



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
Permit applications can be found on the town website at 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.

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.