



Berkshire Grown Winter Farmers Markets

2024-2025

Market Policies and Agreements

MISSION

Berkshire Grown supports and promotes local agriculture as a vital part of the Berkshire community, economy, and landscape. We work to strengthen local agriculture and increase the amount of local food eaten by Massachusetts residents.

The Winter Farmers Markets support Berkshire Grown's mission by providing farmers with a market outlet over the winter, and by providing community members with increased food access at a time when many other farmers markets are not operating.

We prioritize local farmers and food producers using locally-sourced ingredients.

MARKET DETAILS

The South County Winter Farmers Market will be held at the **Housatonic Community Center (Housy Dome), 1064 Main Street, Housatonic, MA 01236**. Market dates are Saturdays **11/23, 12/21, 1/18, 2/15, 3/15, and 4/19**. The market is open from **10 AM to 2 PM**.

The North County Winter Farmers Market will be held at **Greylock WORKS, 508 State Rd, North Adams, MA 01247**. Market dates are Sundays **11/24 and 12/22**. The market is open from **10 AM to 2 PM**.

VENDOR TYPES

The Berkshire Grown Winter Farmers Markets are primarily farm and food markets. A limited number of non-food vendors, especially farmers producing non-food items from their own farms, are also part of our markets each season. Returning vendors **in good standing** are prioritized. Other vendors will be considered based on the hierarchy detailed below, as market space allows:

1. **Farms: Food** (including fresh vegetables, fruit, meat, eggs, dairy, etc.)
2. **Farms: Other** (non-food items made from farm-raised materials, ie fiber products)
3. **Non-Farm: Food** (baked goods, beverages, etc. produced locally with local ingredients where possible)
4. **Non-Farm: Other** (non-food items produced by local artisans. Space for craft vendors is available in North Adams; little to no space is available for crafts in Great Barrington.)
5. Services (knife sharpening, etc.)

COMMUNITY ORGANIZATIONS

Community organizations are welcome to apply for a space at one market during the season. There is generally room for one community table per market. To apply, please email alyssa@berkshiregrown.org with your desired market date, an overview of your organization, key messages and goals for being at the market.

Community organizations are loosely defined as organizations aimed at making desired improvements to a community's social health, well-being, and overall functioning.

We cannot accept organizations of political nature or affiliation.

Community organizations are not allowed to sell products, but can solicit donations.

MARKET SPACES

One indoor space is defined as 8' x 8'. Additional spaces are 7' x 8'. Vendors should not expect to be able to sell from the outer sides of their space, as they will be close to another vendor's space. A "U" or "L" shaped table arrangement allowing customers to enter the space is acceptable.

Vendors must request and pay for the amount of space they plan to use. A single space works well for one standard table, 2 tables in an "L" shape, or 3 small tables in a "U" shape. Vendors who plan to set up more than one standard table in a straight line must request more than one space. Vendors will not be allowed to set up a display that exceeds their reserved space.

Outdoor spaces are 10' x 10' and will fit one standard tent.

Vendor spaces will be marked with their business name and boundaries are indicated by dots and/or tape on the floor.

VENDOR FEES

We offer a 10% discount for vendors who join us for the entire market season and pay in full before the first market. Berkshire Grown Farm & Food Business Members also receive a discount, as shown below. To become a Berkshire Grown Member and take advantage of this discount, please visit www.berkshiregrown.org, or contact alyssa@berkshiregrown.org.

Vendors choosing to pay per market must pay (at the latest) by the **MONDAY** before each market date. Failure to pay may result in a vendor's space being forfeited.

Vendor fees are as follows and reflect the 10% discount:

Full Season (Great Barrington only – 6 markets)	Single Space	2 Spaces	3 Spaces (Max)
BG Member	\$270	\$405	\$540
Non-Member	\$486	\$621	\$756

Full Season (North County only – 2 markets)	Single Space	2 Spaces	3 Spaces (Max)
BG Member	\$90	\$135	\$180
Non-Member	\$162	\$207	\$252

Full Season (Both Locations – 8 markets)	Single Space	2 Spaces	3 Spaces (Max)
BG Member	\$360	\$540	\$720
Non-Member	\$648	\$828	\$1008

Daily Rate	Single Space	2 Spaces	3 Spaces (Max)
BG Member	\$50	\$75	\$100
Non-Member	\$90	\$115	\$140

Outdoor spaces are free for any vendor with at least one indoor space. For vendors requesting an outdoor space only, the fee will be \$25 per market.

Vendor fees are non-refundable, unless Berkshire Grown cancels the market due to weather or other unforeseen circumstances.

