

Andover Farmers' Market 2018 Craft /Non-Food Vendor Application

Saturdays, June 23 – October 20 from 10:00AM- 2:00PM
Andover Historical Society, 97 Main Street, Andover, MA 01810

Thank you for your interest in the Andover Farmers' Market. Please complete the application form and return it with any necessary documents by **May 1, 2018** to: Andover Historical Society, Attn: Farmers' Market, 97 Main St., Andover, MA 01810

Craft vendors may apply to participate at the Andover Farmers' Market a maximum of three days per season.

Date of application: _____

Name: _____

Business name: _____

Mailing address: _____

Business-phone: _____ Cell-phone: _____

Email Address: _____

Website: _____

Facebook and/or Instagram: _____

I am applying for:

\$75 Three Day Pass 10x10

\$30 One Day Pass 10x10

Please check the date(s) you wish to vend. *Please be aware these days are not guaranteed. If selected to participate in the Andover Farmers' Market you will be contacted to confirm a schedule:*

June 23

July 28

Sept 1

October 6

June 30

August 4

Sept 8

October 13

July 7

August 11

Sept 15

October 20

July 14

August 18

Sept. 22

July 21

August 25

Sept. 29

Please describe the products you intend to sell at the market:

Please submit up to three print or digital images with your application via mail or email (farmersmarket@andoverhistorical.org) or provide a website where products can be viewed: _____

Office Use Only

Date Rec'd: _____

Payment Rec'd: _____

Accepted: Yes No

Date Confirmed: _____

Location: _____

Notes: _____

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The Andover Historical Society is covered by a limited liability insurance policy. I hereby agree, as a participant in the AHS Farmers' Market, to maintain adequate liability insurance, and that I will indemnify and hold harmless the sponsors of the market site, the Andover Historical Society, the Andover Farmers' Market, its Committee, the staff, volunteers and employees, from any and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action of any and every kind and nature arising or growing out of or in any way connected with my/our use or occupancy as a participant in the Andover Farmers Market or related activity.

I hereby agree as a participant in the Andover Farmers' Market that I will maintain vehicle liability insurance and, where applicable, in effect as long as I am a participant in the Andover Farmers' Market.

I hereby certify that I have the authority to sign this acknowledgment/agreement as the participant or the participant's representative. By signing this acknowledgment/agreement, I acknowledge that a representative of the Andover Farmers' Market is hereby given permission to, by appointment, visit the location(s) where my product(s) is/are produced to verify compliance with the Andover Farmers' Market Vendor Rules and Responsibilities.

I have read and understand the preceding Vendor Rules and Responsibilities and Agreement.

Signature: _____ **Date:** _____

Please Print name here: _____

Please send completed application and payment to:
Andover Historical Society
Attn: Farmers' Market
97 Main Street,
Andover, MA 01810

Or return via email to:
farmersmarket@andoverhistorical.org

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Craft Vendor Rules and Responsibilities

(Please keep the following pages)

Applications: All persons desiring to sell items at the Market will submit a completed Farmers' Market application including an inventory, and each person must sign a statement indicating they have read, understand, and agree to abide by the Vendor Rules and Responsibilities of the Market. Payment in-full is required before vendors may attend the market. Vendor fees are non-refundable after June 24, 2017. Before selling, all vendors must receive a notification of acceptance into the market via email and/or mail from the Andover Farmers' Market Manager.

Vendor preference shall be given to those who support the Market's mission including promoting healthy eating, local economies, sustainability, and community spirit by providing fresh, local produce, baked and prepared foods or locally made hand-crafted goods. Vendors are accepted at the discretion of the Farmers' Market Manager and Andover Historical Society staff.

Craft Vendor: To qualify as an art or fine craft vendor, a majority of the tools and equipment used by the maker to produce his or her products must require skills, personal handling, and/or guidance by the maker. The component materials must be sufficiently modified from their original state to demonstrate fine craftsmanship.

State and Local Regulations: All vendors must comply with the requirements set forth by federal, state, and local, regulations and rules.

Rain or Shine: The market runs rain or shine, however in the event of a storm emergency (i.e. Hurricane) the market will close. Vendors will receive email notification in the event of a closing.

Attendance: Vendors are expected to be in attendance for all committed dates. If an unavoidable issue prevents attendance, a minimum of 24 hours notice is required. Please inform the Market Manager or Andover Historical Society staff at 978-475-2236 or email farmersmarket@andoverhistorical.org.

Disputes: In the event of a dispute regarding any aspect of the Market, the Market Manager or staff of the Andover Historical Society shall make a decision. Any failure to abide by the decision may be sufficient grounds for excluding the vendor from the Market.

Space allocation: Vendor spaces are determined at the discretion of the Farmers' Market Manager. Adjustments to the market set-up may be required during special events or other circumstances and will be determined by the Market manager and staff of the Andover Historical Society.

Market Hours: Selling at the market will begin promptly at 10:00 a.m. ***Selling will not take before this time.***

- Collusion among vendors to raise or lower prices or to exert pressure or persuasion to cause any vendor to increase or decrease selling prices is prohibited.
- Any items brought, which have not been previously approved, may result in the removal of the vendor from the market.

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Set up/Take Down: Arrive and leave the site on time (The market opens to the public at 10:00 a.m., vendors may arrive up to two hours before following scheduling guidelines provided by the Market Manager. Vendors must secure all structures firmly so not to create a hazard for anyone, and clearly label all products and clearly display all prices before you begin to sell to customers. Vendors must bring all of their own materials to set up including tents, tables, chairs, etc. Vendors must keep their items within their assigned vending spaces and take all items with them at the end of the day, including garbage. *No debris should be left in the vendor spaces after vendors have left the premises.*

The Farmers Market Manager and staff of the Andover Historical Society reserve the right to make exceptions or changes to any of the vendor policies as warranted.

Check List

The Market Manager must receive and approve these items before acceptance into the Andover Farmers' Market:

- Completed application form
- Signed Craft Vendor Rules and Responsibilities and Agreement that ensures the vendor has read and understands the policies of the Andover Farmers' Market
- Payment for requested market days (*Payment will be returned if vendor is not accepted into the market*)