



Waltham Farmers' Market Inc.
800 Lexington Street
Waltham Plaza #1082
Waltham MA 02452
info@walthamfarmersmarket.org

Market Manager: TBD · Phone: (781) 214-8065

Email: manager@walthamfarmersmarket.org

Community Table Coordinator Email: table@walthamfarmersmarket.org

2026 LOCATION, HOURS, AND RULES FOR COMMUNITY TABLES

Location and Hours

The Market location is 65 Lexington Street, Waltham – the former Elks parking lot. The Market operates every Saturday (rain or shine) June 6 through October 31, 22 weeks in all. A Market Manager will be on-site by 8 a.m. Market hours are from 9:30 AM to 2:00 PM.

NON-PROFIT COMMUNITY TABLE GUIDELINES

- Waltham Farmers' Market supports Waltham-based non-profit organizations, and those that serve the Waltham community, with free tabling opportunities to help promote their missions and programs.
- A maximum attendance of three markets per year is available to each nonprofit, on a space-available basis. We will reduce this number as needed to provide the opportunity for a wide variety of organizations to participate.
- Organizers can talk with market customers at their table. You are not allowed to approach customers away from your table or roam around the market soliciting interest.
- Nonprofits must provide their own table, chairs, and other equipment.
- Nonprofit spaces do not always accommodate tents, but if you are interested in bringing your 10x10 foot (max) tent to the market, be sure to tell us so when you apply. ***See more info about tent rules in the Market Rules section below.***
- Sales and fundraising are not permitted, other than displaying a donation can or jar, and selling the organization's identity items (bumper-stickers, hats, mugs, etc. with the organization's logo).
- Participation of nonprofits is at the sole discretion of the Waltham Farmers' Market.

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 participants 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 participants are scheduled for specific weeks of the season. Any week your schedule changes or you can't make it to the Market, you must email table@walthamfarmersmarket.org by Friday, the day before the market. If a problem arises on Saturday morning, call the Market Manager immediately so we know you will not be attending.
- **Supervision:** The Market Manager is responsible for all activities at the market — all participants must comply with their requests.
- **Insurance and Accidents:** Non-profit organizations are exempt from our requirement to carry commercial general liability insurance. The WFM Board carries liability insurance that protects the Market. However, it does not protect individual vendors or participants. Any accident or injury at the Market must be reported immediately to the Market Manager.
- **Parking:** The Market Manager will designate offsite parking spaces for community table participants.
- For the safety of the public, participants who use a tent **MUST** secure it with at least 3 concrete blocks or other equivalent weights. ***Participants who fail to bring tent weights will be required to rent them from the market at a cost of \$20 for the day (payable at time of rental).*** Participants should not rely on this each week. It is meant to address one-time mistakes.
- **Arrival & Setup:** Participants should arrive between 7:30 and 8:45 AM and must be set up and ready by 9:30 AM. Participants arriving after 9:15 AM may be denied vehicle access to the market at the discretion of the Market Manager. If this happens, the participant will be required to carry all of their equipment and product into the market by hand. Additionally, you must remove your vehicle from the market site by 9:15 a.m.
- **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).

Code of Conduct

All market participants including Vendors, performers, community table participants, 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, performers, and community table participants are prohibited from smoking on

Market grounds.

- Vendors, performers, and community table participants 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.
- While at the Market, vendors, performers, and community table participants and their representatives must conduct themselves professionally at all times, behaving courteously and respectfully toward everyone at the Market. Failure to do so may result in discipline up to and including removal from the Market at the sole discretion of the WFM Board.
- Vendors, performers, and community table participants 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, performers, and community table participants, customers or other Market participants for failure to comply with any aspect of these market policies.