



Milford Farmers Market 2014 Food Vendor Application

The 2014 Milford Farmers Market will be held:
Saturdays June 7th – October 4th, 9:00 AM – 1:00 PM

We welcome applications for participation in the MFM from any Vendor whose products and practices are consistent with the MFM mission and 2014 Rules of Operation. Please follow the directions below in submitting your application package.

Food Vendor application review and selection for the 2014 season will begin on March 1st 2014. To apply to become a Vendor for the 2014 season, please read the MFM 2014 Rules of Operation, then download and complete this form, and submit the following documents:

- A completed MFM 2014 Food Vendor Application; **be sure to sign**
- A copy of your insurance certificate indicating general liability insurance (in amounts not less than \$1,000,000 per person per incident and \$1,000,000 aggregate), and product liability insurance (in an amount not less than \$1,000,000) and making the **Milford MA Farmers Market Inc. the Certificate Holder**
- Payment for seasonal, alternate-week, or per-diem participation (see attached fee schedule*); please make all payments by check or money order, payable to the Milford MA Farmers Market Inc; your check will be cashed once you are accepted as a 2014 MFM Vendor
- A completed Milford Board of Health Farmers Market Permit Application & check made payable to the Milford Board of Health for \$25.00 permit fee; **be sure to sign**

Business Name: _____ Primary Contact _____

Street: _____ City _____ State ____ Zip _____

Day Phone: _____ Cell Phone: _____

Email: _____ Website: _____

May we put a link to your site on the MFM website? Yes No

Please provide us with a description of what makes your farm/business and products unique, for MFM website, e-newsletter, and promotional uses:

FOR MFM USE ONLY:

Date application received: _____ Fee enclosed: _____ Amount: _____ Check #: _____

Accepted. Notified _____ BOH. Permit Yes No _____ BOH

Wait listed Notified _____ Cert. of Insurance Yes No _____ INS

VENDOR PARTICIPATION

Do you want to participate as a: Full Season (\$175.00) Alternate-Week or Half-Season (\$90/season) Per-Diem Vendor (\$25/day)
Fees (for a 10' x 10' stall space):

Per-diem Vendors:

On how many market days would you like to participate? _____ Are there specific dates on which you want to participate? Please list: _____

Alternate-Week or Half-Season Vendors:

On what dates would you like to participate?

Seasonal Vendors:

The MFM is a rain-or-shine market. Please list any dates on which you will not be able to participate during the AFM season:

PRODUCTS AND SECONDARY PRODUCTS

Provide a detailed description of products you offer, including Secondary Products, their grower or producer and location. Secondary Products are grown or produced by someone local other than you. Secondary Products are not to exceed 30 percent of the total products offered. Use another sheet if necessary.

ALL VENDORS:

Do you currently sell, or plan to sell, at other farmers markets? Yes No If so, where?

Is this your first experience as a vendor at a farmers market? Yes No

Is there anything else you would like to share with us about your farm or business?

Please contact us with any questions at:

Email: MilfordMaFarmersMarket@gmail.com **OR** phone 508-369-6430

Please mail your completed application materials

to:

Milford Farmers Market Association
C/O Jennifer DeManche-Yohn
51 School St
Milford, Ma 01757

Thank you!

The Vendor's signature (below) acknowledges that s/he has read, understands, and agrees to abide by the terms of the MFM 2014 Rules of Operation, as well as those of the Milford Board of Health and all other applicable authorities.

Vendor Signature: _____ Date: _____

*Subject to change. Vendor signup discounts provided at discretion of MFM committee.

Town of Milford
Board of Health
Milford Massachusetts 01757
Tel: (508)634-2315 Fax: (508)473-1380

www.milford.ma.us

FARMERS MARKET APPLICATION

NAME OF BUSINESS (D/B/A): _____

NAME OF OWNER: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

NAME OF MARKET LOCATION: _____

MARKET COORDINATOR: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE/TIME OF MARKET OPERATION: _____

SIGNATURE OF OWNER: _____

FEDERAL TAX I.D. NUMBER: _____

MUST MEET NEW ALLERGEN REQUIREMENTS/PROPER ALLERGEN LABEL(S)
LIST ALL PRODUCTS THAT WILL SOLD AND THE LICENSED FACILITIES WHERE THE
FOOD/BEVERAGES WERE PURCHASE OR PRODUCED. MUST BE AN APPROVED SOURCE.

