

Berkshire Grown

Holiday and Winter Farmers' Markets 2016-2017

Great Barrington: Monument Valley Middle School, 313 Monument Valley Rd.
Saturdays: November 19, December 17, January 14 and February 18

Williamstown: Williams College Towne Field House, 82 Latham Street
Sundays: November 20 and December 18
ALL MARKETS 10am-2pm

Eligibility

Berkshire Grown Holiday Farmers' Markets are grower/producer only markets. Items you sell must be grown or produced by you. We welcome local produce, locally-produced foods, locally-grown plants and flowers, farm-related products (such as yarns and sheepskins from local sheep), beeswax products, and personal care products (such as locally-crafted soaps, using local herbs). Locally-made crafts may be included with prior approval at the December, January and February markets, as fewer food/plants are available then, but preference is given to farm/food vendors.

Deadlines

- Submit your vendor application to Berkshire Grown, with payment of your fee, by 5pm on October 14, 2016.
- Submit your Certificate of Insurance and Board of Health permit by Friday, October 28, 2016.
NOTE: Your vendor application will be considered complete when we have received all application materials:
1. signed application; 2. fee; 3. Certificate of Liability Insurance; and 4. Board of Health permit.
- Acceptance emails, to let you know if you've been accepted into the market, will be sent out after your complete application has been received and after the due date of October 14th.

Policies and Guidelines

- Board of Health Permits: Food vendors are required to obtain a permit from the Great Barrington and/or Williamstown Boards of Health. Exemptions: Only fresh, uncut produce, maple syrup, honey and farm-fresh eggs (kept chilled) are exempt under state law. You must apply directly to the Board of Health for your permit. You will need to apply for your permit at least three weeks prior to the first market that you are attending. Jan/Feb vendors: Permits are annual, therefore you will need to reapply in December if you are attending the 2017 markets. Late applications cannot be accommodated by the BOH agents. For questions regarding permits, please contact the BOH agent in your area (see contact information below).
- Certificate of Liability Insurance: All vendors are required to have a Certificate of Liability Insurance that must list "Berkshire Grown Holiday Farmers' Market" as "additional insured" and include the street address and dates of the market(s) you are attending.

Example: Berkshire Grown Holiday Farmers Market	and/or	Berkshire Grown Holiday Farmers Market
313 Monument Valley Road, GB, MA 01230		82 Latham Street, Williamstown, MA 01267
Dates: xxx		Dates: xxx

You may have your insurance agent email a copy of the certificate directly to kate@berkshiregrown.org

- Vendor fees are non-refundable, even if a market is cancelled due to weather.
- Power is limited and is provided at the Great Barrington Market only on a first come/first served basis.
- No open flames or sterno indoors.
- Alcohol is not permitted at the Great Barrington markets.
- Great Barrington vendors provide their own 6' tables and decor. Williams College provides tables for vendors. Please bring your own coverings and décor. Vendors are not permitted to share tables.
- If you are interested in sponsorship of the Holiday Farmers Markets (starting at \$500), one space is included at each market. Sponsors will be listed on all promotional materials and in community outreach.
- It is required that you complete a survey at the end of each market day.

Questions?

- Application questions? Contact Kate Bailey, Berkshire Grown Program Manager at 413-528-0041, kate@berkshiregrown.org
- Great Barrington Health Agent: Jayne Smith, 413-528-0680, jsmith@townofgb.org, http://www.townofgb.org/Pages/GBarringtonMA_Health/index
- Williamstown Health Inspector: Jeff Kennedy, 413-458-9344, jkennedy@williamstownma.gov; <http://williamstownma.gov/2160/Board-of-Health>



For internal use:

		Date received
		GB 11/19/16
		WT 11/20/16
		GB 12/17/16
		WT 12/18/16
		GB 1/14/17
		GB 2/18/17
		Fee paid Memb incl
GB	WT	Food permit
		Liability certificate
		Approved- date e'd

**APPLICATION FOR VENDORS
DEADLINE: Friday, October 14, 2016**

Please submit your vendor application to Berkshire Grown, with payment of your fee, by 5pm on Fri, Oct. 14th. You may send Certificate of Liability Insurance and Board of Health permit after that date, but by October 28th. Mail your application, with check made out to Berkshire Grown, to:

Berkshire Grown
P.O. Box 983
Great Barrington, MA 01230

Or drop it off at our office: 4 Castle St., Great Barrington, Suite 17.

NOTE: Your vendor application will not be considered complete until we receive these 4 things:

1. your signed application, 2. fee, 3. Certificate of Liability Insurance, and 4. Board of Health permit.

Your check will not be cashed until your application has been accepted. Vendor fees are non-refundable, even if the market is cancelled due to weather.

Primary contact: _____

Secondary contact: _____

Farm/Business Name: _____

Address: _____

Phone number(s): _____ Cell: _____

Email: _____

Website: _____

Please list items being sold (please be specific and comprehensive so we can plan the layout accordingly):

I have read and understood the Berkshire Grown Holiday Farmers' Market eligibility, guidelines and policies attached to this application.

Name: _____

Signature: _____

Date: _____

MARKET DATE	No. of spaces ----- indoor	No. of spaces ----- outdoor	GB ONLY Need power outlet? (yes/no) Specify amps needed.	FEEES Note: craft vendors limited to one table	TOTAL
Nov. 19 –GB				\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	\$
Nov. 20 –Wtown			XXXXXX	\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	\$
Dec. 17 – GB				\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	\$
Dec. 18 – Wtown			XXXXXX	\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	\$
Jan. 14 – GB				\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	\$
Feb. 18 – GB				\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	\$
Join Berkshire Grown!				\$50 = one year membership*	\$
Be a sponsor of the markets!				\$500 = one free space at each market and listing on all promotional materials and in community outreach	\$
				TOTAL AMOUNT DUE:	\$

Berkshire Grown Member? Yes _____ No _____ *(Preference given to BG members)

* Join now and receive the Member price for these markets. See our website www.berkshiregrown.org for details about additional membership benefits, including; your listing on our interactive web site (“Map-o-licious”), listing on our Farm Guide which is distributed throughout the county, listing in our network directory of local food producers and buyers, discounted tickets to Annual Harvest Supper and access to workshops, networking and other events.