

**NEW BEDFORD FARMER'S MARKET RULES  
WINTER 2016-2017**

**I. General Market Rules**

1. All persons desiring to sell goods at the Farmers Market will submit an application on the provided by the market, and must e-sign a statement that they have read understand and agree to abide by the rules of the Market.
2. Each vendor shall carry general liability insurance for the market in the amount of \$1,000,000 listing the City of New Bedford as the additional insured.
  - a. **Each vendor must submit a copy of the insurance certificate to the Market Manager (Mass in Motion New Bedford)**

Mail to: Mass in Motion New Bedford 608 Pleasant St. 2<sup>nd</sup> Floor New Bedford, MA 02740  
or Email to [Stephanie.reusch@newbedford-ma.gov](mailto:Stephanie.reusch@newbedford-ma.gov)

3. All persons desiring to sell goods at the market must submit of comprehensive inventory list (through the online application) of items to be sold at the market. 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). The list will be reviewed with the application and a final list will be approved by the Market Manager.
  - a. If this list changes throughout the season, the vendor is responsible for sending an updated list to the Market Manager.
4. All items sold must be produced/grown by the vendor themselves. The following are exceptions to these rules and are subject to approval by the Market Manager:
  - a. If no other vendor is selling a product/item, these products/items may be bought in from another *local RI/MA* producer, subject to approval by market management. ***The source & location of these items MUST be clearly labeled at the vendor booth and communicated to customers.***
  - b. Items bought-in from other local RI/MA producers can only be sold after other vendors are done selling what they grew (for example, people who buy in local MA/RI blueberries can't sell them until all other vendors who are growing their own blueberries are sold).
5. Items not commercially produced/available locally (i.e. olive oil) may be allowed at the market at the discretion of the market management.
6. Each package or container of processed foods must be clearly labeled with the following:
  - a. Name of the vendor that produced the item
  - b. Product name
  - c. List of all ingredients



7. Proper health permits must be displayed at the market by the vendor. Vendors must obtain necessary licenses from the City of New Bedford Board of Health prior to the market for right to sell items such as processed foods, baked goods, cider, etc.
  - a. **A copy of said license shall be given to the the Health Department before the first market. The Health Dept. will inspect the vendor on the first day of the market, or other arrangements per the Health Department.**

## II. Prices and Signs:

1. Prices for all items MUST be clearly posted and MUST be displayed on a sign.
2. Prices for products shall be determined only by individual seller.
3. Each farmer MUST post the name and location of their farm at their stall.

All of the above are to be enforced by the New Bedford Market Assistant.

Collusion among growers to raise or lower prices, or to exert pressure or persuasion to cause any grower to increase or decrease prices will not be permitted.

## III. Daily Operations & Expectations for the Markets:

1. The Downtown Winter Farmers Market is located at 750 Purchase St, New Bedford inside of the Bristol Building Hallway (between Green Bean Cafe and Travessia Winery). **Selling times are held between 10:00am to 1:00pm on on the 1st and 3rd Saturdays of November 2016-May 2017.**
2. If a participant cannot attend the market, the vendor must notify the Market Assistant at least 24 hours in advance by phone or email.
3. Vendors must commit to selling for an entire market day, unless worked out with the Market Assistant ahead of time.
4. No selling of items at the markets may take place before the posted selling times with a 5-10 minute grace period exception (see 1).
5. Participants shall arrive no earlier than one hour before selling time to set up their displays.
6. Each vendor must supply his/her own tables or other display equipment. The Market provides no equipment for vendors.
7. Vendors must clean the sales area and aisle area in front of their stall, and take home all refuse and unsold produce at the end of each sales day. Cleanup must be completed and participants must vacate the market no later than one hour after selling time. Vendor space must look exactly how it was when vendor arrived.



8. No participant shall engage in solicitation, collection drives, political, or religious activities in the selling area.
9. When selling ready to eat items, the individual participant must provide an approved receptacle for used wrappers, cups, etc.
10. All participants must be courteous to the public at all times. A general neat and clean appearance for all market participants is mandatory.
11. No participant shall drink or possess any alcohol or use any controlled substance while at the Market.
12. Any failure to abide by the Market Rules will be subject to disciplinary action in the following process:
  - a. Each vendor is allowed two excusable offenses of the Market Rules, 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.
    - i. 1st offense: The vendor will receive a written warning detailing which Market Rule was violated.
    - ii. 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 Rules.
    - iii. 3rd offense: The vendor will receive a detailed written document of the 1st and 2nd offenses along with the 3rd offense violated in the Market Rules. Participation in the market will be terminated for the market season with no refund of vendor fees.
  - b. Consideration for re-entering the next year's market season will be determined by the Market Manager on a case by case basis. If approved for reentry, the vendor will be on a probationary period to be decided to the Market Manager.
13. Any person may submit a written grievance regarding the operation of the market or potential violation of the rules and regulations to the Market Manager. The Market Manager will review the grievance in accordance to the Market Rules. In the event of disputes regarding the daily operations of the market, the decisions of the Market Manager shall be final.

***I (please print name) \_\_\_\_\_ have read the New Bedford Farmer's Market Rules. I understand them and I agree that both myself and my employees will follow them. By signing this document, I (please sign name) \_\_\_\_\_ agree to the new terms of the Winter New Bedford Farmers Market Rules.***

***Witnessed by the New Bedford Farmers Market Manager:  
Signature \_\_\_\_\_***

***Date: \_\_\_\_\_***

