

Waltham Farmers' Market, Inc.

800 Lexington Street / Waltham Plaza #1082 / Waltham MA 02451

Market Manager: TBD • Phone: TBD • Email: manager@walthamfarmersmarket.org

LOCATION, HOURS, FEES AND RULES FOR 2024

Location and Hours

The Market location is in downtown Waltham – site to be confirmed soon. The Market operates every Saturday (rain or shine) June through October, 22 weeks in all. A Market Manager will be on-site by 8 a.m. Sales are from 9:30 a.m. to 2:00 p.m.

Fees

- A full season pass costs \$950 for a single 10'x10' tent space, \$1,900 for a double tent space, \$2,850 for a triple tent space, \$3,800 for a quad tent space.
- A half-season pass (up to 11 weeks) costs \$500 for a single tent space, \$1,000 for a double tent space.
- We also host guest vendors - the basic fee is \$250, paid in advance. This entitles a vendor to attend 1 to 5 weeks, pending availability, in a single 10' x10' tent space. These are typically once-a-month opportunities. Additional weeks are \$50 each.
- Sorry, no refunds on unused portions of passes, but you may transfer passes to other vendors with the WFM Board's approval. Please make checks payable to Waltham Farmers' Market, Inc. You will be charged \$25 for any bounced checks.

Market Rules

The WFM Board may, at any time, modify or add to Market Rules and is solely responsible for interpretation, definition, and clarification of rules. All modifications and additions will be made known to vendors through written communication. The Market Manager and WFM Board are responsible for enforcing all rules and may occasionally make exceptions to Market rules.

- **Schedule Changes:** All vendors are scheduled for specific weeks of the season. Any week your schedule changes or you can't make it to the Market, you must contact the Market Manager by Friday, the day before the market. If a problem arises on Saturday morning call the Market Manager immediately. ***Please only contact the Market Manager.*** Absences without proper notice will result in a \$50 charge. Vendors must pay any absence charge before resuming Market sales. Absences negatively affect the market and may result in loss of selling privileges.
- **Supervision:** The Market Manager is responsible for all activities at the market — all vendors must comply with his/her requests.
- **Insurance and Accidents:** All vendors are required to maintain a commercial general liability policy. Policy limit must be a minimum of \$1 million per occurrence with a \$2 million aggregate limit. Each vendor policy needs to list Waltham Farmers' Market as an additional insured or contain a blanket additional insured endorsement and provide the market with a certificate confirming coverage and endorsement. The WFM Board carries liability insurance that protects the Market. However, it does not protect individual vendors. Any accident or injury at the Market must be reported immediately to the Market Manager.

