



2020 Summer Season (June-October) Handbook:

1. **SAFETY PROTOCOLS DURING COVID-19:**

Our priority is the safety of our vendors and our farmers' market community. The NB Farmers' Market Management team will work with MDAR and the NB Health Department to create a safe place for vendors, consumers and the local community and will follow all guidelines issued by the CDC and other relevant government agencies concerning the Covid-19 outbreak. All vendors are expected to follow all safety protocols put in place by the Market Management Team. Any vendors that do not follow safety protocols will be asked to leave the market.

2. **APPLICATION**

To be eligible to sell goods at the New Bedford Farmers' Market, you must submit an online application and e-sign the statement that you have read, understand and agree to abide by the rules of the Market. If you have any trouble with the application or you are unable to submit an online application, please email susan@coastalfoodshed.org or call the market manager (Susan Murray, office: 508-259-2647). The market team will review your application and notify you within 14 days of the application status.

3. **VENDOR FEES:**

All vendor fees (as listed on the application) need to be paid in full by the first day of market you attend. Vendors who have not paid their vendor fees will not be allowed to set-up until they have paid.

- i. **Fees can be paid by check or online (Note: there is a convenience fee for paying online).** You can indicate your choice on the application. Checks should be made out to Coastal Foodshed and mailed to 466 Brock Ave, New Bedford, MA 02744.
- ii. **There is a \$25 fee for any returned checks.**
- iii. **A late fee of \$25 will apply for any unpaid balance of 2 weeks or more.**
- iv. **Please communicate with us ahead of time to avoid fees.**

4. **W-9 Form**

All vendors must submit a W-9, so we can reimburse you for the tokens used at all of the farmers' markets. Here is a link to the form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

5. **INSURANCE**

Each vendor shall carry general liability insurance for the market in the amount of \$1,000,000 listing Coastal Foodshed-New Bedford Farmers Markets as additionally insured. **Each vendor must submit a copy of the insurance certificate to the Market Manager before attending the market. If you do not have insurance,**

please contact us to discuss further.

You can email (susan@coastalfoodshed.org) or mail the form to Coastal Foodshed
attn. Susan, 466 Brock Ave., NB 02744)

6. ELIGIBILITY OF ITEMS SOLD

We are a Producers Market:

The New Bedford Farmers Market is a producers' market, meaning that all items sold *must be locally produced/grown by the vendor themselves*. Locally grown by the vendor themselves shall mean the following: all pruning, spraying, fertilizing, and harvesting of fruits and vegetables is undertaken by members of the seller's household or persons directly employed and paid by the seller. This may include items grown on land under written lease or license, provided that the farmer who leased the land undertakes all of the previous activities.

The following are exceptions to these rules and are subject to approval on a case by case basis. The decision to allow an exception to the Producers Market rule will be *determined by the participating farmers at the market where the items are sold. The Market Managers will oversee the decision-making process:*

- i. If no other vendor is selling a product, they may be bought in from another *local RI/MA producer*, subject to approval by participating market farmers and the Market Managers. ***The source & location of these items MUST be clearly labeled at the vendor booth (name of producer/location) and communicated to customers.***
- ii. Items bought-in from other local RI/MA producers can only be sold after other vendors are done selling what they grew (for example, people who buy in local MA/RI blueberries can't sell them until all other vendors who are growing their own blueberries are sold). We stress clear communication between vendors during this process!
- iii. Items not commercially produced/available locally (i.e. olive oil) may be allowed at the market at the discretion of the Market Manager.
- iv. Other New England states- NH, CT, ME, VT- products will be considered. Please discuss with Market Manager first for approval.

Processed Foods & Goods:

These items can be sold at the market if:

- i. These products are made by the vendor locally in MA/RI.
- ii. These products must be considered appropriate to be sold at the market by the Market Manager. Saleable items may include, but are not limited to: prepared and specialty foods such as jam, jellies, sauces, salsas, vinegar, chocolates, coffee, baked goods, seafood, and any other items deemed appropriate by the Market Managers
- iii. No processed foods or goods may be purchased by the vendor and resold at the Market in its original state.
- iv. Each package or container of processed foods must be clearly labeled with the following: 1) Name of the vendor that produced the item 2) Product name 3) List of all ingredients
- v. ***The vendor is responsible for obtaining the appropriate licenses including paying for the fee (\$90 for the year) from the New Bedford Health Department BEFORE coming to the market:*** The vendor's kitchen must have been inspected by the health department yielding a retail kitchen permit to sell that particular product or other arrangements made by health department as seen fit. The vendor has taken a two-hour food handling

safety course where applicable and food allergen training as required by the health department. The health department has approved the vendor's product line and application. The Health Dept. will inspect the vendor on the first day of the market, or other arrangements per the health department. Permits must be displayed at the market by the vendor.

