

2024 Vendor Application

Bass River Farm Market

(Processed & Potentially Hazardous Foods)

311 Old Main Street, Bass River, Massachusetts
www.bassriverfarmersmarket.org

2024 Market Dates: Thursdays, June 13 - September 5 9 AM-1:00 PM *Rain or Shine*
Saturdays, June 15 - September 7 9 AM-1:00 PM *Rain or Shine*

Name: _____

Farm/Vendor Name: _____

Farm/Business Address: _____

Farm/Business Website: _____

Email: _____ Telephone: _____ Cell: _____

Best way to contact you: _____

Names of Designated Person(s) in charge selling at the BRFM*

*Person in charge is responsible for all operations and must be **set up and on site from 8:30 AM - 1:00 PM** and be a liaison for all correspondence between town officials (health, police, fire) and the Market Manager.

_____ Phone _____

_____ Phone _____

Produce/Product you will be selling:

(List all. Use separate page if needed. Packaged food items must have potential allergens listed as well as ingredients.) Labels should have vendors name and address.

Samples Provided? (Explain methods of serving samples: sizes, covered, iced?)

Where will food be prepared?

Check the following that apply and attach copies with application:

- Product Liability Insurance
- ServSafe Certification (if providing samples)
- G.A.P. Training Certificate (required as of 2011)
- Food Allergy Awareness Training Certificate
- Complete and Attach Workers Compensation Affidavit
- Attach State Shellfish Certificate, if applicable

Any additional items must be approved by the Health Director prior to being sold at the BRFM. Please notify Market Manager at least one week in advance or by 10 AM on Monday preceeding the Thursday Market and she will get clearance for you.

Full Season Fees: Thursdays: \$270. Saturdays: \$275. Both Days: \$520.

A \$25 non-refundable deposit is due by April 10, 2024. Final payment is due by June 13, 2024

All full-season vendors are expected to attend weekly. If a seasonal vendor does not show up at a Market and has not given notice to the Market Manager, that vendor will receive notice from the Market Manager that his/her space is forfeited for the remaining season. There are no refunds.

NON-PROFIT and EDUCATIONAL GROUPS: Educators, Master Gardeners, Authors and Sustainable Living Advocates are invited to share and display their knowledge and work. Must be approved by the Market Manager. No Charge.

1. Please make your check payable to the **Bass River Farmers Market**
2. Your 50% deposit + **Board of Health Fee of \$50.00*** must be received by **April 10, 2024** to reserve your space.
* **Separate check made out to the Yarmouth Board of Health.**
3. All full season vendors must be paid in full by **June 13, 2024**

By signing this form the vendor acknowledges that he/she has read and will comply with the guidelines for the 2024 Bass River Farm Market which are available on our website:

www.bassriverfarmersmarket.org (Hard copies on request)

Applicants Signature: _____ Date: _____

Return completed application with payment payable to: **Bass River Farm Market**
Mail to: Bass River Farm Market, P.O. Box 1374, South Yarmouth, MA 02664
Market Manager: Carlene Veara · Phone: 774-217-1067 · Email: rjvcbv@aol.com

2024 Vendor Guidelines

Bass River Farm Market

311 Old Main Street, Bass River, Massachusetts

www.bassriverfarmersmarket.org

The Bass River Farm Market will be held rain or shine.

Market dates are Thursdays, June 13 through September 5, and Saturdays, June 15 through September 7

1. **Vendors may not smoke on the grounds of the Market.** All vendors must supply their own canopies, tents or umbrellas unless the market supplies them for them. These must be sturdy and contribute to a clean and attractive Market appearance. The Market Manager will approve vendors' tents/canopies/umbrellas prior to the first market. Each vendor with a tent or canopy must have a Certificate of Flame Spread. The Certificate of Flame Spread should be bundled with the canopy. If not, the vendors need to contact the manufacturer.
2. **Farmers** with produce grown on Cape Cod, as well as vendors with processed food produced on Cape Cod or secondarily in Massachusetts are welcome to participate; Yarmouth farms and processed food vendors are given space priority.
3. **Vendors with Potentially Hazardous Foods, (PHF), processed and specialty farm products (jams, breads, cider, meats, cheeses, seafood, etc.) can be sold with prior approval of the Market Manager and receiving a permit from the Yarmouth Board of Health. A vendor must provide a copy of their Board of Health certificate prior to participating in the Bass River Farmers Market and a visible *Allergen posting: "Before placing your order, please inform vendor if a person in your party has a food allergy" must be posted on site.**
4. **With prior approval** of the Market Manager, farmers can make cooperative selling arrangements with neighbors or other farmers and growers provided their produce is grown on Cape Cod or secondarily in Massachusetts.
5. **Items offered for sale** will be clearly marked with price and origin.
6. **Prepared food** samples may only be provided in individual plastic or paper cups and sip spoons.
7. **Organic** practices are encouraged, and certified organic producers should mark their products as such. All farmers are encouraged to discuss their farming practices with customers.
8. **The Bass River Market** is open for set-up from **7:30** am. Once unloaded, vendors will **park in the lot behind the Library**. Vendors are required to occupy their spaces by **8:30** am, to remain until **1:00** pm, and to clean their areas prior to leaving. Failure shall be grounds for removal from the Market, There are no refunds.
9. **Vendors** selling produce by weight must have a scale. Scales used at the Market must carry a current seal from the local weights and measures department or if selling pre-packed produce, indicate approximate weight.
10. **Vendors** who are WIC program participants must display WIC signage. Vendors who wish to obtain WIC certification should contact David Webber at 617-626-1754 or david.webber@state.ma.us
11. **All farm vendors** shall receive G.A.P. certification within one year of participation, PHF vendors shall have a current ServSafe certificate.
12. **The Bass River Farmers Market** will carry liability insurance through the Mass. Association of Farmers Markets, though vendors are encouraged to have their own policies as well. Depending on the products sold, it may be mandatory for a vendor to have an individual product liability policy. This requirement will be addressed on a case-by-case basis.

