

# Church Green Farmers Market Vendor Guidelines 2020



## 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. The Manager will review the application and notify the vendor within a week 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 - 12:00PM, July 12th through October 25th, 2020
  - The 15th of July, August, September and October from 4:00 - 6:00PM
  - **If a vendor cannot attend the market, the 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.
    - 3 or more unexplained absences may result in vendor disqualification.
  - Selling will begin at the market's opening. No selling may take place beforehand.
  - Vendors must arrive 30 min prior to market and be completely set up by opening.
  - Vendors must agree to sell for the entire market day they are attending.
  - The market is open rain, shine, or snow. If there is inclement weather, the Manager will determine if the market will open. Vendors will be notified in advance of Market Closures through email, text and social media updates.

## Fees:

- **\$100 for the entire season, Sundays and the 15th of each month (20 market days)**
  - 2 absences allowable with 24 hours notice to Manager
- **\$90 for entire season, just Sundays 12-2PM (16 market days)**
- **\$25 for entire season, just the 15th of each month 4-6PM (4 market days)**
- **\$10 per market day**
- All vendor fees shall be paid before or on the first day participating as a vendor.
- **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.

## COVID-19 Compliance:

There will be a zero-tolerance policy for any vendors or customers not following the agreed upon guidelines for safety. They will be asked to leave immediately. CGFM Staff and vendors must follow the items outlined in the 4/27 Order by the Commissioner of Public Health, namely:

- Obey entry and exit points and operate within the vendor space provided.
- Limit the number of customers in CGFM at a time to 15 per 1,000 square feet. The Manager will also investigate offering special senior hours and reserved shopping times.
- Follow 6' social distancing and use markers to direct customers to keep 6' distance.
- Post signs provided by CGFM reminding customers of social distancing, to wear a mask while within the market, to not touch produce, and to not visit the market sick.
- Disinfect all surfaces, provide products in single-use bags, and wear a face mask and disposable gloves at all times. Do not use tablecloths or provide any food samples.
  - Vendors are responsible for their own masks, gloves, and disinfectant. However, the CGFM will make every effort to gather these resources for vendors.

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- Customers will not be allowed to handle produce before purchase. Pricing must be posted for ALL products so that the customer can easily make purchase decisions.
- Use the hand-washing and/or sanitizer station provided and direct customers to use it.
- Reduce cash handling as much as possible. The Manager will provide support on this and investigate options for vendors to offer online pre-order/pick-up at the market.
- Read all communications from the CGFM Staff about how to sell at the CGFM safely.

## 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 CGFM: 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 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. Other New England states- NH, CT, ME, VT- products will be considered.
- No processed foods/goods may be purchased by the vendor and resold at the Market in their original state. All processed foods must comply with federal, state, and local laws and regulations. All processed foods must be clearly labeled with the: 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 Manager.
- **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.**
- **Vendors must submit a comprehensive inventory list of items to be sold at the market in their application.** If any products are bought in, 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). Each vendor product list is editable throughout the season. If you would like to add or remove any items from this list, please contact the Manager at [cgfmmanager@firstparishtaunton.org](mailto:cgfmmanager@firstparishtaunton.org) 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 Staff'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.**

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- **Farmers and all other vendors will post prices for all items in a conspicuous manner, including SNAP/Debit/Credit System signage that the CGFM Staff will provide. Farmers accepting WIC/Senior coupons will post a sign saying so.**
  - The CGFM accepts SNAP and Debit/Credit Cards, oversees the receipt system, and assists vendors with disbursement and reimbursements. Vendors are paid on a weekly basis. Transactional costs are covered by the CGFM. All vendors of the CGFM are required to participate in the SNAP and Debit/Credit System.
- All items for sale at the CGFM must be first quality, unless expressly labeled “seconds.”
- **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 Staff will collect data on foot traffic, sales, photos, customer feedback etc. to gather information for grant opportunities that support the market. All sales data will be anonymous and vendor names will not be shared publicly, unless permitted. By agreeing to the CGFM Vendor Guidelines, you agree to share your data with the CGFM Staff.

## 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 CGFM Staff immediately so action can be taken. After interviewing the vendor, if the Manager finds any violations, they will take appropriate action.
- Any failure to abide by the CGFM Guidelines will be subject to disciplinary action:
  - 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.
    - 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 from the market while the Manager decides upon their termination from the market season.
    - Consideration for re-entering the next year’s market season will be determined by the 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 Manager.
- In the event of a dispute regarding any aspect of the CGFM, the Manager (as designated by First Parish Church) shall resolve the issue and his/her decision is final. Any failure to abide by the Manager’s decision may give grounds for excluding a vendor from the market. A decision may be appealed to the Board of First Parish Church.