

# BROOKLINE FARMERS' MARKET

June 6th - November 21st 2024 (24 week season)

## 2024 Market Rules and Regulations Agreement (V.14)

1. The Brookline Farmers' Market will be open every Thursday, **June 6th - November 21st<sup>of</sup> 2024**, rain or shine. There will be no market on Thursday July 4<sup>th</sup>. Vendors are expected to attend all 24 markets. Exceptions to this rule are made by special arrangement for our few vendors whose products do not grow during, or are not available for, the entire season. These vendors must make specific arrangements approved by market management prior to the start of the season. Also, a few vendors share a stall space, alternating weeks, to fill a stall spot. All vendors must attend every market date that they commit to. In the event of an emergency that prevents a vendor attending they need to contact the Market Manager with as much advance notice as possible. This market is open rain or shine. In rare cases of severe weather in which a vendor feels unsafe traveling to, or attending, the market, they may contact the Market Manager at least 3 hours prior to the start of the market, allowing vendor set-up to be adjusted as necessary. Stall fees will not be refunded for vendor absences due to weather, illness or any other reasons. Stall fees will not be refunded for vendors who drop out of the market mid-season.
2. All vendors' vehicles must be in place by 12:30 p.m. at the latest. All vendor stalls must be completely set up and ready to serve customers at market open at 1:30 pm. Any vendor arriving after 12:30 p.m. may be assigned a different stall at the discretion of the Market Manager because the tight physical layout of the market may at that point prevent the vendor from getting into their regular spot. No vehicle movement will be allowed in the market lot after the market opens at 1:30 p.m. as it is impossible to drive through the crowds of market customers without risk of injury and liability. The safety of everyone is of prime importance. No vehicle may leave the market lot before 6:30 p.m. Vendors may stay and sell until as late as 7:30 p.m. if they wish to. Vendors who routinely arrive late and/or are not finished with set-up at market open, will be asked to replace their market employee with one who can arrive consistently on time. Vendors who continue to arrive late after this step will be removed from the market.
3. Farmed products must be grown in New England by the farm who brings them and sells them at this market. The one exception is that a farmer may form a cooperative agreement with another farmer to sell his/her produce. When selling produce not grown on the seller's farm, the seller shall post a sign on his/her stall clearly identifying those items grown on another farm with the name and address of the other farm. This sign shall be visible to the customers. Participating farmers may not purchase produce from wholesale markets for resale at the Brookline Farmers' Market. Organic produce must be labeled in compliance with certifying agents standards.
4. Only freshly picked, high quality produce may be sold. Freshness is the drawing attraction to customers. The Market Manager will ask the vendors to withdraw any inferior product immediately. What is designated inferior will be determined by the Market Manager after consulting with other vendors.
5. The seller must make every effort possible to keep produce fresh. Water is available on the premises. Vendors need to bring their own containers to transport the water to their stall(s). Vendors may want to bring chipped ice to cover produce.
6. Tent canopies are a necessity, as the market is predominantly in the sun. Also, to protect from rain. No vendor can be guaranteed "a shady spot." **Vendors are required to properly weight down (32 pounds per tent leg minimum), or otherwise secure, tents and canopies to the ground to prevent them from becoming airborne in the event of high winds.**
7. The Brookline Farmers' Market is a no-electricity market. Vendor plans for meeting hot and cold temperature requirements must include hot and cold holding techniques that do not require electricity (e.g., coolers and ice). Alternately, vendors may submit a plan to the Market Manager for use of a generator. This plan must include the generator model they wish to use, as it must meet our standards for noise and odor. Upon approval, vendors will be assigned a market spot in which the generator will minimally disturb other vendors and customers (most likely

on the outer perimeter of the lot). All plans for meeting hot and cold temperature requirements, involving generators or not, must be approved by the Brookline Department of Public Health prior to operation.

8. All vendors must provide a copy of their COI (Certificate of Insurance) verifying they have Commercial Liability Coverage from their insurance company showing that they have coverage at a minimum of \$1,000,000 Per Occurrence and \$2,000,000 General Aggregate. **All COIs must list Brookline Farmers' Market, INC as a Certificate Holder and as an Additional Insured** or contain a blanket additional insured endorsement. **Zero exceptions can be made regarding the insurance requirements.**
9. All vendors must apply directly to the Town of Brookline Department of Public Health for a permit to attend the market. Permits must be clearly displayed at vendor stalls. The permit fee is currently \$20.00.
10. All weighing scales must have a current year's inspection seal.
11. Vendors should bring a broom or other device for keeping stalls clean of debris. Each stall must be cleaned after the market closes, and all garbage or debris must be thrown away or taken with the vendors when they leave. We need to leave the Market lot as clean as, or cleaner than, we found it at the start of the day.
12. No drinking of alcoholic beverages is permitted on market grounds other than for controlled tastings of approved alcoholic beverage vendors.
13. No smoking or vaping of tobacco, or any other substance, is permitted on the market grounds.
14. The Brookline Department of Health requires all edible food to be sold from tables or boxes a minimum of 6 inches off the ground. Items to be sold must conform to all local health department regulations.
15. 50% of stall rental fees are due prior to the start of the season and the remaining 50% prior to the start of the second half of the season. There is a discount offered for vendors who pay 100% prior to the start of the season. Stall rental fees should be mailed to the Treasurer of The Brookline Farmers' Market at the address listed on the Vendor Application. Make checks out to: Brookline Farmers' Market, INC. Vendors who pay late, or have checks returned for insufficient funds, or finish the season in arrears, will not be eligible to return to the market in the next season.
16. Each "stall" as covered by stall rental fees includes space for one car or van sized vehicle plus one 10' X 10' EZ UP tent (or similar brand). Each stall gives each vendor 10' of frontage oriented towards the market customers. Farms that bring box trucks may park them across multiple stall spots that they rent. **If a vendor requires parking for additional vehicles (e.g., for employees), they must make their own arrangements at their own expense outside of the market lot.**
17. The Brookline Farmers' Market management reserves the right to refuse to rent stall space to any vendor for whatever reason it feels is in conflict with acceptable selling practices or the welfare of the market.