- **Signage:** Vendors must clearly display a sign or banner identifying their farm/business name and primary location each week in attendance. Additionally, the prices of each product must be clearly displayed. Approved out-sourced products must be clearly marked with the name and location of the farm where they were produced. (See *Sales* section below). All signage must be legible and in plain view. Vendors who accept HIP and/or FMNP (Senior and WIC) coupons must display appropriate signs.
- **Equipment:** Vendors provide their own tables, chairs, rain cover, etc. For the safety of the public, vendors who use a tent ***MUST*** secure it with at least 3 concrete blocks or other equivalent weights.
- **Assigned Spaces:** Specific spaces are reserved only for full season pass holders. The remaining spaces are assigned by the Market Manager. If pass holders don't show up by 9:00 a.m. and have not called, their spaces may be given away. Space location is subject to change during the season if determined by the Market Manager to be in the best interest of the Market. Use of market space outside of the tent footprint must be pre-approved by the WFM Board or the Market Manager and is subject to a weekly fee.
- **No Early Sales:** No sales permitted before the 9:30 a.m. opening bell without Market Manager approval.
- **No Early Closures:** Vendors are required to remain on the premises with tent and all signs displayed until the official closing of the Market. This applies even if the vendor has sold out of product. A bell will signal the official closing of the Market.
- **Parking:** The Market Manager will designate parking spaces for vendors.
- **Certification:** Scales must be sealed and inspected and all food vendors must register with the Waltham Health Department. Alcoholic beverage vendors must be approved by MDAR and the Waltham License Commission. Vendors must display proof of certification if labeling produce as "Certified Organic."
- **Sales:** Vendors are expected to sell produce or products they have grown or made themselves. All other products, including those sold via resale or under cooperative agreements with other local farms/producers must be pre-approved by the WFM Board. (See next section). Vendors may only sell items which they explicitly list in their vendor application. If a vendor wishes to add new items after their vendor application has been approved, they must make this request in writing by emailing manager@walthamfarmersmarket.org. Such requests will be considered by the WFM Board. Vendors may not bring new items until they receive a decision on their request in writing via email. Priority will be given to farmers selling their own New England produce, vendor-grown and vendor-produced, and not by a supply farmer or from any other source, with strong preference for Massachusetts farms. By participating in the Waltham Farmers' Market you agree to allow the WFM Board to make announced or unannounced inspections of your farm or business to ensure compliance with these rules.
- **Resale and Cooperative Agreements:** The WFM Board may choose to allow a vendor to sell products from outside farms/producers through direct resale or cooperative agreements. Only those relationships that are made directly with another farm/producer will be considered; products sourced through distributors are not allowed. Each product must be pre-approved by the WFM Board. Vendors wishing to offer products through resale or cooperative agreements must list in their application the name of each potential partnering farm/producer and the specific products from that farm/producer they wish to sell. Vendors may submit such requests anytime throughout the season, but the Board reserves the right to reject them. All products from resale and cooperative agreement arrangements must be clearly labeled with the name of the partnering farm/producer, including city, and state.

- **Bags:** City of Waltham ordinances prohibit vendors from providing single-use plastic checkout bags to any customer for the purpose of enabling them to carry goods from the point of sale. If a vendor does provide checkout bags to customers, such bags must be either a recyclable paper bag, bio-degradable bag, or a reusable bag. Vendors must charge customers no less than 10 cents (\$0.10) per bag. All money collected for check-out bag sales is retained by the vendor. Check-out bags do not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such bags to the checkout area.
- **Removal of Products:** The Market Manager has the right to require that any vendor remove a product from the selling display. Cause for removal includes, but is not limited to, failure to include the product in the vendor's Market Application, failure to obtain appropriate permitting or licensing, improper labeling or inadequate signage.
- **Tokens:** All vendors are required to accept our WFM debit/credit tokens. Food vendors with SNAP-eligible items are also required to accept our WFM SNAP/EBT tokens for those items. We will reimburse you for tokens monthly. (See token rules attached.)
- **WIC/Senior Farmers Market Nutrition Coupons:** Produce and honey vendors are encouraged to apply to MDAR to be authorized to accept these coupons. The Market Manager cannot redeem these coupons at this time.
- **Senior Discount:** Vendors are encouraged—though not required—to offer a 10% senior citizen discount.
- **Trash and Clean Up:** NO TRASH REMOVAL IS PROVIDED AT THIS MARKET SITE. Vendors must leave assigned spaces in broom clean condition. All refuse must be taken home. Public trash receptacles are not to be used for disposal of market debris (including boxes, bags, or trash).
- **Be Legal:** Vendors must comply with all local, state and federal laws and regulations.

Code of Conduct

All market participants including vendors and customers should work cooperatively with the Market Manager and other staff. Expected conduct includes:

- Behaviors that disparage another participant, actions that unnecessarily interfere with other participant's set up, sales, or activities and any other action that in the Market Manager's determination are uncooperative or disruptive are prohibited.
- Vendors are prohibited from smoking on Market grounds.
- Vendors shall not engage in any behavior not appropriate for a public setting including, but not limited to, use of obscene or abusive language and/or physical violence.
- Vendors are encouraged to resolve disputes amicably and respect the requests of the Market Manager. Grievances should be addressed in writing to the WFM Board at the above address.

Violations

The Market Manager, the WFM Board, and designees are authorized to issue warnings, suspensions, and/or immediate revocation of Market participation to vendors, customers or other Market participants for failure to comply with any aspect of these market policies.