



## Winter Farmers Markets 2021-2022 Application

### Vendor Application

Applications may be completed online, emailed to [jordan@berkshiregrown.org](mailto:jordan@berkshiregrown.org), or mailed to Berkshire Grown, PO Box 983, Great Barrington, MA 01230.

Please have your application in by **Monday, October 25th**. We will consider applications on a rolling basis for January through April markets as space is available, and applications must be submitted at least two weeks before the market date you are applying for.

#### 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):

- |   |   |
|---|---|
| <input type="checkbox"/> Farm – Produce | <input type="checkbox"/> Food Producer  |
| <input type="checkbox"/> Farm – Meat    | <input type="checkbox"/> Baker          |
| <input type="checkbox"/> Farm – Dairy   | <input type="checkbox"/> Prepared Foods |
| <input type="checkbox"/> Farm – Other   |   |

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 Farmers Markets  
 Saturdays from 10AM-2PM  
**November 20 · December 18**  
**January 15 · February 19**  
**March 19 · April 16**  
 Location TBD

Williamstown Winter Farmers Markets  
 Greylock Works, 508 State Rd, North Adams  
 Sundays from 10AM-2PM  
**November 21 · December 19**

**Great Barrington Winter Farmers Markets - Location TBD**

Full Season

- All 6 markets, November-April

Daily– choose months:

- November 20                       January 15                       March 19
- December 18                       February 19                       April 16

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

\*Please note:

- Spaces are for one 6 foot table. **Vendors must provide their own tables.**

**Rates:**

	First Space	Second Space	Third Space
Berkshire Grown Members	\$50/day	\$25/day	\$25/day
Non-members	\$90/day	\$25/day	\$25/day

**Williamstown Winter Farmers Markets – Greylock WORKS (North Adams)**

- November 21
- December 19

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

\*Please note:

- Spaces are for one 6 foot table. **Vendors must provide their own tables.**

**Rates:**

	First Space	Second Space	Third Space
Berkshire Grown Members	\$50/day	\$25/day	\$25/day
Non-members	\$90/day	\$25/day	\$25/day



# Winter Farmers Markets 2021-2022 Policies and Guidelines

Berkshire Grown Winter Farmers Markets are grower/producer only markets. Items you sell must be grown or produced by you. Acceptance is at the discretion of the management to best meet the needs of the market.

## Board of Health Permits

Food vendors are required to obtain a permit from the Great Barrington and/or North Adams Boards of Health. 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.

- o Great Barrington Health Agent: Rebecca Jurczyk, 413-528-0680, [rjurczyk@townofgb.org](mailto:rjurczyk@townofgb.org)  
Permit applications can be found on the town website at [http://fctpermit.com/sites/alliance/boh/user\\_login\\_new.asp](http://fctpermit.com/sites/alliance/boh/user_login_new.asp)
- o North Adams Health Department: 413-662-3000 x3020

Exemptions: Only fresh, uncut produce, maple syrup, honey and farm-fresh eggs (kept chilled) are exempt under state law.

## Certificate of Liability Insurance

All vendors are required to have a Certificate of Liability Insurance that must list “Berkshire Grown Winter 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 [jordan@berkshiregrown.org](mailto:jordan@berkshiregrown.org).

Berkshire Grown Winter Farmers Market TBD	Berkshire Grown Winter Farmers Market 508 State Rd, North Adams, 01247
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## Vendor Responsibilities

- Vendors must complete a brief survey at the end of each market and report gross sales for the day. This data is confidential, and used in aggregate to demonstrate the economic impact of the market.
- **Vendors must provide their own tables.** Indoor spaces are for 6’ tables. Outdoor spaces are for a standard 10x10 tent.
- 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 an urgent situation prevents a vendor from attending on the day of the market, please notify the Market Manager as soon as possible.
- Vendor fees are non-refundable, even if a market is cancelled due to weather. Vendors unable to attend a market day due to a diagnosis of COVID-19 for that vendor, their staff or close contacts will be eligible for a refund of that day’s vendor fees.
- 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, and can only sell their own products.
- Vendors will comply with all relevant permits, licensing, and labeling as required by law.

# COVID-19 Guidelines for Vendors

**\*Covid regulations are subject to change as local and state regulations change and updates develop.**

## Booth Setup & Displays

- Arrange your booth and checkout so that staff and customers can comply with social distancing
- Vendors may not offer product samples for on-site use or tasting in order to reduce opportunities for contamination and transmission of the virus.
- Vendors must package ready-to-eat food in take-out containers for customers to consume at home.
- Vendors are encouraged to minimize the handling of product by using strategies such as pre-packaging items for easier grab and go or encouraging pre-ordering in advance of market day.

## Face coverings and personal hygiene

- Face coverings are required for all vendors, customers, market staff and volunteers.
- Handwashing facilities are available at the public restrooms on site. Hand sanitizer will be available at the entrance and exit of the market for customers.
- Vendors must provide in sufficient quantity for their staff hand sanitizer and face coverings.
- All staff should wash hands regularly throughout the market day and must do so after eating, coughing or sneezing, and using the restroom.

## Money Handling

- If more than one person is staffing your booth, vendors should designate one person to handle money and another to handle product.
- Vendors may turn in market tokens at the end of the market day and allow market staff to count tokens OR they may turn in tokens at the end of the next market OR drop off tokens at the Berkshire Grown office during scheduled office hours.

## Staffing

- If any staff member feels sick, they must not come to market.
- If any staff member has been diagnosed with COVID-19, please inform the Market Manager immediately.
- Each vendor will be required to certify that they have surveyed all staff on the morning of market to ensure that no one:
  - Is feeling unwell
  - Has a fever or cough
  - Has shortness of breath, difficulty breathing or chest pains
  - Has tested positive for COVID-19
  - Has been tested for COVID-19 and is awaiting results
- If any staff member begins to feel sick during the day, please send them home immediately.

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 comply with the Berkshire Grown Winter Farmers Market Vendor Responsibilities and COVID-19 Guidelines for Vendors. Please retain a copy of the above for your reference and return a signed copy of your application.

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

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

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