



# TOWN OF EAST LONGMEADOW RECREATION

*Fun Happens Here.*

The East Longmeadow Recreation Department's "Fresh Friday" Farmers Market features regionally crafted and grown products. Vendor application approval is at the discretion of the Recreation Director. We encourage all local farms, local businesses, and hand-craft vendors, and local food trucks to apply.

## Vendor Application Form

Business Name/Contact Name: \_\_\_\_\_

Mailing Address (Street, City, State, Zip): \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

### ELRD Fresh Friday's Farmer's Market

*Please indicate date(s) you would like to participate:*

- Friday May 14 (2:00 p.m. - 7:00 p.m.) \* Rain date 5/21
- Friday June 11 (2:00 p.m. - 7:00 p.m.) \* Rain date 6/18
- Friday July 16 (2:00 p.m. - 7:00 p.m.) \* Rain date 7/23
- Friday August 13 (2:00 p.m. - 7:00 p.m.) \* Rain date 8/20

### Fall Fest Fresh Friday's Farmer's Market

- Friday September 10 (2:00 p.m.-7:30 p.m.) \* Rain date 8/17
- Friday October 8 (2:00 p.m. - 7:30 p.m.) \* Rain date 10/15

**Electrical:** Electrical outlets will be provided on a first come first serve basis, so please plan accordingly.

I will need electricity

I will NOT need electricity

### Vendor Classification - please check one

- Farmers/Growers (Identify: Certified Organic, Non-Certified Organic, Certified Naturally Grown Farmers Pledge)
- Altered Foods (Growers of fruits and vegetables, but alter their fruit in some way)
- Consumables (Sellers of prepared foods including honey, jams, syrup, sauces, dips, baked goods, etc)
- Artisan/Maker/Service (Items crafted entirely from scratch such as potters, weavers, clothing, etc)
- Food Trucks (Looking to sell prepared food or food that is made on-site through usage of their trucks)

**Fees:** \$25 per booth per date. **This fee will be refundable to local farmers/local producers only.** Each vendor will be assigned one 10x10 space. Vendors must provide their own tents, tables, chairs & signs. Health department farmers market application fee is \$75.00 for the season. **Please make two checks out, both made payable to the Town of East Longmeadow. One for total for the booth fee, and one for the \$75.00 farmers market application fee.** If you are interested in doing one market, please make a \$45.00 check payable to the Town of East Longmeadow for a 1 day temporary food permit. **To check if you need a health department application, please visit the vendor guidelines.**

**Payment Methods:** Please check the payment methods that you will be accepting:

Cash

Check

Credit/Debit Card

Snap

**Checklist of Required paperwork and permit (Due two weeks before selected date).**

**For Office Use Only:**

- Completed Vendor Application and Farmer's Market Guidelines
- Completed Temporary Food Permit Application
- Tax Form/Tax Exempt form provided
- Certificate of Insurance
- A list of products that will be sold at your booth

\*Any Vendor selling food is responsible for obtaining a Food License (Permit) issued by the East Longmeadow Health Department. An application for this license can be found on the District's website [here](#). The application must be submitted a minimum of two weeks prior to the event. The License will be issued the day of the event following an onsite inspection.

**General Vendor Guidelines:**

1. The market is located at Center Field Maple Street/Shaker Road
2. This event will take place rain or shine. Cancellation will only occur in the event of thunder/lightning.
3. Vendors should set up between 1:00 p.m. - 1:30 p.m. on dates participating between May - August 2021, and between 2:00 p.m. - 2:30 p.m. between September - October 2021.

By signing this application, I agree that I have read the rules and regulations of the ELRD Farmer's Market and agree to comply with all policies.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Return this application to:**

East Longmeadow Recreation Dept  
328 N Main St, East Longmeadow, MA 01028  
[recreation@eastlongmeadowma.gov](mailto:recreation@eastlongmeadowma.gov)  
(413) 525-5437