

Billerica Farmers Market 2017 Vendor Application

Mondays, June 19 - October 2
Hours: 3:00 –7:00 PM (Fall Hours 3:00 PM – Dusk)

Welcome Farmers, Local Food Vendors and Crafters. Thank you for your interest in the Billerica Farmers Market. Please return this application to:

Billerica Farmers Market, c/o Billerica Garden Club, PO Box 139, Billerica, MA 01821

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Farms and Processed Food Vendors

Please check one:

Full Season

Part Season (due to specific crop availability)

Start Date: _____ End date: _____

Weekly Processed Food Vendor (baked goods, teas, jam, etc)

Farm/Business Name _____

Address _____

Owner/Contact _____

Business Phone (____) ____ -- _____ Cell Phone (____) ____ -- _____

E-mail _____

Website _____

Fees and Space: Please circle size requested: (15% discount for qualified vendors if application, fees and paperwork received and approved by April 28, 2017.)

Space Size	Weekly Fee	Seasonal Fee	Seasonal Fee minus 15%
10' X 10'	16 weeks@\$15	\$240	\$204
20' X 10'	16 weeks@\$30	\$480	\$408

Weekly Vendor Fee is \$15 per week. No Discount available. All Fees must be paid in advance. No Refunds for cancellations. Board of Health Permit must be obtained each season by all processed FOOD Vendors. Permit cost is \$50 per season.

Items to be Sold: Please list all Items grown by your farm

Please use back if needed

Non-Food Vendors (Crafters & Artisans)

Business Name (DBA) _____

Owner/Contact Name _____

Address: _____

Business Phone (____) ____--_____ Cell Phone (____) ____--_____

E-mail _____

4 Potential Dates You Would Like to Reserve _____

Items to be Sold must be handmade or produced directly by you.

Items to be Sold: Please list all Items

Please complete:

I understand that the Market Committee must receive and approve the following items before acceptance into this market.

_____ Completed and Signed Application

_____ You have read, understood the Billerica Market General Rules found on our website at **billericafarmersmarket.org** You will obey the posted traffic pattern pertaining to entering and exiting the Market grounds. Pedestrian safety is a top priority for everyone. Your vehicle will be moved to the back of the Senior Center lot after unloading.

_____ Insurance Certificate showing General Liability Coverage

_____ Billerica Board of Health Market Permit (required for Vendors of Prepared Foods or Potentially Hazardous Foods, (PHF). Apply for a Board of Health Farmers Market Permit at the Billerica Board of Health, Town Hall, 365 Boston Road, Billerica, MA 01821
Phone: (978) 671-0931 (**New vendors** include check and BBH Permit with application)

If a Farm, Vendor, Crafter or Group Cannot participate on Market Day, they must call or email. We understand that unforeseen accidents or illness will occur. We can tell your customers when you will next be at the Market. Please call no later than Noon of the day of the Market. Your call will allow us to accommodate all vendors and plan our site locations. Failure to call will result in the charge for the week. Failure to call, repeatedly, will result in removal from the market.

Please call:

Jerry Johnson: (781)999-2474 (cell) or Kay Johnson (978) 808-5832 (cell)

Or

Email kayj57@verizon.net

Billerica Community Service Groups: Non-Profits Free Booth (One market attendance each season)

Any Billerica organization can apply to attend the Billerica Farmers Market as an educational organization. We are eager to have guest organizations and individuals attend the Farmers Market for the purpose of educating the public on the following issues:

Volunteer/Service Groups
Nutrition & Food Preparation
Environment
Organic Gardening, Lawn & Plant Care
Sustainable Living
Conservation of Natural Resources and Recycling
Local History
Fine Arts

Our 501c(4) designation allows no political activities or endorsements. This means we cannot give space for the purpose of elections (candidates or ballot questions) or for gathering signatures for petitions.

The market will supply a canopy and table. Please bring your own CHAIRS.

