



## Vendor Guidelines

### Vendor Categories

- **Farmers/Growers:** Growers of vegetables, fruits, flowers, potted plants and planters, or producers of other produce in compliance with the East Longmeadow Health Department and Commonwealth of Massachusetts. This category does not alter their fruits or vegetables in any way, and must be produced within 200 miles of ELRD Farmer's market.
- **Altered Foods:** Growers of fruits and vegetables, but alter their product in some way. This includes cutting up, slicing or dicing the fruit or vegetable in any way.
- **Consumables:** Sellers of prepared foods including honey, jams, syrup, sauces, dips, baked goods, etc.
- **Artisans and Services:** Vendors selling items crafted entirely by themselves such as potters, weavers, clothing makers, bracelets/necklaces, etc.
- **Food Trucks:** Portable vendors looking to sell prepared food or food that is made on-site through usage of their food trucks.

### Required Documentation

#### ***Farmers/Growers***

1. A "Farmers Market Application Form" must be completed and submitted to the East Longmeadow Recreation Department.
2. A signed copy of the "Vendor Guidelines" completed and submitted to the East Longmeadow Recreation Department.
3. A "Farmers Market Application" should be filled out with the Health Department and sent to the East Longmeadow Recreation Department for discussion of further permitting that may be required.
4. List of Produce/ Products being sold at market and its origin.
5. A check made payable to the "Town of East Longmeadow" for the total fee (\$25.00/date).

#### ***Altered Foods***

1. A "Farmers Market Application Form" must be completed and submitted to the East Longmeadow Recreation Department.
2. A signed copy of the "Vendor Guidelines" completed and submitted to the East Longmeadow Recreation Department.
3. A "Farmers Market Application" should be filled out with the Health Department and sent to the East Longmeadow Recreation Department for discussion of further permitting that may be required.
4. A copy of the organization's ServSafe certificate.
5. List of products being sold at the market and their origin.
6. Two checks should be made out to the "Town of East Longmeadow". One with the price for Health Department Applications (\$75.00 for all markets), and one check for all the ELRD Farmers Market fee of \$25.00 per date.

### ***Consumables***

1. A "Farmers Market Application Form" must be completed and submitted to the East Longmeadow Recreation Department.
2. A signed copy of the "Vendor Guidelines" completed and submitted to the East Longmeadow Recreation Department.
3. A "Farmers Market Application" should be filled out with the Health Department and sent to the East Longmeadow Recreation Department for discussion of further permitting that may be required.
4. A copy of the organization's ServSafe certificate.
5. A list of products being sold at the market and their origin.
6. Two checks should be made out to the "Town of East Longmeadow". One with the price for Health Department Applications (\$75.00 for all markets), and one check for all the ELRD Farmers Market fee of \$25.00 per date.

### ***Artisan/Services***

1. A "Farmers Market Application Form" must be completed and submitted to the East Longmeadow Recreation Department.
2. A signed copy of the "Vendor Guidelines" completed and submitted to the East Longmeadow Recreation Department.
3. List of products being sold at market and its origin.
4. A check made payable to the "Town of East Longmeadow" for the total fee (\$25.00/date).

### ***Food Trucks***

1. A "Farmers Market Application Form" must be completed and submitted to the East Longmeadow Recreation Department.
2. A signed copy of the "Vendor Guidelines" completed and submitted to the East Longmeadow Recreation Department.
3. A "Food Service Permit" must be submitted if already obtained. If the organization does not have the "Food Service Permit", an application must be submitted with a \$200.00 fee.
4. A list of products being sold at the market and their origin.
5. The current ServSafe certification on file with the organization and a copy of the inspection certificate.
6. Two checks should be made out to the "Town of East Longmeadow". One with the price for Health Department Applications (if an application needs to be filled out), and one check for all the ELRD Farmers Market fee of \$25.00 per date.
  - a. For trucks with a propane tank over 20 pounds, a third check for \$50.00 inspection fee made payable to the "Town of East Longmeadow".

### **General Farmers Market Guidelines**

- 10x10 Spaces will be provided to all standard vendors. We ask that all vendors bring their own table, chairs, and weather resistant tent.
- Please provide customers paper bags, compostable plastic bags, or one-time use plastic bags.
- For consumers asking for reusable bags, they will be available at the Recreation Department tent.
- All vendors must submit all certificates, applications, inspection forms, and information relevant to their specific category to the Recreation Department. Failure to submit the application with necessary paperwork and/or signatures will result in the inability to participate.
- Vendors are expected to attend the market dates for which they are registered. To receive a full refund, 48 hour notice is REQUIRED.

- Vendors must provide their own EZ Up, canopy, tent and assure that they are securely anchored at all times so as to prevent public danger in the event of sudden wind gusts.
- Smoking and consumption of alcoholic beverages are not allowed on the premises.
- Profanity, shouting, and disruption to the market will not be tolerated.
- We encourage vendors to cross-promote the ELRD Fresh Friday's Farmer's Market on social media platforms and your participation!

*By signing this application, I agree that I have read the rules and regulations of the East Longmeadow Recreation Department Farmers Market Guidelines and agree to comply with them, and all Covid-19 guidelines listed in the "Covid-19 Farmers Market Guidelines" document.*

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Signature of Applicant

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Date