

# Berkshire Grown

## Holiday and Winter Farmers Markets 2017/2018

Great Barrington: Monument Valley Middle School, 313 Monument Valley Rd.  
Saturdays: November 18, December 16, January 13 and February 17

Williamstown: Williams College Towne Field House, 82 Latham Street  
Sundays: November 19 and December 17

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, plants and flowers, locally-produced foods, farm-related products (such as yarns and sheepskins from local sheep, beeswax products and personal care products). Crafts are required to be, in major part, locally made or assembled by the vendor. Preference is given to farms and food vendors. Vendor acceptance is at the discretion of the market manager, in order to best meet the needs of the market.

### Deadlines

- Submit your vendor application to Berkshire Grown, with payment of your fee, by 5pm on October 13, 2017.
- Submit your Certificate of Insurance and Board of Health permit by Friday, October 27, 2017. (You may wait to hear whether or not you've been accepted to the market before acquiring a COI and/or BOH permit.)
- Acceptance emails, to let you know if you've been accepted into the market, will be sent out after October 13.
- 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.

### 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. Vendor permits will be good through all BG winter markets. You will need to apply for your permit at least three weeks prior to the first market that you are attending. Late applications cannot be accommodated by the BOH agents. For questions regarding permits, please contact the BOH agent in the town of the market you would like to attend (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 the certificate holder 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](mailto:kate@berkshiregrown.org)

- Vendor fees are non-refundable, even if a market is cancelled due to weather.
- Limited power is provided at the Great Barrington Market, available 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 vendor space at each market is included. Sponsors will be listed on promotional material.
- You are required to fill out a vendor survey and to clean up your space at the end of each market.

### Questions?

- Application questions? Contact Kate Bailey, Berkshire Grown Program Manager at 413-528-0041, [kate@berkshiregrown.org](mailto:kate@berkshiregrown.org)
- Great Barrington Health Agent: Rebecca Jurczyk, 413-528-0680, [rjurczyk@townofgb.org](mailto:rjurczyk@townofgb.org)  
[http://www.townofgb.org/Pages/GBarringtonMA\\_Health/index](http://www.townofgb.org/Pages/GBarringtonMA_Health/index)
- Williamstown Health Inspector: Jeff Kennedy, 413-458-9344, [jkennedy@williamstownma.gov](mailto:jkennedy@williamstownma.gov)  
[http://williamstown.ws/?page\\_id=22](http://williamstown.ws/?page_id=22)



For internal use:

		Date received
		GB 11/18/17
		WT 11/19/17
		GB 12/16/17
		WT 12/17/17
		GB 1/13/17
		GB 2/17/17
		Fee paid   Memb incl
GB	WT	Food permit
		Liability certificate
		Approved- date e'd

**APPLICATION FOR VENDORS  
DEADLINE: Friday, October 13, 2017**

Please submit your vendor application to Berkshire Grown, with payment of your fee, by 5pm on Fri, Oct. 13<sup>th</sup>. Submit your Certificate of Liability Insurance and Board of Health permit by October 27<sup>th</sup>.

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. Signed application, 2. Fee, 3. Certificate of Liability Insurance, and 4. Board of Health permit.
- Your check will not be cashed until your application is accepted. Vendor fees are non-refundable, even if the market is cancelled due to weather.

Primary contact: \_\_\_\_\_

Secondary contact: \_\_\_\_\_

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, Policies and Guidelines attached to this application.

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

Signature: \_\_\_\_\_

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

MARKET DATES	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 space.	TOTAL
Nov. 18 – GB				\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	
Nov. 19 – Wtown			XXXXXX	\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	
Dec. 16 – GB				\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	
Dec. 17 – Wtown			XXXXXX	\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	
Jan. 13 – GB				\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	
Feb. 17 – GB				\$50 = one member space \$80 = one non-member space* \$25 = each additional space (up to 2)	
Become a market sponsor!	-----	-----	-----→	\$500 = one vendor space at each market and your logo on promotional material.	
Join Berkshire Grown!	-----	-----	-----→	\$50 = one year membership*	
TOTAL:	-----	-----	-----	-----→	

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

\* Join now and receive the Member price for these markets. See our website <http://www.berkshiregrown.org> for details about additional membership benefits, including; your listing on “Find Food and Farms” the searchable map on our website, promotions via our Facebook page and E-newsletter, listing in our Farm Guide which is distributed throughout the county each spring and summer, discounted tickets to BG events, invitations to workshops and networking events, and access to Berkshire Grown staff as a resource.