Inventory of items:

All persons desiring to sell goods at the market must submit of **comprehensive** inventory list (through the online application) of items to be sold at the market. This list must also include where each item is sourced (i.e. if buying in blueberries from a local farm, please indicate the name of the farm and location). The list will be reviewed with the application and a final list will be approved by the Market Manager. **To add items to this list, you must discuss items and get approval by the Market Manager prior to selling the items.**

Farm/Business Visits:

All new farmers who participate in the New Bedford Farmers Markets must agree to an onsite inspection. Previous farmers- who have been inspected in the past, do not need to be inspected unless another farmer/vendor requests it and approved by the Market Managers. Other volunteer Farmers and the Market Manager will perform onsite farm inspections at least once during the season to ensure compliance with the Producers Market eligibility.

7. LOCATION, DATES, AND TIMES OF MARKETS:

There are three outdoor markets in New Bedford for the 2020 season:

- i. **Mondays: 2 - 6 PM - Brooklawn Park** 1997 Acushnet Ave, New Bedford, MA 02745; June 29 - October 26, 2020
- ii. **Thursdays: 2 - 6 PM - Downtown at Custom House Square** 21 Barkers Ln, New Bedford, MA 02740; July 2 – October 29, 2020
- iii. **Saturdays 10 - 2 PM - Clasky Common Park** 1118 Pleasant St. New Bedford, MA 02740; July 11 – October 31, 2020

8. CLOSURES/HOLIDAYS:

Inclement Weather:

The markets are open rain, shine, or snow. If there is severe inclement weather, the Market Manager will determine if the market will open. Vendors will be notified in advance of market closures through email, text and social media updates.

2020 Holiday CLOSURES:

- i. Saturday, July 4, Independence Day
- ii. Monday, September 2, Labor Day
- iii. Monday, October 14, Columbus Day

9. ATTENDANCE, ARRIVAL, SET UP, AND DEPARTURE

Attendance:

If a vendor cannot attend the market, the vendor must notify the Market Manager **at least 24 hours in advance by phone or email**. The Market Manager will notify customers via Facebook that the vendor will not be in attendance of the market to share up-to-date information of vendors in attendance that day. Please note, 3 or more unexplained absences may result in your disqualification as a Market Vendor. Please stay in communication with the Market Manager regarding any scheduling conflicts.

Commitment to Selling Time:

Vendors must commit to selling for an entire market day, unless worked out with the Market Manager ahead of time. No selling of items at the market until the bell has been rung by the Market Manager at 2:00pm (Monday and Thursday) and 10:00am (Saturdays).

Setup and Cleanup:

Set-up begins 1 hour before the market. Vendors must be fully setup and ready to sell by the start of the market. No vendor arrivals will be permitted after the first half hour, unless vendors have worked out an arrangement with the Market Manager ahead of time.

In addition, vendors offering food samples must provide a wash station, as required in the regulations of the New Bedford Health Department. All vendors are responsible for their own trash removal at the end of the day and shall clean up all litter, toothpicks, and/or product debris before leaving the grounds. When selling ready to eat items, the individual participant must provide an approved receptacle for used wrappers, cups, etc. Cleanup must be completed, and participants must vacate the market no later than one hour after selling time. Vendor space must look exactly how it was when vendor arrived.

10. VENDOR SPACE, SIGNAGE & DISPLAYS**Space:**

Vendors shall be given a space of 10' x 10" and if the vendor requires more space, please indicate this on the online application for approval by the Market Manager. Please note this may require an additional fee. Vendors are placed according to the Market Manager's discretion. Every effort is made to keep placement consistent throughout the season. Please be advised that ultimately it is up to the Market Manager that day to make the final decision on where vendors will be located and this can change from market to market based on which vendors are present, and/or other activities happening that day.

Equipment:

Each vendor must supply his/her own tables, chairs, or other display equipment. The Market provides no equipment for vendors.