2024 Bass River Farmers Market Guidelines

13. **The Market Manager** can ask that products be removed from stalls by the vendors if products detract from the overall quality of the Market and thereby affect other vendors' sales.
14. **The Bass River Farmers Market** will ensure that representation at the market is fair for all involved. The BRFM retains the right to limit the types of produce and/or vendors at the market to avoid over-representation in any one particular area.
15. **Hand washing** station to be provided by the BRFM. They will include water, hand sanitizer, paper towels and a trash barrel.
16. **Vendors** wishing to apply for specific weeks or days during the 2024 season can list the dates on their application. They will be confirmed by the Market Manager. If a weekly vendor does not show up after making a reservation and being accepted, that vendor will not be allowed to participate for the rest of the season. Payments for weekly space must be received prior to setting up.
17. **Standards of Conduct:** Vendors and employees representing vendors must be courteous, professional and presentable at all times. Drinking, yelling, swearing, name-calling, slanderous remarks and other rude behavior will not be tolerated.
18. **The Market Manager** is responsible for assuring safety at the BRFM and enforcing the Market guidelines. The Manager's decisions are final on the day of the Market. Questions or disputes relating to the Market Manager decisions may be brought to the attention of the Farmers Market Board of Directors. Their decision shall be final.
19. **Suspension or removal** from the market: A producer (vendor) may be suspended or removed from the BRFM or have selling privileges in the market conditioned, modified or limited by the Market Manager for any of the following reasons:
 - Failure to obey and conform to state, local government or market rules and regulations.
 - Causing or maintaining an unsafe or unsanitary condition at the market.
 - Unreasonable or outrageous conduct considered detrimental to the purpose of the BRFM.
 - Behavior that obstructs any other vendor's commerce or ability to transact business at the BRFM.
20. **The Yarmouth Agricultural Commission** shall be the overseeing agency for the Town of Yarmouth regarding the Bass River Farm Market and all future Yarmouth Farmers markets.
21. **All fees** received by the Bass River Farmers Market shall be made out to the Bass River Farmers Market and deposited into a non-profit account that shall offset the cost of insurance, advertising, signage and any costs for meeting Town regulations and reasonable expenses of the Bass River Farmers Market as approved by the BRFM Board of Directors.

***These rules and guidelines must be agreed upon by all vendors
in order to participate in the Bass River Farmers Market***



CCFM Vendor Etiquette Rules

At the market, we ask that you adhere to the following CCFM etiquette reminders:

1. **Be Courteous.** Be respectful to everyone during the market hours. Tempers can flare during stressful busy times; avoid yelling or screaming at anyone. Conduct yourself in a professional manner and ask your helpers to do the same.
2. **Don't stand in front of other vendor's booths** to hold conversations with each other or the public. Think of the booth as their storefront. They need the public to view their merchandise as they stroll by and they can't do that if you're standing in front of it. Do the right thing and make yourself scarce.
3. **Arrive on time; don't be late.** It is rude, creates chaos and is disruptive to the other market vendors and the shopping public when you are setting up late.
4. **Keep your space clean and uncluttered** by putting your empty boxes or other packaging out of sight. Leave your space clean and remove everything you brought with you upon departure. If necessary, bring a broom to leave your space clean. We must leave the streets clean or the Market will be fined by the city. If you create a lot of garbage as a result of the type of business you have, bring your own trash receptacles (it's the rule). Don't fill those receptacles provided for the public.
5. **If you must bring your children**, they are your responsibility. Keep them from running through the streets and booths. Accidents do happen. Please be aware, we don't allow silly string or pop caps or firecrackers. Children must not climb on things, run through booths or ride skateboards or bicycles on the streets or sidewalks in the market area. If they become obnoxious or rude the Market Manager will ask you to keep them at your booth. We do encourage the youth to participate in the market events and activities; we want everyone to have a good time.
6. **Fragrances** matter. Do not wear heavy perfumes. They can be hazardous to the general public health. Many people have respiratory issues and heavy perfume fragrances may cause breathing problems, even seizures. No one wants that to happen. Refrain from perfumes on market days (if you must, go lightly).
7. **Tables and Chairs** must be cleared with the Market Manager prior to set up. You need to stay mindful of others' traffic areas, allow walking corridors and don't encroach on another vendor's space. You're only allowed the space you pay for.
8. **Pets - please leave them at home**, unless your pet is a qualified service dog allowed by law. Furthermore, MA State regulations say they are not allowed within 20 feet of food or agriculture booths. Sometimes the crowds are large and it can be very hot on the pavement. They might get stepped on and are better off left at home.
9. **Do NOT Poach**, or try to persuade other vendor's customers to visit your booth until they have completely finished their business with your neighbors. It's just rude and will potentially cause disagreements. Be respectful to fellow vendors.

Owner/Contact Signature: _____ Date: _____