

# **Vendor's Contract for the 2023 Market Season**

## **Winchester Farmers Market**

Winchester Common

Saturdays, June 10 – October 28, 9:30 a.m. to 1:30 p.m.

Please read these regulations carefully before signing your application and keep this copy for your records. Failure to comply with these regulations could result in charges, suspension, or termination of your market assignment. For more information, please contact Fred Yen, 781-856-0761 or email [fredyen@winchesterfarmersmarket.org](mailto:fredyen@winchesterfarmersmarket.org).

1. All Vendors must sign copy of Vendor's contract before being allowed to participate.
2. All vendors must fill out an application form and provide certificate of liability insurance before being allowed to participate.
3. All vendors must state in their certificate of liability insurance the the Winchester Farmers Market is the Certificate Holder and in the Description of Operations section, the Town of Winchester is an additional insured.
4. The Market Manager is responsible for all activities at the market. All vendors must comply with his/her requests. The Market Manager will resolve any disputes or conflicts arising at the market. Conflicts that cannot be mutually resolved will be addressed by the Farmers Market Organizing Committee.
5. If you cannot make it to the market on a day to which you are committed, call or email the Market Manager, Fred Yen at 781-856-0761, [fredyen@winchesterfarmersmarket.org](mailto:fredyen@winchesterfarmersmarket.org).
6. Spaces are reserved only for full-season vendors. All other spaces are assigned by the Market Manager each week.
7. All produce and products offered for sale must be grown or produced by the registered vendor or by no more than one nearby farmer or producer. Items from a nearby farm must be identified with the farm name and location. Verification maybe made by a site visit to the place of production.
8. Vendors of fresh produce and meat may also bring breads, jams, jellies and similar processed foods made in their own establishments. The vendor is responsible for complying with all requirements and licenses set by federal, state and local governments.
9. The market encourages the farmer or owner of the vendor business to attend the market as often as possible. If farmer cannot be present staff must be knowledgeable of growing practices and crop identification.
10. Scales used at the market must be sealed by an official city or state Sealer of Weights and Measures.

11. The vendor's name must be prominently displayed and all products must have prices clearly marked. Including if produce is graded as seconds.
12. Vendors selling products as "certified organic" must display proof of such certification.
13. All vendors should arrive at the market in time to be fully set up by the 9:30 am opening and remain fully set up until closing at 1:30 pm. Sales are not permitted before the opening bell of the market.
14. Each vendor is responsible for providing and setting up his or her tables, chairs, tents, etc., and must secure tents and awnings against "rolling" in the wind and creating a hazard to others.
15. Vendors must attend in all weather conditions. The market may be cancelled or suspended in the event of severe weather conditions at the discretion of the Market Manager.
16. Vendor vehicles will be allowed to park next to the market area only for loading and unloading. During market hours, vendors must park in designated parking areas.
17. The market does not have access to water and has only limited electricity for vendor use.
18. Vendors of potentially hazardous foods (meat, cheese, tofu and fish) are responsible for complying with all requirements and licenses set by the town of Winchester, the State of Massachusetts and the Federal Government and need to provide a certificate from their local Board of Health permit with their applications.
19. Vendors must comply with Town of Winchester Plastic Bag ordinance. Single use shopping bags are not allowed. Exceptions for bags used for loose produce or frozen meats or seafood.
20. Prepared foods vendors may not use Styrofoam containers.
21. Vendors are responsible for removing all trash from their areas and leaving them "broom clean" at the end of the market day.

### **PROCEDURE SHOULD QUESTIONS OF SOURCING ARISE**

Should it become necessary to inspect a farm to ensure compliance with market regulations, the Market Manager will send written notice of the inspection, including, but not limited to, the cause of the inspection, the timing of the inspection, and the expectations of the farmer prior to, and during, that inspection. The product inspection will require a minimum of two (2) hours of time, in full daylight, and the Market Manager will conduct the inspection within 1 to 72 hours after written notice is provided. All farms subject to product inspection must provide the following items:

1. Current year and one year prior seed and plant material and/or livestock receipts;
2. Current and one year prior pesticide and/or livestock receipts;

3. Full access to the farmer and employees for verbal interviews.
4. Other documentation as particular circumstances may require.

#### SPECIFIC REQUIREMENTS FOR MEAT VENDORS

Meat must come from livestock owned and cared for by the farm, on the farm, for 180 days or 75% of the lifespan of the animals, whichever is less.

Vendors of meat must also be able to provide

1. Records of purchased and sold animals;
2. Records of animals born on the farm;
3. Records of farm mortalities;
4. Records and receipts from USDA or State Approved slaughterhouses;
5. Bills for all feed, supplements and forage purchased;
6. Veterinary bills; and
7. Animal transportation veterinary approvals and state transport records.
8. Chickens not processed on the source farm must have signage indicating where they were processed.

I have read, understand, and will abide by the “Winchester Farmers Market Rules and Regulations for the 2023 Season.”

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