



Brockton Farmers Market 2024 Rules and Regulations

The Brockton Farmers Market (BFM) will be held Fridays, 10am-2pm from June 7 – October 25, 2024 at City Hall Plaza, 45 School St, Brockton, MA 02301.

OVERSIGHT

- The Brockton Farmers Market, Inc. is a 501(c)(3) non-profit organization incorporated in Massachusetts. Governed by a Board of Directors, with a key Leadership Team, the BFM will select market vendors to ensure an appropriate mix of products in the space available.
- The BFM will employ a market manager who is responsible for making the operational decisions on market days, including running the market, enforcing the rules, resolving disputes, and providing answers to questions. All vendors will comply with their requests.

APPLICATION PROCESS AND VENDOR FEES

- All vendors are required to complete, in full, a Vendor Application. This will include an inventory of items to be sold at the market. Only approved items will be sold at the market.
- Vendor fees are used to pay for market insurance, market management, marketing and promotional activities, supplies, special events, and site fees.
- The 2024 fee schedule will be:
 - Full season: \$175
 - Monthly: \$50 per month
 - Daily: \$20 per market day
 - Bi-weekly, monthly or other daily vendors' attendance will need to be approved by Market Management.
 - Prices are for the equivalent of a **10x10 tent space**. Vendors who want additional space may be charged an additional % of the base cost, if space is available and approved by Market Management.

Checks may be mailed to:
Brockton Farmers Market, Inc
61 Oak St
Brockton, MA 02301



VENDOR PRACTICES

- Each vendor is entitled to the equivalent of a 10x10 tent space with locations to be assigned by the market manager. Displays must be kept within a reasonable distance of the tent space and maintained to ensure public access.
- Individual vendor policies: The following policies apply to each vendor type in addition to the requirement that all vendors submit a BFM application.
 - FARM VENDORS: Farm vendors shall sell only agricultural, horticultural, or food items that they themselves have grown, produced, or processed. Carrying rules allow for farm vendors to sell products raised by other local farmers, only after receiving approval to sell these items from the Market Management. No wholesale brokers will be allowed. Selection by the BFM is made on the basis of quality and freshness.
 - OTHER FOOD VENDORS: Cheese, honey and maple syrup must be made from the producer's homegrown resources. Bakers must produce their own baked goods and should use best efforts to source ingredients locally. Prior to selling at the Market, all prepared food processors will show appropriate Health Department certification to the Market Manager. These permits must be displayed in public view during Market hours. Food vendors must comply with Brockton Board of Health regulations. The BFM must pre-approve all food sold at the Market.
- To protect the meaning of the word “organic” you may only label your products organic if you are certified*. You are encouraged to discuss your organic practices with your customers so they know how your food is raised. *Please include a copy of organic certification with your application.
- All vendors must comply with all federal, state and local laws and regulations pertaining to the products they are selling.
- All vendors will agree to an on-site visit by the market manager or another member of the BFM board. This seasonal visit is meant to help anticipate your inventory, observe crops, and to help with promoting each vendor and the market as a whole. A revisit may be made to see later crops come into season.
- The BFM will carry liability insurance for personal injury coverage, however it does not protect individual vendors. Vendors are required to maintain a commercial general liability policy. Policy limit must be a minimum of \$1 million per occurrence with a \$2 million aggregate limit. **Each vendor policy needs to list Brockton Farmers Market, Inc. and the City of Brockton as additional insureds, or contain a blanket additional insured endorsement and provide the market with a certificate of insurance confirming coverage.** Any accident or injury at the market must be reported immediately to the Market Manager. For more information please visit: <https://farmersmarketlegaltoolkit.org/risks/insurance/#risk-insurance-options>.

Please submit a Certificate of Insurance to vendor@brocktonfarmersmarket.com or mail to: Brockton Farmers Market, 61 Oak St, Brockton, MA 02301



- If you have any questions regarding liability insurance, please contact the Market Manager.
- Health and sanitation are priorities at the BFM. All members selling processed foods such as jams, baked goods, or ready to eat food shall work with the Brockton Board of Health to obtain and submit applicable permits and fees.

