

Redbrook Farmers' Market Guidelines and Policies

Schedule

The market operates each **Wednesday** from July 11 through October 10. The market hours are 3 p.m. – 6:30 p.m., rain or shine. A couple special Saturday Markets will also be held in conjunction with Redbrook events.

About the Location

Redbrook Farmers' Market is located at Redbrook, *on the Green* at: 1 Greenside Way North, Plymouth, MA 02360. Redbrook is a new community in South Plymouth that is set on a 1,400 acre site that features cranberry bogs, towering trees and open skies. The Village Green includes the full-service Old Colony YMCA, a Meeting House, and The Farmers Table restaurant. Only a quarter of the land will be developed to ultimately include a village of 1,200 homes. Residents, YMCA members, and the South Plymouth community have asked for a Farmers' Market and we are looking to offer a unique one to suit their needs. Learn more at redbrookplymouth.com

Vendor Information, Guidelines, and Policies

Vendor Definitions

GROWERS*: Vendors that grow their own vegetables, fruits, herbs, flowers, and plants in Southeastern Massachusetts. Growers who offer organic produce must be certified according to Massachusetts law to promote their products as such. *Growers that wish to sell other growers' products must provide written approval from the grower authorizing the secondary sale of their specific product(s) at the Farmers' Market at Rosebrook. Additionally, all items grown from a secondary grower must be labeled as such prior to sale.

REDBROOK'S PRIORITY DISPLAY FOR GROWERS: The Farmers' Market at Redbrook will include two upcycled sheds that will be offered to Growers to display their products. The units fit the style of the community and offer power and priority placement. The units are offered on a first-come, first-serve basis to Growers only.

PRODUCERS: Vendors who source locally grown (within Massachusetts) products to create items including, but not limited to, baked goods, cheeses, specialty food products, crafts and clothing.

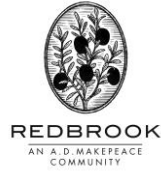
ARTISTS/CRAFTERS: Local individuals that create their own products are welcome to attend the Farmers' Market. Preference will be given to individuals that feature local products, local atmosphere, and local agriculture.

NON-PROFIT, EDUCATIONAL AND ENTERTAINMENT VENDORS: Organizations and individuals are invited to attend the market to educate and/or perform. Contact the Market Coordinator to explore the options. There is no fee associated with this opportunity. Solicitation and political activity is not allowed.

Vendor Fees and Vendor Location

Vendor spaces are 12' x12'. Seasonal fee is \$50 to participate for the season; One-time drop-in is allowed based on availability for a fee of \$25. Fees are non-refundable. Vendor location will be determined by the Market Coordinator.

2018 Referral Program: In order to increase the Market's vendors, a referral program is being offered this year. Refer a new vendor for this year's Farmers' Market and receive a \$25 vendor fee reduction on your application. The new vendor must be qualified and accepted by the Market Coordinator. The maximum fee reduction is \$50 per vendor, per season.



Vendor Expectations

- It is preferred that all accepted vendors attend on their designated days each week however alternative schedules may be approved by the Market Coordinator.
- Vendors are required to notify the Market Coordinator as soon as possible in case of their absence.
- HAWKING of customers will not be tolerated. The strength of the market shall be in supporting each other and not interfering with a vendor's ability to make a sale.
- The Town of Plymouth is a plastic-free town. Use of none plastic bags is required.
- All vendors are required to bring all the necessary items for their set up. Any tent/canopy that is not secured properly will be removed.
- All scales must have a current seal from the Department of Weights and Measures.
- All vendors must secure any state, local, or regional permits and licenses as required.
- All vendors are encouraged to participate in promotion of the market including discount programs, social media, special events, and by offering ideas for improvement.
- Vendors are not allowed to have any pets onsite.
- Use of alcohol is prohibited.
- Trash and recycling receptacles are provided. Vendors are required to remove all items from their booth space including empty boxes and debris.
- The Farmers' Market will be held rain or shine. Severe weather may cancel or reduce the hours of the market.

