

Belchertown Farmers & Artisans Market 2024

Located on the beautiful Belchertown Common

Mission Statement:

“The Belchertown Farmers and Artisans Market, Inc. is a community organization which provides a unique venue for the public to purchase foods and other products directly from local producers in an enjoyable and friendly atmosphere.”

Market Dates: June 9 – October 6, 2024

Sundays, 10 a.m. to 2 p.m.

Website: www.belchertownfarmersmarket.org

Email: belchertownfarmersmarket@gmail.com

A TOBACCO FREE ENVIRONMENT

2024 Market Application

Contact Name:	
Name of Farm or Business:	
Address:	
Town	
Phone*:	
Email*:	
Website:	

****Please let us know your preferred contact method. Phone? Email? Text?***

Product List:

1. Please use the included checklist to indicate all categories of products you expect to bring to the market.
2. Any products not produced by the vendor must be approved in advance by the Market Manager. The source of all products must be clearly posted at each stand.

Required Documentation:

1. All vendors must enclose a copy of their current Certificate of Liability Insurance for Commercial General Liability made out to Belchertown Farmers & Artisans Market, PO Box 524, Belchertown, MA 01007.
2. Vendors of prepared, processed, or value-added foods must enclose a copy of the relevant certificates issued by the Belchertown Board of Health. Contact the Board of Health at 413-323-0406

Please Select The Appropriate Option:

	Full Time: \$250 / Season Single Space (Plus \$10 Application fee – due upon acceptance to Market)
	Part Time: \$25 / Day Single Space (Plus \$10 Application fee – due upon acceptance to Market)

All Vendors – Do you know of any weeks you will be off for vacation??

All Vendors – Please check an option below:

	Single Space: 12 ft. X 12 ft.
	Double Space: 12 ft. X 24 Ft.

Part Time Vendors, please indicate how often you plan on attending:

	Every Other Week
	Once Per Month
	Other: (What Dates?)

NEED ELECTRICITY? Yes No

Market Rules

1. Tents: Must be weighted with at least 10 lbs. on each corner.
2. Gas Generators: **NOT** permitted.
3. Payments and Notifications:
 - a. **Full Time Vendors:** Fees are non-refundable and due in full two weeks before the market opens. Notification must be emailed to belchertownfarmersmarket@gmail.com by 12:00 p.m. on the day before the market if you will not be attending. First time offenders will be given a verbal warning. Second time offenders will be charged a \$25 fee and lose their permanent space and moved to an undesignated space.
 - b. **Part Time Vendors:** Fees must be paid on the day of the market **before** setting up. Notification must be emailed to belchertownfarmersmarket@gmail.com by 12:00 p.m. on the Friday before the market if you are attending to assure a booth space and inclusion in the weekly newsletter. Part-time vendors will have until July 15th to commit to the full season and receive the Full-Time Vendor discount. Full payment for the remainder of the season will be due at that time.
4. Returned Checks: A \$35 fee will be incurred over and above the amount of the check. Check must be made good by the next market date.
5. On-Site Visit: Vendors will allow the Market Manager and/or Board member to visit the production site.

Belchertown Farmers & Artisans Market – Code of Conduct (2/4/2020)

It is the policy of the BFM Board to maintain a market environment that encourages mutual respect, promotes courteous and congenial relationships between Board members, employees, vendors, volunteers and consumers (Market Participants). Inappropriate conduct/harassment in any manner or form is expressly prohibited and will not be tolerated by the BFM.

The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal, graphic, or physical conduct relating to an individual’s race, religion, sex, sexual orientation, gender identity, age, national origin, or disability. In addition, the term “harassment” may also include the conduct of Market Participants, who engage in verbally or physically harassing behavior that has the potential for humiliating or embarrassing an individual.

Complaint Procedure

Any Market Participant who feels this Code of Conduct has been violated is encouraged to immediately report the offending conduct to the Market Manager and/or the Board President. The report should include all information available to the complainant regarding the Code of Conduct violation.

