

Billerica Community Farmers Market 2024 Vendor Rules

Mondays, June 17 - October 14

Hours: 3:00 – 7:00 or dusk

Expectations and Professionalism:

These rules and policies are designed to create a positive atmosphere and successful market. Please respect these Rules, your neighboring vendors, and Billerica Community Farmers Market Volunteers to ensure a successful market for everyone.

Cancellations and Fees:

If a Farm, Vendor, Crafter, or group cannot participate on Market Day, they must call or email. We understand that unforeseen accidents or illnesses occur. Alerting the Vendor Manager will allow us to inform your customers of your absence and when they can find you at the next Market.

Please call 978-435-3939 or email (jessica@billericacommunityfarmersmarket.org) before 6pm the Sunday before the scheduled market appearance. Your timely communication with our VendorManager will allow us to accommodate all vendors and plan our site locations.

******Failure to call/email by the deadline will result in a cancellation fee of \$30.***

******Vendors who fail to call/email to notify the Vendor Manager will be assessed a \$50 no call/no show penalty and only be allowed to return to the market after the fee has been collected. Repeated cancellations without notice may be subject to removal from the market.***

Location: 793 Boston Road, Billerica (“the old Ditson school”)

Dates of Operation:

Opening Day - June 17

Closed - Labor Day (Sept 2)

Last Market - October 14

Weekly fees: \$30 per week for a 10 x 10 foot area for weekly vendors (farms, crafters, prepared food, etc); \$20 per week for full-season farms.

Set up and Closing Times: Vendors can start setting up at 1:00 pm, must arrive by 2:30 pm, and must be ready to sell by 2:45 pm. Any vendor arriving after 2:30 will only be allowed to set up at the discretion of the Market Manager on duty.

No sales may be conducted before the Market opens. Vendors are not allowed to “Take down” prior to the close of the Market even if they are “sold out”. Please adjust inventory accordingly. At the close, all vendors are expected to shut down promptly.

Space (Booth) assignments: Specific spaces are reserved for Seasonal/Weekly vendors. Remaining spaces are assigned to others on a temporary basis.

Arrival, Unloading and Parking: All vendors except food trucks should enter the market from Grove Street, turn into the large parking lot, drive through the gates, and check in at the market manager's table to receive their space assignment. After receiving your space assignment please proceed to your numbered space and park your vehicle directly behind it, perpendicular to your booth spot (front-in). Do not park parallel to the booth spot – vendors who do this will be asked to move their vehicles to make room for the adjacent vendors' vehicles (with the exception of the farms notified in advance).

Market staff will be on hand to assist as needed and reserve the right to ask vendors to move their vehicles if they are encroaching on another vendor's space or otherwise disrupting market flow.

After unloading, vendors may either stay parked behind their booth space or move their vehicle to the large parking lot. Vendors **MUST** arrive by 2:30 at the latest to be able to park behind their space. Any vendor arriving after 2:30 will only be allowed to sell that day at the Market Manager's Discretion. **Vendors who choose to leave their vehicles at their spot on the field may not move their vehicles from 2:30 on until 15 minutes after the closing bell has been rung and the announcement has been made**, as per local authorities. If a Vendor chooses to stay parked behind their booth spot, their vehicle must remain parked with the engine off – **NO IDLING** will be permitted on the field, as per local authorities.

One-way Traffic Flow: When driving on the field, vendors **MUST** follow a one-way traffic flow, as indicated by the signs and cones. If your booth is near the entrance, you must follow the one-way loop around the field to exit for the safety of all of the other vendors and market staff – no reversing.

Breaking down/Closing: Vendors may begin loading their vehicles when the closing bell rings and may start moving their vehicles 15 minutes afterwards (7:15 through the summer months).

Vendors must pick up after themselves and leave their space in broom-clean condition. Trash must be taken with you. Vendors must be off the field 45 minutes after closing bell (7:45 through the summer months).

Food Trucks: Please enter the market from Sheridan Street and turn into the small parking lot. Market staff will be on hand to direct you to your space on opening day.

Tent and Booth Requirements: Vendors must secure all structures firmly so as not to create a hazard for anyone.

- a. Weights are required for tents.
- b. Vendors provide their own setup; chairs, tent, trash receptacle, etc.
- c. Scales used at the market must be sealed and inspected.
- d. Vendors are responsible for keeping their area clean during the market day, thoroughly cleaning their areas & removing all trash OFF SITE at the end of the market day. Please do not use the public garbage

receptacles for your trash.

e. Vendors must use plastic gloves when handling foods to be sampled

f. All products should be of grade A quality; seconds or “canners” may be offered but must be labeled as such.

Nonexclusivity agreement:

Products offered by any vendor are not limited to only one person or organization, or to one group of people or organizations. In our scheduling, we reserve the right to limit the number of vendors selling a particular product at any market.

Management: The Market Manager is the official manager of the market. If problems arise, disputes will be settled by the Market Managers upon consultation with the vendors and Market Board.

No Hawking: Business must be conducted from inside the booth. No vendor shall approach attendees outside their booths.

No Pets: Dogs and other pets are not allowed on market grounds at any point, as per the order by the Billerica Board of Health.

Electricity: There is no electricity available at the site. Vendors may bring generators but **must** notify the market staff in advance.

Wifi: There is no Wifi available at the site. Vendors should make alternate arrangements for connectivity if needed.

Bathrooms: There will be porta-potties available on the field for use during the market hours.