ATTENDANCE

To help the markets run smoothly, and to ensure that our customers have access to a full range of products, it is critical that vendors attend each market they have committed to. If a vendor will not be able to attend a market, they must let Berkshire Grown know by **5:00 PM on WEDNESDAY** before the market date. We may be able to offer a partial fee refund if we are able to find a replacement vendor.

Vendors are also expected to:

- Arrive with enough time to set up before the market opens
- Move their vehicle to designated vendor parking after unloading
- Remain at their booth until the market ends (even if slow)
- Treat all customers, fellow vendors, volunteers, and staff with courtesy

PRODUCTS & PRICING

The Berkshire Grown Winter Farmers' Market is a "Producer Only" market; as such, vendors must be the original producer of the items sold, unless given specific permission

Prices must be clearly posted for all items sold.

Market members determine their own prices, but it is recommended that prices reflect accurate and fair value.

Only products certified by a USDA National Organic Program accredited certifying agent that certifies farm operations and processors may be labeled "organic."

Vendors wishing to sell a new category of product (or any product not stated on their vendor application) must have the product approved by the Berkshire Grown Market Manager prior to selling the product at the market.

Scales utilized at farmers' markets must be inspected and sealed annually by the Sealer of Weights and Measures.

All products sold at market must meet state and local health regulations.

CERTIFICATE OF INSURANCE

All approved vendors are required to provide a Certificate of Liability Insurance that lists “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 – Great Barrington	Berkshire Grown Winters Farmers Market – North Adams
1064 Main St, Housatonic, MA 01236	508 State Rd, North Adams, 01247
Dates: xxx	Dates: xxx

Certificates may be sent directly to Berkshire Grown by mail or by email to alyssa@berkshiregrown.org.

PERMITS

Vendors are responsible for providing the appropriate licenses and permits once they are accepted to the Winter Farmers Market.

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.

Great Barrington Health Agent: Rebecca Jurczyk, [413-528-0680](tel:413-528-0680), rjurczyk@townofgb.org. Permit applications can be found on the town website [here](#).

North Adams Health Department: 413-662-3000 x3020. Permit application [here](#).

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

VENDOR EXPECTATIONS

Vendors are required to have their booths fully set up when market opens at 10 am. Vendors will break down their booths no earlier than 2 PM, except as approved by the Market Manager.

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 must provide their own tables.

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.

WEATHER AND CANCELLATIONS

The Berkshire Grown team hopes to never cancel a Winter Farmers Market. However, in the event of a severe winter storm, we must consider liability and public safety, including the safety of our vendors and shoppers.

If forecasts appear to be severe and/or if travel advisories are issued, we will strive to notify vendors via email that the market has been cancelled by 5:00 p.m. on the Friday before the Saturday markets, and by 5:00 pm on Saturday for Sunday markets.

VIOLATIONS

We value our vendors and we understand that difficult circumstances can arise during the market season due to weather, illness, staffing, or other issues. We encourage vendors to communicate with us as soon as possible about any issues over the course of the season.

If a vendor repeatedly fails to attend without timely notice, the following consequences may occur:

- Verbal warning
- Written warning/vendor not in good standing
- Attendance deposit requirement for the following season

ADDITIONAL GUIDELINES

Each market location has specific guidelines regarding load-in, parking, and damage prevention. Those guidelines will be provided to vendors after being accepted to the market.

Berkshire Grown will also provide up-to-date COVID-19 guidelines to accepted vendors, including mask requirements, sampling of food products, and more. These will be based on Berkshire Grown's current risk assessment and local public health recommendations.

Failure to uphold and abide by these vendor policies may result in expulsion from the market.

COMPLAINT PROCESS

Any vendor or customer may file a complaint with the Market Manager or other member of the Berkshire Grown Staff. Complaints must be submitted in writing to the Berkshire Grown, P.O. Box, via 983, Great Barrington MA 01230, or via e-mail to alyssa@berkshiregrown.org or buylocal@berkshiregrown.org, and/or hand delivery to the Market Manager or member of the staff.

The Market Manager or a member of the BG staff may follow up with the individual submitting the complaint to request additional information. The Market Manager will consider all complaints and will forward complaints to the Executive Director at their discretion.

If the complaint concerns the Market Manager, the complaint will go directly to the Executive Director.

Any action to be taken will be determined by the market manager and/or Executive Director. If an inspection is deemed necessary, it can be conducted at any time. The Berkshire Grown team will strive to respond and resolve to a complaint within ten (10) business days.

AGREEMENT

I _____ (print name)

representing _____ (organization)

have read, understand, and agree that both myself and any representatives or employees will abide by Berkshire Grown's market policies.

I understand that failure to comply with these policies may result in expulsion from the market.

SIGNATURE _____

DATE _____