



Holiday and Winter Farmers Markets 2019-2020 Vendor Application

Great Barrington Winter Farmers Markets
TENTATIVE 3rd Saturdays November – April from 10AM-2PM
Monument Valley Middle School, 313 Monument Valley Rd.

Williamstown Holiday Farmers Markets
TENTATIVE 3rd Sundays November and December from 10AM-2PM
Williams College Towne Field House, 82 Latham Street

Eligibility

Berkshire Grown Holiday and Winter 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 and Berkshire Grown members. Vendor acceptance is at the discretion of the Market Manager, in order to best meet the needs of the market.

Deadlines

- Returning vendors who **submit applications** to Berkshire Grown by **September 15** will be given first consideration.
- After September 15, applications from both new and returning vendors will be considered on a rolling basis.
- **Please note: Applications will not be considered complete until certificate of insurance and health permits have been received.**
- Vendors will be **notified of acceptance** in the market by **October 1**, and then on a rolling basis.
- **Vendor fees** are due no later than **October 15**, or one month before the market for daily vendors.

Questions?

Contact Berkshire Grown Program Manager at 413-528-0041 or BuyLocal@berkshiregrown.org.



		Date received
		Signed Policy
		Membership current
		Liability certificate
GB	WT	Location
GB	WT	Health permit
		Full Season
		Daily
		Date accepted

Vendor Application

Completed applications may be emailed to BuyLocal@berkshiregrown.org, mailed to Berkshire Grown, PO Box 983, Great Barrington, MA 01230, or delivered to our office at 4 Castle St., Great Barrington, Suite 17. Please note: applications are not considered complete until all of the following are received:

Application Checklist

- Complete application
- Signed policy agreement

Due upon acceptance to the market

- Vendor Fee
- Health Permits
- Certificate of Liability insurance

Contact information:

Primary contact: _____

Phone number: _____ Email: _____

Secondary contact: _____

Phone number: _____ Email: _____

Business Name: _____

Address: _____

Website/Social Media: _____

Vendor Type (please select all that apply):

- Farm – Produce
- Farm – Meat
- Farm – Dairy
- Farm – Other
- Food Producer
- Baker
- Prepared Foods (to eat on-site)
- Craft

Please list all items being sold. Be specific and comprehensive. If you do not list an item, you may not be permitted to sell it at the market. If you require more space, attach additional pages.

Please describe your operation and where you are growing/making food or producing your products. If you are not a farm vendor, please describe any local sourcing in your production.

Great Barrington Winter Markets

Full Season vendor

All 6 markets, November-April

Daily vendor – choose months:

November

January

March

December

February

April

Number of spaces indoors (limit 3): _____ Number of spaces outdoors: _____

*Please note: Craft vendors are limited to one space.

Limited power is available. Please describe your needs, if any: _____

Great Barrington Rates

	BG Membership	First Space	Second Space	Third Space
Full Season	Current Members	\$300	\$150	\$150
Daily Vendor	Current Members	\$55/day	\$25/day	\$25/day
Full Season	Non-members	\$480	\$150	\$150
Daily Vendor	Non-members	\$90/day	\$25/day	\$25/day

Join Berkshire Grown and receive the Member price for these markets. Visit berkshiregrown.org/about-us/member-benefits for details about additional membership benefits.

Williamstown Holiday Markets

Full Season vendor

Nov & Dec

Daily vendor – choose months:

November

December

Number of spaces indoors (limit 3): _____ Number of spaces outdoors: _____

*Please note: Craft vendors are limited to one space.

Limited power is available. Please describe your needs, if any: _____

Williamstown Rates

	BG Membership	First Space	Second Space	Third Space
Full Season	Current Members	\$100	\$50	\$50
Daily Vendor	Current Members	\$55/day	\$25/day	\$25/day
Full Season	Non-members	\$160	\$50	\$50
Daily Vendor	Non-members	\$90/day	\$25/day	\$25/day

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Holiday and Winter Farmers Markets 2019-2020 Policies and Vendor Responsibilities

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Policies and Guidelines

- Berkshire Grown Holiday and Winter Farmers Markets are grower/producer only markets. Items you sell must be grown or produced by you.
- **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. For questions regarding permits, please contact the BOH agent in the town of the market you would like to attend.
 - Great Barrington Health Agent: Rebecca Jurczyk, 413-528-0680, rjurczyk@townofgb.org
 - Williamstown Health Inspector: Jeff Kennedy, 413-458-9344, jkennedy@williamstownma.gov williamstownma.gov, click on “online permitting” to complete the application.
- **Certificate of Liability Insurance:** All vendors are required to have a Certificate of Liability Insurance that must list “Berkshire Grown Winter/Holiday Farmers Market” as the certificate holder and include the street address and dates of the market(s) you are attending. Certificates may be sent directly to Berkshire Grown by mail or by email to BuyLocal@berkshiregrown.org.

Berkshire Grown Winter Farmers Market 313 Monument Valley Road, GB, MA 01230 Dates: xxx	Berkshire Grown Holiday Farmers Market 82 Latham Street, Williamstown, MA 01267 Dates: xxx
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- Vendor fees are non-refundable, even if a market is cancelled due to weather.
- No open flames or sterno indoors.

Great Barrington

- Great Barrington vendors provide their own 6’ tables and decor.
- Vendors must move their vehicles to the lower lot at Muddy Brook Elementary School to make room for customer parking at the Middle School.
- Limited power is provided at the Great Barrington Market on a first come/first served basis.
- Alcohol is not permitted at the Great Barrington markets.

Williamstown

- Williams College provides 8 ft. tables and one chair for each vendors. Aladco provides white tablecloths.
- Vendors must move their vehicles to the Spring Street parking lot to make room for customer parking at the Williams field house.
- Limited power is provided to prepared foods vendors on a first come, first served basis.

Vendor Responsibilities

- Vendors must complete a brief survey at the end of each market and report gross sales for the day. This data is used in aggregate to demonstrate the economic impact of the market.
- Vendors are responsible for cleaning up their own spaces at the end of each market.
- Vendors unable to attend a given market day, must notify the Market Manager in advance of that market day. If weather on the day of the market prevents a vendor from attending, please notify the Market Manager as soon as possible.
- Vendors are expected to conduct themselves in a professional manner, treating customers, fellow vendors, Berkshire Grown staff, and facility staff with respect and courtesy.
- In the event of an accident or injury, please notify the Market Manager immediately.
- Vendors are not permitted to share tables.
- Vendors will comply with all relevant permit, licensing, and labeling as required by law.

Failure to fulfill to vendor responsibilities and adhere to market policies may impact your acceptance to future markets. Please make sure your market staff are informed of the market policies and of your responsibilities.

I have read and agree to the Berkshire Grown Holiday and Winter Farmers Market Eligibility, Policies and Guidelines, Vendor Responsibilities. Please retain a copy of the above for your reference and return a signed copy with your application.

Name: _____

Signature: _____

Date: _____

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