (fresh uncut fruits and vegetables)**
 - **Unprocessed honey (Raw honey as defined by the National Honey Board: Honey as it exists in the beehive or as obtained by extraction, settling or straining without added heat.)**
 - **Maple syrup**
 - **Farm fresh eggs (must be stored and maintained at 45°F (7.2°C)).**
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- ✓ The application to be used will be the current Board of Health *Temporary Food Event Permit Application*. (copy is attached)
 - ✓ The application fee is \$50.00 (made payable to the Town of Medfield) and covers participation in the current summer 2018 Farmer's Market. (A winter Farmer's Market or any other seasonal Market will be considered a separate event.) This fee is for all participants (both currently permitted vendors and out-of- town vendors).
 - ✓ Out-of-town vendors will also submit current business permit and current Board of Health permit from town where their business is located.

Please Note: The time frame for application review by the health agent is 14 days. The agent will make every effort to facilitate the process, but does reserve the right to use the full time period.

If you have any questions concerning this matter, please do not hesitate to contact the Board of Health office Monday through Friday from 8:30 am to 12:30 pm. They can be reached at 508.906.3006.



Board of Health
459 Main Street, Medfield, MA 02052

TEMPORARY FOOD ESTABLISHMENT APPLICATION

Organization Name:

Applicant Name:

Applicant Address:

Telephone Number:

Email Address:

Event Location:

Event Date/ Time

Person Directly Responsible for Food Operation:

Address:

Telephone Number:

Email Address:

Potentially Hazardous Foods (PHF's) include: meat, eggs, fish, shellfish, poultry, dried beans, rice, cooked plant foods and sliced melons. We will require that you store and hold all PHF's at/below 41 degrees F or at/above 140 degrees F. In addition, all raw meat, fish and poultry must be stored in such a manner as to keep these raw foods and their juices from contact with ready-to-eat food or food that will not be cooked. Thermometers adequate to take monitor temperatures for cooking, storing and holding all PHF's are required.

Acceptable handwashing facilities include a separate handwashing sink with potable water supply, liquid soap and paper towels. If you do not have adequate handwashing facilities, we will require that you have an adequate supply of hand sanitizer and that you use tongs/utensils to avoid bare hand contact with food and that you use disposable gloves, which are changed after touching anything which may contaminate your hands. Usage of disposable gloves will be monitored. Food servers **are not** permitted to use Port-A-Potties.

What food will be served? (Pls include all food/beverage items to be served)

Food	Hot/Cold Item	Minimum Cooking/Holding Temperature

If food is donated, please provide name/address of the permitted facility.

No. of Food Handlers: _____ Are any serv-safe certified?:

Do you have handwashing facilities? Where are they located?

Water source: _____ Sewage Disposal: _____

Have toilet facilities been arranged for food servers? Yes No

What / Where are they located?



2018 Medfield Farmer's Market Application Checklist

**Please check to make sure all documents are attached that are
needed for a complete application**

- 🍏 Application filled out completely
- 🍏 Signed Participation/Acknowledgement Agreement
- 🍏 Booth fee for each 10 x 10' space per week.
- 🍏 Copy of your MA Sellers Permit.