Once a complaint is recorded, the BFM Board will promptly conduct an inquiry. This may include interviews with all involved parties. Once the inquiry is completed, a determination and recommendations from the BFM Board will be issued to all parties involved.

Resolution Procedure

In keeping with the BFM Board policy to maintain a market environment that encourages mutual respect and congenial relationships, the BFM will strive to resolve complaints through mutually agreed upon dialogue among all parties involved. The Board will take immediate action.

Board members, employees, vendors, volunteers of the Belchertown Farmers and Artisans Market (BFM) are required, as part of their agreements and contracts, to abide by the Code of Conduct.

Weather Policy (October 2021)

The Belchertown Farmers & Artisans Market is a “rain or shine” market. We have made a commitment to our customers to be open the days and hours we have published. Our vendors have worked many long hours and traveled distances to serve their customers. Our loyal customers reciprocate by coming prepared with their raincoats and umbrellas to shop and enjoy our Market.

If thunderstorms, tornado warning/watch, or severe and consistent rain occurs **prior** to the opening of the Market and there is reason to believe the threat will persist through much of our Market hours, the Market opening may be delayed, or cancelled altogether, if the forecast is ominous.

If there is a need to cancel the Market prior to opening, said closure will be announced by 6 p.m. on that market **Saturday**.

Vendors are not allowed to sell when the Market is closed as vendors and Town of Belchertown are liable.

If severe weather conditions develop **after** the Market has opened ... Customers/vendors/volunteers are expected to move to a safe place until the weather has passed (**Market Manager to oversee process). In most cases the safest place will be inside vehicles. For customers who have walked or biked to the Market, the place of shelter is the Old Town Hall on the Common. Once the weather has passed, a determination will be made about resuming normal Market operations for the remainder of the Market day.

In all cases, if the Market were to close or be delayed, a notification would be posted on our website and communications would go out on Facebook/Instagram. Every attempt available will be made to contact vendors using provided contact information (phone number / email / etc...).

VENDOR AGREEMENT

I, _____ have read and understand the Market Rules, Weather Policy and Code of Conduct of the Belchertown Farmers Market. I agree that as a member of the Belchertown Farmers & Artisans Market, I must abide by the rules of the market or will be asked to leave the market.

Signature of Vendor / Applicant: _____ Date: _____

Instructions:

You may email your completed signed application to belchertownfarmersmarket@gmail.com

After you have emailed your application, please mail a deposit (\$50 for full-time vendors, \$25 for part-time) along with your Certificate of Insurance to:

Belchertown Farmers Market
PO Box 524
Belchertown, MA 01007

***Emailed applications are not considered complete until
payment and Certificate of Insurance is received.***

Checks should be payable to “Belchertown Farmers Market”. >>>Please remember to include \$10 Yearly Application Fee.

Please fill out the Market Product List

Any product not produced by the vendor must be approved in advance by the Market Manager.
Please use additional paper as needed for most detailed list.

Sell	Category	Example	Ours	Source
	Salad Greens	Lettuce, spinach, arugula		
	Cooking Greens	Cabbage, collards, chard, kale		
	Root Vegetables	Onion, garlic, potato, beet, radish		
	Salad Vegetables	Tomato, pepper, cucumber, peas, broccoli		
	Squash	Summer or Winter		
	Sweet Corn			
	Other Vegetables	Eggplant, string beans, etc.		
	Tree Fruit	Apples, pears		
	Stone Fruit	Plums, peaches		
	Berries	Blue/black/rasp/straw		
	Melons			
	Maple Products	Syrup, sugar, cream, candy		
	Spices	Dried, mixed, rubs		
	Dairy	Milk, cheese, butter, yogurt		
	Bread	Loaf bread, rolls		
	Bakery Sweets	Cupcakes, cookies, pastry		
	Meat			
	Eggs			
	Potted Plants			
	Flowers			
	Herbs			
	Fiber products			
	Cosmetics	Soaps, lotion		
	Prepared Foods			
	Artisan	Décor, jewelry, gifts, crafts, artwork, clothing, wood		
	Other			