FOOD/BEVERAGE	LICENSING AGENCY	ESTABLISHMENT ADDRESS	PERMIT#

CHECK IF FARMERS OFFERING FOODS LISTED ARE EXEMPT. WHOLE UN CUT FRUITS AND VEGETABLES DO NOT REQUIRE PERMITS

FOOD SAMPLING: (REQUIRES PRE-APPROVAL)

LIST TYPE OF FOOD: _____

LIST TYPE OF UTENSILS AND EQUIPMENT FOR FOOD SAMPLING: _____

TYPE AND LOCATION OF HANDWASHING FACILITIES: _____

PROCESSED FOODS PROPERLY PACKAGED AND LABELED: YES: NO:

FOR FOODS SOLD BY WEIGHT - SCALES SEALED YES: NO:

PERSONNEL

HAIR RESTRAINTS PROVIDED: YES: NO:
DISPOSABLE GLOVES PROVIDED: YES: NO:

LOCATION OF TOILET FACILITIES: _____

FOOD TEMPERATURE CONTROL:(For Cold Potentially Hazardous (PHF) Ready to Eat Foods)

MECHANICAL REFRIGERATIONS REQUIRED FOR MAINTAINING FOODS FROZEN OR REFRIGERATED
OR BELOW 41 DEGREES F:

FOOD PROTECTION:

DESCRIBE MEASURES TO PROTECT FOOD FROM CONTAMINATION:

GARBAGE AND RUBBISH:

DESCRIBE MEANS FOR STORAGE AND DISPOSAL:

LOCATION OF RESTROOM FACILITIES:

PROVISOS: Requires approval with the Health Division for non-mechanical refrigeration

FEE: \$25.00 PAID: NOT PAID EXEMPT

Milford Farmers Market

2014 Rules and Regulations

**The 2014 Milford Farmers Market will be held:
Saturdays June 7th – October 4th, 9:00 AM – 1:00 PM**

MISSION

The mission of the Milford Farmers Market (MFM) is to provide a venue for local farmers and small businesses to sell their products, improve nutrition by providing greater access to fresh local produce, educate residents about nutrition and sustainable agriculture and to build community while contributing to a vibrant town center in Milford.

MFM MARKET PRINCIPLES

The MFM seeks Food Vendors based on the following criteria:

- Strong preference for locally grown and locally produced crops and products.
- A diverse mix of products, encouraging selection, vitality, and freshness.
- Preference for products produced organically or through environmentally responsible practices.
- Preference for animal products from animals that are sustainably raised or harvested, and humanely handled and processed.
- Preference for whole foods rather than highly processed foods

MFM TERMS AND CONDITIONS

Food Products

- All produce and products sold by a Vendor shall be grown or produced by the Vendor, except for Secondary Products. A MFM Committee member, or MFM Steering Committee (SC) member or representative may visit a Vendor's (or Secondary Product's) farm or production facility during business hours, at the MFM's discretion.
- The MFM has the right to limit types of products sold by any Vendor in the interest of a balanced selection of products.
- Vendors selling value-added products* should source as many local ingredients as possible. Value-added products shall be made by the Vendor in compliance with all Milford Board of Health regulations.
- Vendors may take orders for their products; all MFM 2014 Rules of Operation apply.
- A Secondary Product is defined as a product grown or produced not by the MFM Vendor, but by another local producer (e.g., a neighbor who produces maple syrup from her own trees). All Secondary Products shall be listed on the Vendor Application.
- Secondary Products are not to exceed 30 percent of the total products offered by that Vendor. The MFM will make final determination whether the Secondary Products meet this requirement.
- All Secondary Products shall be clearly labeled with the farm or production facility location.

** Value-added products are defined as raw agricultural products changed into something new through any process that differentiates them from the original raw commodities (for example baked goods).*

FOOD VENDOR PARTICIPATION

Vendors may join the MFM as either seasonal, alternate-week, or per-diem participants.

Vendor application review and selection for the 2014 season will begin on March 1st, 2014. To be considered for 2014 participation, please submit the following:

- A completed MFM 2014 Food Vendor Application; **be sure to sign***
- A copy of your insurance certificate indicating general liability insurance (in amounts not less than \$1,000,000 per person per incident and \$1,000,000 aggregate), and product liability insurance (in an amount not less than \$1,000,000) and making the **Milford MA Farmers Market Inc. the Certificate Holder***
- Payment for seasonal, alternate-week, or per-diem participation (see attached fee schedule*); please make all payments by check or money order, payable to the Milford MA Farmers Market Inc; your check will be cashed once you are accepted as a 2014 MFM Vendor*
- A completed Milford Board of Health Farmers Market Permit Application & check made payable to the Milford Board of Health for \$25.00 permit fee; **be sure to sign***

SEASONAL, ALTERNATE-WEEK AND PER-DIEM PARTICIPATION

Seasonal Food Vendors participate in every market day during the season. Alternate-Week Vendors participate every other week or for 9 weeks of the 18 weeks of the full MFM season. Per-diem Vendors participate in the market on an occasional basis. Frequency and scheduling will be at the discretion of the MFM and MFM SC.

Attendance

- The MFM is an all-weather market. Vendors are expected to participate “rain or shine”. In the event of extreme weather, market cancellation will be posted on the MFM website by 6 am. The Vendor will be contacted by Phone if there is a market cancellation so valid phone numbers for contact shall be provided by each vendor.
- Vendors shall attend market days for which they are enrolled. Failure to show up for market (in the absence of approved extenuating circumstances) may result in revocation of your market participation for the balance of the season at the discretion of the MFM or MFM SC.
- In the event of illness or emergency, Vendors shall call Jenn at 508-369-6430 with as much advance notice as possible and at least 12 hours prior to the start of that Saturday’s market. If such call is not received, the absence for that market day will be considered unapproved.

