

# Market Policies & Application

Harvest in the Village Marketplace – 2011

Place: Railroad Avenue, Hamilton and 300 Main, Wenham, MA

Time: 9 AM – 1 PM    Date: September 24, 2011



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## **A. Purpose:**

Provide a wholesome social experience that helps build community and attracts residents and neighbors to visit our village to discover the Towns of Hamilton and Wenham as well as to provide a venue where local merchants and at-home-businesses can market their products.

## **B. Vendor policies:**

**Applications:** Anyone wishing to set up a booth must submit the attached application by June 15, 2011.

Applications are screened for consistency with the goals of the market as well as space available. Vendors may only sell items listed on their application. Additional information can be found by e-mailing [Hamiltonwenhamvillagemerchants@yahoo.com](mailto:Hamiltonwenhamvillagemerchants@yahoo.com).

**Fees:** Booth space cost is \$50.00 and must be paid with the application and does not include a table or canopy.

**Product & Price Signage:** All vendors must post prices for all sale items.

**Health/Food Permits:** Vendors of prepared or ready to eat foods need to provide four documents:

An application;

A copy of their food (kitchen) permit from their hometown;

A copy of their Certified Food Manager's ("Serv Safe") certificate;

For Hamilton booths, complete the One Day Food Service Form (attached)

For Wenham booths, submit a copy of the Wenham Board of Health approval or permit.

**Insurance:** Vendors must show proof of their own liability insurance; some cottage industries buy liability insurance through associations or guilds, others through their homeowner's policy.

**Rain or Shine:** The market will be held rain or shine – unless the weather is dangerous.

**Non-Farm Products** (foods, arts & crafts, etc.) Must be high quality and take skill and creativity. The product(s) must be complementary to the market and juried. We may restrict the number of vendors selling similar products. Environmental friendliness is preferred. Food products should be based on local produce wherever possible.

**Parking:** vendors will be assigned one parking spot at the train station parking area (cost covered by application fee) or vendors with extra vehicles must park them at Patton or Pingree Park.

**Legal:** vendors must be in compliance with all local, state & federal laws and regulations.

**Trash:** This is a carry in and carry out event. Please make sure to provide for this as trash receptors will not be available.

**Utilities:** Utilities are generally not provided. If you wish to request the use of utilities, please note the request in your application. Generators are not allowed. Bathrooms will be provided.

### **C. Non-vendors must come to the market primarily to educate or to entertain**

Any organization can apply to attend the Market as an educational organization or as a performer.

Applications must be made on a Market application form. We are eager to have guest organizations and individuals attend the Market for the purpose of educating the public on the following issues:

Nutrition & food preparation	Organic gardening, lawn, & plant care
Environment	Conservation of natural resources and recycling
Health	Sustainable living
Local history	Fine arts and arts & crafts demonstrations
Local governmental bodies (to educate the public about their functioning, not for campaigning)	

In addition, we are also eager to have performers such as musicians, clowns, jugglers, storytellers, etc.

Bookings for performers are done by sending information including requested fee to:

[Hamiltonwenhamvillagemerchants@yahoo.com](mailto:Hamiltonwenhamvillagemerchants@yahoo.com).

Sales and fundraising are discouraged but, if allowed, must be a secondary goal. Any sales or fundraising activity must be clearly identified on the application and must be approved prior to the market. In other words, where the primary purpose is to sell the organization's goods or to solicit contributions, the application is highly likely to be rejected. Applications for organizations representing topics not in the list above are likely to be considered inconsistent with the Market.

In addition, there can be no political activity. This means we cannot give booth space for the purpose of elections (candidates or ballot questions) or for gathering signatures for petitions to governing bodies. Educational guests at the market should note that this ban covers their verbal discussions also.

# Application for Harvest in the Village Marketplace

## September 24, 2011

Type (check one):  Farm Vendor  Educational or performer  
 Non-farm Vendor  Craft Vendor

Name of Farm or Business \_\_\_\_\_ Name(s) of Participant(s) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Home phone (\_\_\_\_)\_\_\_\_--\_\_\_\_\_ email \_\_\_\_\_

Business phone (\_\_\_\_)\_\_\_\_--\_\_\_\_\_ Web site \_\_\_\_\_

The standard booth width will be 10'x10'. It is possible to apply for more than one space.  
 The booth fee is \$50 per 10' x 10' space. Please note how many spaces needed -

\_\_\_\_\_

Items to be offered (any changes to this list by non-farm vendors must be approved):


Optional statements or requests \_\_\_\_\_

\_\_\_\_\_

**I have read the Market Policies and agree to abide by them and the spirit of this Market and recognize that failure to adhere to them may result in penalties including termination:**

Signature (owner of farm, business, or organization) \_\_\_\_\_ Date: \_\_\_\_\_

**Mail to:** Marcie Ricker  
 32 Ortins Road  
 Hamilton, MA 01982

or  
[Hamiltonwenhamvillagemerchants@yahoo.com](mailto:Hamiltonwenhamvillagemerchants@yahoo.com)

**Food Vendors have 3 additional forms:**  
 copy of vendor's Local BOH Food Permit,  
 copy of Food Mgr Cert,  
 Hamilton booths need One Day Food Service Permit  
 Wenham booths need Board of Health approval.

Questions: Marcie Ricker  
 978 468 5584

Please submit by July 1, 2011



BOARD OF HEALTH  
577 Bay Road, P.O. Box 429  
Hamilton, MA 01936

Tel: 978-468-5579

Fax: 978-468-5582

ONE DAY FOOD SERVICE / FOOD SAFETY PERMIT APPLICATION

Name of Food Service Applicant: \_\_\_\_\_

Type of Function/Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Name of Person in Charge of Event: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please list individuals working the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list those individuals who are Food Safety Certified: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Where will the food be purchased: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will the food be transported and stored: \_\_\_\_\_

How will any left-over food be disposed of: \_\_\_\_\_

\_\_\_\_\_

Signature of person in charge of event: \_\_\_\_\_ Date \_\_\_\_\_