

WESTBOROUGH FARMERS' MARKET

2023 Contract Rules and Regulations

117 East Main St.

Westborough, MA 01581

June 15, 2023 – October 12, 2023 (18 week season)

Thursdays, 2-6pm

Our Promise to You

The goal of our market is to bring together farmers and artisans who produce high quality local goods and connect them to shoppers. We promise to put our full effort into promotion of our market and the nurturing of a loyal customer base to ensure our, and your, success. We are committed to you and ask that you are committed to us.

Our Important Details on Top

A few key details we are prioritizing...

- We are a rain or shine market.
- Vendors shall arrive no earlier than 12:30PM. Set up MUST be complete by 1:45 PM.
- Each vendor must provide their own tent with weights for their space.

Application Process

- All vendors are required to complete, in full, a Vendor Application, accessible [here](#).
- Once approved, you must submit the following forms along with this signed contract:
 - Proof of insurance/COI (you can list Westborough Farmers Market as the Certificate Holder)
 - Organic certification if applicable
 - Westborough Board of Health Application if applicable (food vendors only)
- Submit the [Board of Health paperwork](#) and their \$25 fee to the Board of Health:
 - 34 West Main Street Westborough MA 01581
 - Note: if you are a business in Westborough you do not need to pay the fee.
- **PARTICIPATION FEE**
 - Full-season Vendors:** Single space (10x10) - \$275
Double space (10x20) - \$525
 - Pop-up Vendors:** Single space (10x10) - \$25 per week
- Vendor participation fee and all other paperwork must be submitted via email (farmers@westboroughrotary.org) or traditional mail by **May 1st**.
 - Checks can be mailed to:
Westborough Farmers Market
PO Box 903
Westborough, MA 01581

- Online payments can be made via Venmo: @westboroughrotary. Please include “WFM”, business name and phone number in the notes.

Terms and Conditions of Market Sales

1. All vendors desiring to sell items at the market will submit required permits, applications, and fees by May 1st.
2. All vendors must provide an inventory list of items to be sold at the market. Vendors approved to sell at the market may only sell items from their list.
3. Products listed as Organic must provide certification.
4. Vendors must carry insurance to cover the extent of their operations and liabilities and must present a copy of certificate of insurance to market manager.
5. Vendors are required to comply with all federal state and/or local laws and regulations.

Prices and Signs

1. Prices for all items for sale shall be posted clearly on a sign.
2. Prices for items shall be established only by individual vendors.
3. 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.
4. Each vendor must post the name and location of his/her farm or business at his/her assigned selling area in the market.
5. If product made or grown by someone other than vender, they must list the name and location supplier.

Daily Operation

1. Westborough Farmers’ Market will employ a market manager who is responsible for making the operational decisions on market days, including running the market, enforcing the rules, resolving disputes and providing answers to questions. All vendors will comply with their requests.
2. **We are a rain or shine market.** We have made a commitment to our customers to be open the days and hours we have published. And our vendors have worked many long hours and traveled distances to serve our customers. That said, everyone’s safety is important to us and we will make exceptions for severe thunderstorms and tornado or hurricane warning/watch conditions. In those cases, you will be notified by 10 am the day of the market.

3. If a vendor cannot attend the market for extenuating circumstances, the market manager must be notified at least 24 hours in advance at farmers@westboroughrotary.org or 617-281-5973 (text preferred).
4. Chronic absence from or lateness to the market may result in the loss of the vendor's space upon the decision of the market manager.
5. Participants will not be reimbursed for absences from the market.
6. Each vendor is required to bring their own 10 x 10 tent, along with appropriate weights. Market Management reserves the right to decline participation for the day if an appropriate tent is not provided by the vendor.
7. Vendors shall arrive no earlier than 12:30PM. Set up must be complete by 1:45 PM.
8. The market will begin at 2 PM and no selling may take place before this time.
9. Vendors agree to sell for the entire market day and may not leave the market early as it disrupts the market.
10. No vendor shall engage in solicitation, collection, political or religious activities in the market. No loud hawking of items is allowed.
11. Vendors must keep the vicinity around their selling area clean at all times and remove all refuse and unsold items at the end of each market day.
12. Vendors must clean the sales area and the aisle area in front of their tent. Vendors must provide a trash receptacle when selling ready-to-eat items which will be removed after every market. Strict carry in carry out policy.
13. Vendors and their agents, employees and representatives must always maintain a neat and clean personal appearance and be courteous to other vendors and the public.
14. No Smoking, Vaping, Cannabis, Alcohol or Illicit Drugs is permitted at the market site.

I, the below signed, agree to comply with the rules and regulations listed in this contract.

Name: _____

Business: _____

Signature: _____

Date: _____