

# Church Green Farmers Market Vendor Guidelines 2019



## Application:

- All Vendors must submit an application and sign a statement that they have read, understand, and agree to abide by these Church Green Farmers Market (CGFM) Vendor Guidelines. There are online and paper applications available. The CGFM Manager will review the application and notify the vendor within two weeks of the application status.

## Market Details:

- The market will be held on the lawn of First Parish Church in Taunton at 76 Church Green Taunton MA 02780.
- The market schedule is as follows:
  - Sundays 9:00AM - 1:00PM, July 7th through October 27th, 2019
  - **If a vendor cannot attend the market, the CGFM Manager must be informed at least 24 hours prior to the market day** (call or email Veronica Palladino at [CGFMmanager@firstparishtaunton.org](mailto:CGFMmanager@firstparishtaunton.org) or 607-220-9821 or). 3 or more unexplained absences may result in your disqualification as a CGFM vendor.
  - Selling will begin at 9:00am and no selling may take place before this time.
  - Vendors will arrive no later than 8:30am and be completely set up by 9:00am.
  - Vendors must agree to sell for the entire market day, 9AM - 1PM, unless otherwise approved by the CGFM Manager.
  - The market is open rain, shine, or snow. If there is inclement weather, the CGFM Manager will determine if the market will open. Vendors will be notified in advance of Market Closures through email, text and social media updates.
  - The CGFM will be closed on Labor Day Weekend, Sunday, September 1.

## Fees:

- **\$100 for the entire season** (2 absences are allowable if communicated to the CGFM Manager ahead of time)
- **\$10 per market day**
- All vendor fees shall be paid before or on the first day of market (July 7, 2019). **All fees shall be paid by check ONLY.**
  - Please make checks out to "First Parish Church" and mail to: **First Parish Church in Taunton PO Box 614 Taunton MA 02780**
  - A fee of \$25 will apply for any unpaid balance over 2 weeks late.

## Eligibility of Products Sold:

- Only the following Massachusetts grown or produced items that meet all applicable federal, state, and local regulations may be offered for sale at the Church Green Farmers Market: vegetables, fruits, herbs, plants, cut flowers, unprocessed honey, maple syrup, cider, dairy products, poultry, meat, and seafood. Additionally, locally produced prepared and specialty foods such as jam, jellies, sauces, salsas, vinegar, chocolates, coffee, baked goods, and any other items deemed appropriate by the CGFM Manager.

- Vendors of non-food items will be approved on an individual basis.
- **Farmers may only sell products they have grown themselves or have on consignment from another local farmer.** Locally grown 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.
- No processed foods or goods may be purchased by the vendor and resold at the Market in its original state.
- 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
- Items not commercially produced/available locally (i.e. olive oil) may be allowed at the market at the discretion of the Market Manager.
- Other New England states- NH, CT, ME, VT- products will be considered. Please discuss with CGFM Manager for approval.
- **All Vendors must agree to an onsite inspection of their farm or business at least once during the season to ensure compliance with product eligibility.**
- **All persons desiring to sell goods at the market must submit of comprehensive inventory list of items to be sold at the market in their application.** 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 CGFM Manager and shared with all vendors and the customer community. If you would like to add or remove any items from this list, please contact the CGFM Manager at [vrp22@cornell.edu](mailto:vrp22@cornell.edu) or 607-220-9821.

#### **Market Day Space and Signage:**

- Vendors shall be given a space of 10' x 10'; if the vendor requires more space, please indicate this on your application. Vendors are placed according to the CGFM Manager's discretion. Every effort is made to keep vendor location consistent, however it can change based on which vendors are present, and/or other activities happening that day.
- Each farm or vendor must post a sign identifying their business and its location.
- Farmers and all other vendors will post prices for all items in a conspicuous manner, including SNAP/Debit/Credit Token System signage that the CGFM Market manager will provide. Farmers accepting WIC/Senior coupons will post a sign saying so.
  - The CGFM accepts SNAP and Debit/Credit Cards. The CGFM 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 CGFM are required to participate in the SNAP and Debit/Credit Token System.
- All items for sale at the CGFM must be first quality, unless expressly labeled "seconds."
- All processed foods must comply with federal, state, and local laws and regulations.
- No vendor shall smoke tobacco, drink alcohol, or use any controlled substance while on the property of the First Parish Church.
- Vendors are urged to carry insurance to cover the extent of their operations.

## **Data Collection**

- The CGFM Market Team will collect 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 will be anonymous and vendor names will not be shared publicly, unless permission is given. By agreeing to the CGFM Vendor Guidelines, you agree to share your data with the CGFM Market Team to be used at their discretion for the benefit of the market.

## **Compliance with CGFM Guidelines:**

- We will take feedback from vendors very seriously. If a vendor feels uncomfortable or concerned with a current vendor's selling, growing, harvesting, or producing practices, please notify the CGFM Manager immediately so action can be taken.
- The CGFM Manager will conduct interviews with such vendors and if they find any violations against a vendor, they will take appropriate action.
- Any failure to abide by the CGFM Guidelines will be subject to disciplinary action in the following process:
  - Each vendor is allowed two excusable offenses of the CGFM Guidelines, 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.
    - 1st offense: The vendor will receive a verbal or written warning detailing which Market Guideline was violated.
    - 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 Guidelines.
    - 3rd offense: The vendor will receive a detailed document of the 1st and 2nd offenses along with the 3rd offense violated in the Market Guidelines. The vendor will be placed on a 2-week probation period from the market to allow for the CGFM Manager to consider whether the violations merit termination from the market season. Termination from the market season will result in no refund of vendor fees.
    - Consideration for re-entering the next year's market season will be determined by the CGFM 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 to the CGFM Manager.
- In the event of a dispute regarding any aspect of the CGFM, the CGFM Manager (as designated by First Parish Church) shall resolve the issue and his/her decision is final. Any failure to abide by the CGFM Manager's decision may be sufficient grounds for excluding a vendor from the market.
  - A decision may be appealed to the Board of First Parish Church.