2019 Vendor and Community Partner Contract

Please read all of the information below and sign on the second page. We will provide you with a copy of this contract for your records. Note for non-vending community organizations: please disregard “Requirements for Vending section” as that does not apply to you.

Market Information

- **Mission:** to improve food access to healthy, fresh, affordable foods for East Boston residents.
- **Location:** Central Square, East Boston
- **Schedule:** Wednesdays, 3:00 – 6:30pm, from July 3—October 16, 2019

Requirements for Vending:

- **Local:** Products must be grown or produced within a 100 mile radius of East Boston, MA.
- **Healthy:** At least 80% of vendor products must be considered nutritious. The East Boston Farmers Market gives priority to whole foods, and those that are minimally processed and made with whole grains and little added sugar. We reserve the right to review guidelines with vendors and request healthier products if needed.
- **Quality:** The Market Manager will make every effort to visit each farm or vendor at least once during the season to verify product integrity, and also to better promote each vendor at the market.
- **Secondary products:** Products not grown or produced by the vendor must be approved by the Market Manager before they can be sold.
- **Applications:** All vendors must submit an East Boston Farmers Market application with Certificate of Liability, Workers Compensation, and W-9 forms by March 31, 2019.
- **Vendor Permit:** All vendors must complete a Vendor Profile to receive a permit to vend with the City of Boston.
- **Market Fees:** There is no fee if application is completed on or before March 31, 2019. Applications completed after this date are subject to a $50 fee.
- **Language:** It is strongly recommended that vendor staff have Spanish-language skills.
- **SNAP and Incentive programs:** All eligible vendors must be willing to accept SNAP and coupons from local food access organizations approved by the market manager. Farms must also be certified to accept Farmers Market Nutrition Program coupons (WIC and Senior). Farmers must apply to MA Dept. of Agricultural Resources by mid-May. Contact David Webber (617) 626-1754 for more information.
- **Product Pricing & Signage:** Vendors must clearly display the price of each product.
- **Scales:** All scales must have current year’s inspection sticker.
Plastic bag ordinance: As of December 2018, there is a city-wide ban on plastic bags in Boston. Vendors will be required to provide an alternative for customers. For more information on compostable bag retailers, please visit http://boston.gov/plastic-bags.

Market Policies:

- Attendance: All vendors are expected to attend each market day indicated on their application unless otherwise arranged with the Market Manager. In case of emergency the Market Manager must be notified as soon as possible. Two unapproved absences may result in the revocation of market participation for the remainder of the season.

- Setup & Breakdown: Vendors must be ready to sell no later than 3:00pm and may not begin breaking down earlier than 6:30pm. Vendors may not make transactions outside of the market’s operating hours. Each vendor is responsible for keeping his or her area clean during and after the market.

- Materials: Vendors are required to have a tent and weights (20lbs/leg – STRICTLY ENFORCED), and are responsible for providing their own equipment (tables, signage, scales, bags, etc.). Please note that if you do not have your tent properly weighted you will be asked to take it down as it is a serious safety hazard.

- Inclement Weather: In the case of inclement weather in the forecast, the market manager will contact vendors Tuesday afternoon to alert vendors of a possible cancellation. The call to cancel will be made no later than 10:00am on Wednesday morning.

- Financial Reports: The Market Manager will document approximately how much each vendor earned at the end of each market day, noting total sales in cash, WIC/Senior coupons, SNAP, and any additional coupons available at the market. Vendor-specific figures will not be shared outside our organization.

- Vendor Staff: It is important that vendor staff be able to answer any questions customers may have about growing practices, product varieties, etc.

- Neutrality: Political and/or religious views may not be presented at the market.

- Mission-oriented: We are unable to accommodate organizations or businesses who are interested in promoting products or materials that do match the goals of the East Boston Farmers Market.

By signing below I hereby certify that I have read and agree to comply with the East Boston Farmers Market Vendor Contract. I understand that failure to comply with any part of the contract may result in probation or termination for the season.

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