

# 2019 Food and Farm Vendor Application

Saturdays, June 22 – October 19 from 10:00AM- 2:00PM

Andover Center for History & Culture, 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 all necessary documents by **May 1, 2019 to:** Andover Center for History & Culture, Attn: Andover Farmers' Market, 97 Main St., Andover, MA 01810

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Business-phone: \_\_\_\_\_ Cell-phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook and/or Instagram: \_\_\_\_\_

I am applying for:

- \$360 Full Season Pass (10'x10' space)
- \$180 Half Season Pass (10'x10' space) \*All Half Season vendors invited Sept. 7th for Andover Day
- June 22, July 6 & 20, August 3 & 17, 31, Sept. 13 & 28, October 12
- June 29, July 13 & 27, August 10 & 24, Sept 7 & 21, October 5 & 19
- \$25 Day Pass 10x10

If day pass, please list dates you wish to vend (Market runs 18 weeks from June 22 - October 19)

\_\_\_\_\_

Certified by the State of Massachusetts to accept SNAP/WIC and Elder coupons? \_\_\_\_ yes \_\_\_\_ no

Does your farm have Organic Certification? \_\_\_\_yes \_\_\_\_no

Please list all the products you intend to sell at the market:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Office Use Only*

Date Rec'd: \_\_\_\_\_

Payment Rec'd: \_\_\_\_\_

Accepted: Yes No

Date Confirmed: \_\_\_\_\_

Location: \_\_\_\_\_

Notes: \_\_\_\_\_

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The following food items **do not** require permitting by the Board of Health; **all other products** require a permit from the town of Andover.

I am exempt and will only be selling (check all that apply)

- Fresh uncut fruits and vegetables
- Unprocessed honey
- Maple Syrup
- Eggs ( under refrigeration)

I am not exempt and understand it is my responsibility to seek a permit from Andover’s Board of Health. Acceptance to the market is contingent upon receiving permit from the Board of Health.

***Please contact the board of health for the permit form and details:***

Patricia Crafts  
[pcrafts@andoverma.gov](mailto:pcrafts@andoverma.gov)  
<https://andoverma.gov/170/Board-of-Health>

Andover Board of Health  
 36 Bartlet Street  
 Andover, MA 01810  
 Phone: 978-623-8640  
 Fax: 978-623-8694

*The Andover Historical Society is covered by a limited liability insurance policy. I hereby agree, as a participant in the Andover 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 fee to:  
 Andover Center for History & Culture, Attn: Farmers’ Market  
 97 Main Street, Andover, MA 01810  
 Or return via email to [farmersmarket@andoverhistoryandculture.org](mailto:farmersmarket@andoverhistoryandculture.org)

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### *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 15, 2019. Before selling, all vendors must receive a notification of acceptance into the market via email and/or mail from the Andover Farmers' Market Coordinator.

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. Vendors are accepted at the discretion of the Farmers' Market Coordinator and Andover Center for History & Culture staff.

**Health and Food Permits:** All vendors must obtain proper health permits by the State of Massachusetts and Town of Andover or appropriate permitting authorities if required.

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

**Wine:** Any vendor interested in selling wine at the market is required to meet local and state licensing requirements.

**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 Coordinator or Andover Center for History & Culture staff at 978-475-2236 or email [farmersmarket@andoverhistoryandculture.org](mailto:farmersmarket@andoverhistoryandculture.org).

**Coupons:** The Andover Farmers' Market recommends that farms be certified to accept Massachusetts Farmers' Market coupons. Farmers must apply to MA Dept of Agricultural Resources by mid May. Call Lisa Damon at 617-626-1731 for more information. Reminder-only farms may accept Farmers' Market coupons on and only for fresh produce.

**WIC Coupons & Senior Coupons**—are made available to qualifying families and seniors. Produce vendors may accept the coupons and will be reimbursed by the state dollar-for-dollar.

**EBT**—is the electronic form of SNAP benefits (formerly known as Food Stamps). And food vendor can accept EBT, with the exception of hot, prepared food, such as pizza.

**Disputes:** In the event of a dispute regarding any aspect of the Market, the Market Coordinator or staff of the Andover Center for History & Culture shall make a decision. Any failure to abide by the decision may be sufficient grounds for excluding the vendor from the Market.

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**Space allocation:** Vendor spaces are determined at the discretion of the Farmers' Market Coordinator. Adjustments to the market set-up may be required during special events or other circumstances and will be determined by the Market Coordinator and staff of the Andover Center for History & Culture.

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

**Equipment:** Vendors planning to use a scale must have it sealed by an official City Sealer of Weights and Measures. Appropriate seals from other cities will be accepted.

**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 Coordinator. 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 may label items organic only if certified. 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 Coordinator and Andover Center for History & Culture staff reserve the right to make exceptions or changes to any of the vendor policies as warranted.*

### Check List

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

- \_\_\_ Completed application form
- \_\_\_ Signed Vendor Rules and Responsibilities and Agreement that ensures the vendor has read and understands the policies of the Andover Farmers' Market
- \_\_\_ Copy of Board of Health Food Permit for non-exempt food vendors
- \_\_\_ Copy of Current Organic Certification (if applicable)
- \_\_\_ Payment for season required by May 1, 2019 (*Payment will be returned if vendor is not accepted into the market*)