PAYMENTS:

- The Market encourages eligible vendors to accept SNAP/EBT payments. Farm vendors are encouraged to accept Farmers Market Nutrition Program Coupons. Vendors may also accept cash, credit, debit payments.
- Pending available funding, the Market may offer a SNAP Match program for SNAP recipients and other food access programs. Vendors agree to participate in Match Programs and abide by the matching program rules.

MARKET DAY:

- The Market will be held rain or shine every Friday from 10 am - 2 pm beginning June 7 and ending October 25. In the event of dangerous weather forecasts (high winds, thunderstorms, etc.), Market Manager will consult with board and vendors the afternoon prior to determine the need to close the market.
- All vendors are expected to attend every week for which they have registered. Please call the Market Manager at least a day in advance if you are unable to attend in a particular week so a visiting vendor can fill your space for that week. ***Consistency, Reliability and Ample Selection keep customers returning which benefits the whole market.***
- Vendors are required to provide their own tables, chairs, tents, and weights, etc. **Anchor stakes are not allowed on city hall plaza.** Colorful tablecloths and pleasing displays are encouraged.
- All vendors will arrive between 8:30-9:00am (please, no earlier, unless you receive permission from the Market Manager) before the market opens to set up their space in an inviting way. Vendors must park in the designated areas. BFM will do their best to reserve parking for vendors near their reserved spot.
- Vendors must stay until the close of the market at 2pm (unless you receive permission from the Market Manager). Vendors are responsible to clean their areas and remove all trash at the end of the market day.
- All members must wait until 10 am sharp *before any sales are made.* This allows healthy competition on a level playing field between market members *as well as* customers.
- All items offered for sale shall be clearly labeled and priced. Prices may not change after the market has opened for the day.
- All scales should have a current seal from the Department of Weights and Measures.
- All prepared foods must be under cover, may not be handled with bare hands, and must have an ingredient label, an address of origin, and a net weight.
- To ensure sanitary conditions, BFM will provide during market hours access to public restrooms for vendors. Vendors must keep their hands clean at all times, including washing them after using the restroom.



- This Market is grant funded. To comply with grant reporting requirements, all vendors must submit weekly sales figures to the market. Individual sales figures will be kept confidential. Market will report aggregate sales data only.

CODE OF CONDUCT AND VIOLATIONS:

All market participants including vendors and customers should work cooperatively with the Market Manager and other staff. Verbal and physical abuse is prohibited. Behaviors that disparage another vendor or customer; actions that unnecessarily interfere with other vendor's set-up, sales, or activities; and any other action deemed as uncooperative in nature by the Market Manager are prohibited. Vendors are prohibited from the use of or being under the influence of drugs or alcohol, including tobacco products, while in attendance at market. All pets are prohibited from attending farmers' markets with vendors due to health and safety risks. Vendors shall not engage in any behavior not appropriate for a public setting including, but not limited to, use of obscene or abusive language and/or physical violence.

Violations of any market regulations will be dealt with by the Market Manager or a member of the Board of Directors. A *major violation* such as committing an unlawful or violent act, or physical or verbal abuse will result in immediate termination of market participation. There will be no reimbursement of vendor fees. The Market Manager or member of the Board of Directors may give a verbal warning notice to a vendor for an infraction of the rules. If a vendor receives two verbal warning notices, a meeting of the officers will be called. The officers will then take a formal vote giving the manager the power to expel the vendor if a third violation of rules occurs. If the violator is a seasonal member, a refund will be given for a prorated amount if they have not attended enough market dates to use up his or her season dues. An expelled vendor can be reinstated the next market season at the annual meeting by receiving a 2/3 vote of the voting members present. The vendor, if a seasonal member, forfeits his or her stall upon their expulsion. They may apply for a new season stall as a new producer.

Please attest that you have read and agree to comply with the Rules & Regulations by completing the field in the Vendor Application. If you have any questions, please reach out to the Market Manager at vendor@brocktonfarmersmarket.com