

Williamstown Farmers Market Rules

Introduction

The goal of this document is to provide a framework within which all participating vendors may have the opportunity to prosper at the Williamstown Farmers Market. If you have any questions or concerns, please do not hesitate to contact the steering committee or person designated by the steering committee to oversee market operations (“market manager”). The steering committee has the discretion to make adjustments to these rules and to enforce them as it deems appropriate.

Rules

1. All vendors wishing to participate in the market shall submit a completed and signed application for every market season. Vendors shall set up at the market only upon approval by the steering committee and in compliance with the terms of such approval. It is not permissible to show up without prior approval and set up a booth at the market.
2. All vendors are required to comply with local, state and federal laws and regulations for permitting, labeling, food safety, and tax codes.
3. All vendors shall have a sign at their booth with their farm or business name and shall clearly post prices for all items.
4. All fees shall be paid on time as described in the vendor application.
5. Vendor spaces are for a 10’ x 10’ canopy. Special permission may be granted for vendors desiring additional space to display their products.
6. Each vendor shall keep their space neat and tidy at all times. Vendors are responsible for carrying out any trash generated in their area during the market and cleaning up after the market.
7. Vendors shall plan to arrive well in advance of market opening time and shall be totally ready to sell at least five minutes before opening.
8. Vendors are encouraged to carry their own insurance. The Williamstown Farmers Market insurance does not cover market vendors.
9. All meat products must be wrapped, USDA approved and stamped. No meat products without a USDA stamp will be permitted as per Massachusetts law.
10. All scales used for establishing prices at the market must be sealed by an official local or state Sealer of Weights and Measures. In Williamstown, the Health Inspector is responsible for certifying scales.
11. The market manager has the authority to require that a vendor remove a product for sale at any time if the manager determines that the product was not on the vendor’s original application, is inconsistent with the goals or mission of the market, or if there is any inappropriate labeling or signage (for example, labeling a product as certified organic if it is not).

12. If a vendor sells out of product before the market end time, it is not permissible to drive through the market or to carry tables, canopies or other equipment through the market area while customers are still present. It is beneficial for the market as a whole to have vendors present and well stocked with products for the duration of the market. Except in case of emergency (such as hazardous weather conditions), vendors shall keep their booth open until the market closing time unless given permission by the market manager to close earlier.
13. No vendor shall smoke anywhere in the market area or its vicinity or be under the influence of drugs or alcohol at the market.
14. Vendors shall, at all times, treat each other and the community with respect and in keeping with the mission and goals of the market. All disagreements shall be discussed with the market manager or member of the steering committee in a private setting. No outbursts at the market will be tolerated.
15. Vendor spots may not be sold, transferred, or rented at any time. Only the approved vendor (or member of their family or business) may use the booth. Booth sharing is at the discretion of the steering committee.
16. Vendor stall locations shall be assigned weekly by the market manager. No vendor is guaranteed a certain spot, and all vendors are expected to be flexible to accommodate the needs of the market.
17. Any vendor who wishes to erect a canopy (including tents and umbrellas) at the market is required to have their canopy safely secured with weights. This requirement is for the safety of other vendors, customers, and neighboring businesses and traffic.
18. Vendors must exercise extreme caution at all times when operating vehicles in the market area. If a vendor intends to drive in reverse, the vendor must first enlist the assistance of at least one adult located outside of the vehicle to ensure the safety of people, vehicles, and property.
19. The market will operate rain or shine and may be cancelled at the discretion of the market manager in case of hazardous weather. Vendors are expected to show up to every market to which they have registered, and shall provide at least 72-hours advance notice to the market manager if they cannot attend. This allows the market manager to update the website and weekly e-newsletter. If 72-hour advance notice is not feasible, the vendor shall give as much advance notice as possible.
20. Vendors are expected to conduct all aspects of their market participation with the utmost care and safety. If circumstances arise (including but not limited to weather conditions) which pose a risk to safety, vendors are responsible for responding to such risk in a safe and responsible manner.
21. If a vendor's conduct is disruptive to the market, the market manager or a representative of the steering committee can ask the vendor to leave the market at any time, for the duration of that market day or for a longer period of time, and the vendor shall comply in a safe and respectful manner.

Please direct any questions or concerns to Steering Committee Co-Chairs, Lucy Rollins (914-582-2193) and Anne Hogeland (413-441-4811); wtownmarket@gmail.com.

Feedback is welcome, and any concerns will be handled in a timely and professional manner.

2/20/19