Group Name (DBA) _____

Contact Name _____

Address _____

Contact Phone _____

E-mail _____

Website _____

Potential Date you would like to reserve:

1st _____ 2nd _____ choice.

HOLD HARMLESS CLAUSE AND INSURANCE

All authorized vendors and artisans participating in The Billerica Farmers Market shall be individually and severally responsible to the Town of Billerica and the Billerica Farmers Market for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the vendor's/artisan's negligence or that of its servants, agents, employees and volunteers. All vendors/artisans hereby agree to indemnify and save the Town of Billerica and the Billerica Farmers Market, its officers, employees and volunteers harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the Town of Billerica and the Billerica Farmers Market by reason of the vendors'/artisans' negligence or that of its servants, agents, employees and volunteers; provided that the vendors/artisans shall not be responsible nor required to indemnify the Town of Billerica or the Billerica Farmers Market for negligence of the Town of Billerica or Billerica Farmers Market, its officers, employees or volunteers. No insurance is provided by the Town of Billerica or the Billerica Farmers Market to participants in The Billerica Farmers Market.

I/We agree to abide by The Billerica Farmers Market Rules & Regulations and hold harmless clause and insurance statement.

Print Vendor Name

Vendor Signature

Date

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- Set up and Stop Times: Vendors may set up 1 hour before the market opens. No sales before the Market opens. Vendors are not allowed to “Take down” prior to the close of the Market even if they are “sold out”. Please adjust inventory accordingly. At the close, all vendors are expected to shut down promptly.
- Unloading: Temporary unloading and loading may take place in the parking lot or road adjacent to your space. However, all vehicles must be moved and parked in an approved space.
- Parking: Vendors must park in the rear of the COA parking lot.
- Space (Booth) assignments: Specific spaces are reserved for Seasonal/Weekly vendors. Remaining spaces are assigned to others on a temporary basis.
- Please check in at the Market Manager’s Booth for Space assignment.
- Vendors provide their own set up, chairs, tent, trash receptacle, etc.,
- Vendors are responsible for keeping their area clean during the market day, as well as, thoroughly cleaning their areas & removing all trash OFF SITE at the end of the market day. Please do not use the public garbage receptacles for your trash.
- We encourage vendors to use things that do not create trash and litter when serving samples. Eco-friendly is best.
- Scales used at the market must be sealed and inspected.
- Vendors must use plastic gloves when handling foods to be sampled.
- Vendors must secure all structures firmly so not to create a hazard for anyone.

These rules and Policies are simple and in place to create a positive atmosphere and successful market. Please respect these Rules, your neighboring vendors and Billerica Farmers Market Volunteers because everyone works hard to see success.

I have read and understand these Rules and Policies, and the Billerica Farmers Market General Rules, and swear to abide and respect them.

Print Vendor Name

Vendor Signature

Date

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Billerica Farmers Market Prepared Food Vendors And Potentially Hazardous Foods

Acknowledgement of Good Food Safety Practices

- Food Vendors must display their Food Permit conspicuously on site.
- Only food stipulated on the Food Permit and on the Billerica Farmers Market Application may be sold.
- All food prepared off site (if allowed) will be prepared in an approved kitchen.
- All potentially hazardous foods, e.g., dairy products and meat, must be kept either above 140 degrees F or below 41 degrees F
- All foods, drinks and condiments shall be handled and stored in such a manner so as to prevent contamination, i.e., covered, stored in clean containers, kept off the ground. Trash bags may not be used to store food.
- All food vendors will keep their hands clean at all times, including washing them after using the restroom and smoking.
- All equipments, utensils and containers shall be in a clean and sanitary condition.
- Persons serving food shall wear clean outer garments and use hygienic practices.
- There shall be no bare hand contact with ready to eat food products. Vendors shall use tongs, spatulas, toothpicks or plastic gloves. Management prefers not to use things that create litter.
- Garbage and refuse must be disposed of in a clean and sanitary manner. Premises shall be kept clean.

I have read and understand the preceding conditions and I agree to abide by them:

Print Vendor Name

Vendor Signature

Date