Signage & Displays:

- i. **Promoting Payment Methods:** All three New Bedford Farmers Markets accept Debit/Cred, SNAP/EBT/HIP, and are eligible for approved vendors to accept Farmers Market Nutrition Program (WIC/Senior) coupons. The Market Manager will provide all vendors with "SNAP/Debit/Credit Token System" signage that must be clearly posted at the vendor booth during every market.
- ii. Vendors shall display a visible sign stating the business name and town out of which the vendor operates as required by the Commonwealth of Massachusetts.
- iii. ALL vendors MUST clearly post pricing of ALL items sold.
- iv. Any items bought for resale (with permission from Market manager) will be clearly label with the farm name and location (town & state) where they were grown.
- v. No boxes or displays shall extend into common and/or customer traffic areas or impede customer traffic, encroach into foot traffic paths, or disrupt or interfere with any other vendor's space, display, or ability to conduct business. Stands and displays are to be kept hazard free and attractive at all times.

- vi. The Market Manager reserve the right to require any vendor to remove or change any display that appears hazardous, unsanitary, or does not conform to the Market requirements for displays.
- vii. Any product less than premium quality should be clearly labeled 'seconds'.

Prices:

Prices for products shall be determined only by individual seller. Collusion among growers to raise or lower prices, or to exert pressure or persuasion to cause any grower to increase or decrease prices will not be permitted. Produce may be sold by the pound, bunch, piece, or measured container. Scales must be sealed by the Sealer of Weights and Measures each year.

11. TOKEN SYSTEM FOR PAYMENTS

The New Bedford Farmers Market accepts SNAP and Debit/Credit Cards. The Market Manager oversees the token system and assists vendors with disbursement and reimbursements. Vendors are paid on a bi-weekly basis and transactional costs are covered by the Market Manager.

All vendors of the New Bedford Farmers Markets are required to participate in the SNAP and Debit/Credit Token System.

12. DATA COLLECTION

The Market Management team collects data on foot traffic, sales, photos, customer feedback etc. which provides useful information for grant opportunities that support and operate the market.

All sales data are kept anonymous and vendor names will not be shared publicly, unless permission is given. By agreeing to these vendor handbook rules, you agree to share your data with the Market Management team to be used at their discretion for the benefit of the markets.

13. OTHER VENDOR RESPONSIBILITIES

- i. No participant shall engage in solicitation, collection drives, political, or religious activities in the selling area.
- ii. All participants must be courteous to the public at all times. A general neat and clean appearance for all market participants is mandatory.
- iii. No participant shall drink or possess any alcohol, use any controlled substance while at the Market or be under the influence of drugs or alcohol while at the market.

14. COMPLIANCE OF MARKET VENDOR HANDBOOK

This is a vendor driven market and therefore we take feedback from vendors very seriously. If a vendor feels uncomfortable or concerned with a current vendor's behavior, selling, growing, harvesting, or producing practices, please notify the Market Manager immediately so action can be taken.

The Market Manager will conduct interviews with such vendors and if they find any violations against a vendor, the market managers will take appropriate action.

Any failure to abide by the Market Rules will be subject to disciplinary action in the following process:

- i. Each vendor is allowed two excusable offenses of the Market Rules, and the third offense shall be deemed sufficient grounds for excluding the vendor from

the market for the remainder of the market season with no refund of vendor fees.

- a. 1st offense: The vendor will receive a written warning detailing which Market Rule was violated.
 - b. 2nd offense: The vendor will receive a copy of the first offense violated and will receive a new document detailing the 2nd offense violated in the Market Rules.
 - c. 3rd offense: The vendor will receive a detailed document of the 1st and 2nd offenses along with the 3rd offense violated in the Market Rules. The vendor will be placed on a 2-week probation period from the market to allow for the Market Manager to discuss these violations with other vendors. The Market Managers and vendors will take a majority vote on whether or not to terminate the vendor from the market. Termination from the market season will result in no refund of vendor fees.
 - d. Consideration for re-entering the next year's market season will be determined by the Market Manager on a case by case basis and with feedback from other market vendors. If approved for reentry, the vendor will be on a probationary period to be decided by the Market Manager.
- ii. Any person may submit a written grievance regarding the operation of the market or potential violation of the rules and regulations to the Market Manager. The Market Manager will review the grievance in accordance to the Market Rules. In the event of disputes regarding the daily operations of the market, the decisions of the Market Manager shall be final.
 - iii. ***Please sign statement via online application: I agree to the 2020 New Bedford Farmers Market Handbook. I understand them and I agree that both myself and anyone representing my business (I will share this document and review with all employees attending the market to sell items in my place), will follow them. By signing the online application I agree to the new terms of the 2020 New Bedford Farmers Market Vendor Handbook.***