



## Holiday and Winter Farmers Markets 2019-2020 Vendor Application

Great Barrington Winter Farmers Markets  
Monument Valley Middle School, 313 Monument Valley Rd.  
Saturdays from 10AM-2PM

<b>November 23</b>	<b>February 15</b>
<b>December 14</b>	<b>March 21</b>
<b>January 18</b>	<b>April 18</b>

Williamstown Holiday Farmers Markets  
Williams College Towne Field House, 82 Latham Street  
Sundays from 10AM-2PM  
**November 24 and December 15**

### 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 management, in order to best meet the needs of the market.

### Deadlines

- **September 20:** Returning vendors who **submit applications** to Berkshire Grown by this date will be given first consideration.
  - Applications received after September 20 will be considered on a rolling basis.
- **October 11** - Vendors will be **notified of acceptance** in the market and then on a rolling basis.
  - Please note: Acceptance to the market is conditional upon receipt of completed certificate of insurance, health permits, and vendor fees.
- **November 1 - Vendor fees, Health Permits, and Certificates of Insurance** are due.
  - Daily vendors not participating in November must submit fees, permits and insurance at least one month before the market in which they are participating. Failure to do so may forfeit your space.

### Questions?

Contact Jess Camp, Program Manager at 413-528-0041 or [jess@berkshiregrown.org](mailto:jess@berkshiregrown.org).



# Holiday and Winter Farmers Markets 2019-2020

## 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. 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](mailto:rjurczyk@townofgb.org)
  - Williamstown Health Inspector: Jeff Kennedy, 413-458-9344, [jkennedy@williamstownma.gov](mailto:jkennedy@williamstownma.gov) [williamstownma.gov](http://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:

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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Certificates may be sent directly to Berkshire Grown by mail or by email to [jess@berkshiregrows.org](mailto:jess@berkshiregrows.org).

- Vendor fees are non-refundable, even if a market is cancelled due to weather.
- No open flames or sterno indoors.
- 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, volunteers, 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.

**Great Barrington**

- **Vendors must provide their own tables and decor.** Indoor spaces allow for 6’ tables. Outdoor spaces are for a standard 10x10 tent.
- Vendors must move their vehicles to the lower lot at Muddy Brook Elementary School to make room for customer parking at the Middle School.
- Alcohol is not permitted at the Great Barrington markets.

**Williamstown**

- **Vendors must provide their own tables and decor.** Indoor spaces allow for 6’ tables. Outdoor spaces are for a standard 10x10 tent.
- Vendors must move their vehicles to the Spring Street parking lot to make room for customer parking.
- Vendors must respect all facility use regulations for proper care of the Williams Field House.

Failure to fulfill 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 of your application.

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

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

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



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

## Vendor Application

Completed applications may be emailed to [jess@berkshiregrown.org](mailto:jess@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, please attach additional pages.

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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.

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**Great Barrington Winter Markets**

Full Season vendor

All 6 markets, November-April

Daily vendor – choose months:

November 23

January 18

March 21

December 14

February 15

April 18

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

**Williamstown Holiday Markets**

Full Season vendor

November 24 and December 15

Daily vendor – choose months:

November 24

December 15

Number of spaces indoors (limit 3): \_\_\_\_\_ Number of spaces outdoors: \_\_\_\_\_

\*Please note:

- New for Williamstown: Vendors must provide their own tables.
- 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

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