



Vendor Information and Guidelines 2012

BACKGROUND

The Grove Hall Farmers' Market is organized Greater Grove Hall Main Streets, Inc. and supported by a variety of organizations. Greater Grove Hall Main Streets is committed to promoting a diverse business district while maintaining our neighborhood's historical character. We promote innovative and creative techniques for foster economic development that enriches the lives of businesses owners, employees and residents of our community.

APPLICATIONS AND FEES

Vendors wishing to participate in the Grove Hall Farmers' Market must complete a vendor application and return it to Grove Hall Farmers' Market Manager. The Market Manager may decide to accept or reject any application in the best interest of the market, based on the following factors: date vendor application is received, items being offered for sale, payment of the vendor fee, and market capacity. Once a vendor is approved, before the market season starts, the vendor must pay a seasonal vendor fee of \$50, which helps to allay the cost of market outreach and administration. However, as the coordinators, intend this market site to be a potential business incubator and affordable point of sales for local producers, should this fee prove prohibitive for smaller scale or start up businesses, the fee may be reduced or paid over the course of the season if arrangements are made with the Market Manager. No reimbursement will be made for fees paid if a vendor decides to no longer participate in market.

HOURS OF OPERATION

The market will begin July 10, 2012 and end August 28, 2012 operating every Tuesday from 3:00 p.m. to 7:00 p.m. All vendors are required to attend the entire season, unless prior arrangements are made with the Market Manager. All vendor must remain at the market until the end of the market day and vacate one* hour after closing. (*The only exception to this is in October when it gets dark earlier and with the Market Manager's approval, vendors may start taking down their booths as early as 6:00 p.m.) The market will begin at exactly 3:00 and no presales are allowed. The Grove Hall Farmers' Market will operate in rain, snow, or shine, but hours may be adjusted if threatening weather is imminent. Vendors may contact the Market Managers: Axel Starke at 617-45-GGHMS(44467) or astarke@greatergrovehall.org, concerning market closure due to inclement weather.

SET-UP, CLEAN-UP AND BREAKDOWN

Set- up starts at 2:30 p.m. and must be completed by 3:00 p.m. on market days. The Market Manager will be on-site at 2:30 p.m. to assist vendors with any questions. Vendors may not set up before 2:00 p.m. Vendors are responsible for removing all garbage from their booth area. Breakdown starts at 7:00 p.m. and must be completed by 8:00 p.m.

VEHICLES

The on-street parking directly abutting the market site on 461 Blue Hill Avenue may only be used for loading and unloading of vehicles. During market hours of operation vehicles must be moved to the designed parking area. The only exception to this is the Project R.I.G.H.T. van, which will be left in close proximity, for reasons of public safety.

DISPLAYS

Vendors may not sell any items not approved or not shown on their application. The Market Manager has the right to ask vendors to remove products. Vendors are generally responsible for providing all tables, canopies, and other items needed for their display, but Greater Grove Hall Main Streets may be able to provide vendors with some of these items if requested ahead of time. All displays must be neat and tasteful. Prices should be clearly displayed. Displays of public interest, such as nutritional, health or consumer information, may be displayed with the permission of the Market Manager.

PERMITTED MARKET ITEMS

As the market seeks to help sustain local agriculture and business and the direct marketing of goods, all products must be grown and/ or produced by the vendor, unless special arrangements are made ahead of time with the Market Manager. In general, the only items that will be considered as permissible when not grown or produced by vendor will be those which are locally produced and that would not otherwise be available at market. (For example, for as long as we have no honey vendor at the market, honey bought in from another local producer may be considered a ‘permitted market item’ as long as it is approved by the Market Manager.)

PERMITS

Vendors will be asked to show the Market Manager all vendor and health permits as required by the City of Boston. Vendors selling processed food or meat products must contact Boston’s Division of Health Inspections at (617) 635-5326 for guidelines and permits. Any vendor selling or advertising their produce, or other farm products, as organic must have organic certification. Items sold by weight must be weighed on scales that have current valid inspection seals. The Market Manager reserves the right to inspect crops and production areas at any time before or during the market season.

CONDUCT

The conduct of all vendors reflects not only upon themselves and their own enterprise but also upon each other and the market as a whole. Vendors who maintain high standards of honesty, courtesy, and quality will attract and retain customers. All market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn at all times.

ENFORCEMENT OF RULES

The Market Manager is responsible for enforcing the Market rules. Possible violations will be

discussed by Market Manager and concerned parties and resolution attempted. Vendors selling prohibited items will be asked to remove those items from sale or leave the Market. Continued violations will result in being banned from the Market with no reimbursement of fee paid. Any vendor challenging another vendor's product's legitimacy or conduct must file a written complaint with the Market Manager, giving the name of the vendor and the product or situation they feel may not be in compliance with Market policies. The complainant must be signed and dated and the Market Manager will attempt, to the best of his or her ability, to resolve it in a timely and fair manner. We hope communication and cooperation will continue to be the trademark of this market. As such, vendors are welcome to raise any concerns they have with the Market Manager.

INSURANCE

Vendors should carry their own individual product liability insurance for products sold. Greater Grove Hall Main Streets is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to the preparation for or participation in Grove Hall Farmers' Market, whether such injury, theft, or damage occurs prior, during or after the Farmers' Market. The seller further agrees to indemnify and hold Greater Grove Hall Main Streets harmless for and against any claims for such injury, theft, or damage.