Vendor Arrival/Departure

- Vendors may begin set up one hour prior to the market start.
- Vendors are allowed time to unload in the market area and then are required to park in the designated vendor parking area.
- All vendors must be ready for sales 20 minutes prior to the opening of the market.
- Failure to arrive on time may result in set up difficulty or exclusion for the day.
- To ensure customer satisfaction, if a customer arrives early and requests items from a vendor, a sale may be made prior to 3 p.m. The rule is subject to change if abused.
- Vendors shall not block aisles or walkways with products and must keep a presentable booth.
- All vendors must keep their booths set up for the length of the market even if they sell out.
- Vendors may begin packing up products *discretely* prior to the close of business.

Permits, Insurance and Law

- Vendors must comply with all local, state, and federal regulations and permitting requirements.
- **All** vendors selling food products must provide a certificate of liability insurance naming the "A.D. Makepeace Company and Agawam Development" as **additionally insured** with the address of 1 Greenside Way North, Plymouth, MA 02360.
- All vendors are required to submit a completed application with a signature acknowledging the indemnification agreement.
- All relevant permits are to be kept in the vendor's booth during the market.

Grievances

The Market Coordinator and staff will make a decision regarding any and all market grievances. Failure to comply with the Market Coordinator and/or staff's instruction is grounds for removal and exclusion. The Market Coordinator, or appointed staff member, may make exceptions to any of these policies.



Redbrook Farmers' Market Vendor Application

Deadline June 30, 2018

Name: _____

Farm/Business Name: _____

Sales Tax Identification Number: _____

Years in Business: _____ City/Town of Business: _____

Mailing Address: _____

Primary Phone: _____ Secondary Phone: _____

Primary Email: _____ Website: _____

Facebook: _____ Twitter: _____

Are you approved to participate in the MA Farmers' Market Nutrition Program: YES or NO

Name(s) of staff representing your farm/business during the market:

I was referred to your market by: _____

Product Information

Check all that apply (see guidelines for vendor definitions).

GROWER PRODUCER ARTIST/CRAFTER NON-PROFIT ORG ENTERTAINER

GROWERS: List all the items that you grow and intend to sell during the market:

REDBROOK GROWER PRIORITY DISPLAY:

Are you interested in utilizing one of your upcycled sheds for your products: YES OR NO

GROWERS - OTHER: List any other items you wish to offer at the market. If you are selling produce grown by another farmer, identify the product and the farm. Written permission from the farm is required prior to sale being allowed, see vendor definition section.

PRODUCERS:

List all locally sourced products and their sources:

ARTISTS/CRAFTERS:

Describe products and list all locally sourced products and their sources:

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Redbrook Farmers' Market Vendor Application Continued

Fees

___ Full Season Vendor Fee \$50

Payment is required in full with the completed application and is non-refundable upon acceptance. Nonprofit organizations fees are determined by the Market Coordinator.

Demonstration or Educational Talk

___ Yes, I would be interested in offering a demonstration/talk during the season. No fee applies for this service.

Permits/License/Insurance

All vendors must attach all required and relevant permits and licenses with the completed application.

In signing this application, I _____ and all parties representing _____ (farm/business) are stating that I/We have read and will adhere to the Guidelines and Policies set forth by the organizers of the Redbrook Farmers' Market. I/We hereby release A.D. Makepeace Companies, Agawam Development, their affiliates, sponsors, employees, and volunteers from any and all liability damages, personal injury or theft that may occur during participation in the Redbrook Farmers' Market. I/We further agree to hold A.D. Makepeace Companies, their affiliates, sponsors, employees, and volunteers harmless against any claim brought due to my or my employees' conduct or from any potential product liability that I/We may incur. I/We understand that I/We are responsible for obtaining and abiding by all local, state and federal licenses, permits, forms, and/or inspections required by law and statute including liability coverage.

Signature

Date

Printed Name

Title/Position

Submit completed application, payment, permit and licenses copies to:

Redbrook Farmers' Market
ATTN: Kim Houdlette
158 Tihonet Road
Wareham, MA 02571

Make checks payable to: **A.D. Makepeace Company**