Permits/Licenses/Insurances

- Vendors shall be in compliance with all permitting and licensing requirements established by the Town of Milford, State of Massachusetts, and bodies of the federal government (including but not limited to those noted in these MFM 2014 Rules of Operation).
- Scales used at the market shall be sealed and inspected.
- Vendors are independent entities and, as such, are liable for applicable insurances. Vendors shall carry their own general liability insurance (in amounts not less than \$1,000,000 per person per incident and \$1,000,000 aggregate), and product liability insurance (in an amount not less than \$1,000,000). Name the Milford MA Farmers Market Inc as the Certificate Holder. Furthermore, Vendor vehicle liability insurance is required.
- Upon request by the MFM, Vendors shall provide information sufficient to certify that the Vendor has obtained and/or complied with the permitting, licensing and insuring as stated above.

MILFORD BOARD OF HEALTH REQUIREMENTS

- Packaged or processed goods, including cheese, cider, fish, and meats, will require a Milford Board of Health permit and the Vendor shall contact the Town of Milford Health Agent for all permitting and licensing requirements questions.
- If selling fresh produce (fresh uncut fruits and vegetables), unprocessed honey, maple syrup, or farm fresh eggs no Board of Health permit or fee is required but a **permit application must be completed and included in market application package**. All other food sales shall require a Board of Health permit.
- Please contact the Milford Board of Health at 508-881-0100, extension 681 with any questions.
- The Board of Health permit fee shall be paid once the vendor is accepted by MFM and the BOH has issued the appropriate permit.

MARKET DAY

The MFM Market Manager is responsible for all activities at the market, and will enforce all rules and regulations. Vendors shall comply with her/his requests or directives; disregard of market rules or regulations, or disrespectful conduct will result in review by the MFM committee. Any disputed issue may be appealed in person to the MFM Committee and/or the Steering Committee; the decision of the MFM Committee will be final. If a Vendor has any problems, questions, or concerns during the market, he/she is encouraged to talk to the Market Manager.

Setup and Breakdown

- On arrival at the market, Vendors should check in with the MFM Market Manager to confirm stall placement for the day.
- Vendors may not arrive on site before 7:30am, and shall have their stall areas set up and be ready to sell no later than 8:45am. For safety reasons, neither setup nor breakdown may occur during market hours. Vendors shall keep their displays and inventory within the boundaries of their stall spaces. .
- Vendors are responsible for providing their own equipment (tables, canopies, scales, etc.), and for ensuring that all structures are secure. **For safety, weights for canopies/tents at market are mandatory at a minimum of 30 lbs. per tent leg required.** Due to site location no “staking” of tents or canopies will be permitted, and weights must be utilized.
- Each Vendor will be responsible for keeping her/his area clean and picked up during and after the market.
- Each Vendor will use Tablecloths (plastic, paper, or cloth) on all public display tables.

Display

- The Market Manager may require a Vendor to change his or her display if it is deemed a safety risk or otherwise does not comply with MFM 2014 Rules of Operation.
- Stall displays shall include clear signage for: Vendor or farm name; product prices; name and location of any Secondary Product producers. Vendors are encouraged to post the locations (towns) of their farms or farm-related businesses. Labeling for any packaged or processed products shall comply with the State and local Board of Health requirements.
- Vendors shall have on site all applicable licenses; any required Milford Board of Health, federal, and state permits; and USDA or other organic certification documents, if relevant.
- Certified products (Organic, Mass Grown, USDA Certified, etc.,) shall be clearly labeled as such. No products may be labeled as “certified” without proof of valid certification.

Miscellaneous

- The MFM intends to participate in the federal Supplemental Nutrition Assistance Program (SNAP), WIC and Senior Coupon programs. Vendors are encouraged to display notice of their participation at their market stalls.
- The following items are prohibited under all circumstances: firearms, smoking, and items not approved for sale by the MFM Committee/Steering Committee. Vendors may not bring animals to the market (unless specifically arranged and approved with the Market Manager and MFM Committee)
- No Vendor shall engage in solicitation, collection drives, political or religious activities in the market. No loud hawking of items will be permitted or allowed.
- Vendors shall provide an approved covered trash receptacle when selling ready-to-eat items.

VENDOR ACKNOWLEDGEMENTS

1. All market rules will be enforced, and failure to comply can and may result in termination of a Vendor's market participation, which may include immediately vacating the market site. The Vendor acknowledges and agrees that the MFM, its SC, and its agents, members, and volunteers, site owners, as well as the Town of Milford, any of its agents, shall have no liability for any incidental or consequential damages, loss of business, or otherwise for terminating this Contract.
2. All authorized Vendors participating in the MFM 2014 season agree that they are independent operators, and not partners or participants in a joint venture, and shall be individually liable for any loss, personal injury, deaths, and/or any other damages that may occur as a result of the Vendor's negligence or that its employees, agents, and associates. All Vendors agree to indemnify and save the MFM, its SC, its volunteers, members, and agents as well as the Town of Milford, any of its agents, or site owners harmless from any loss, costs, damages, and other expenses, including attorney/s fees suffered or incurred by MFM, the Town of Milford, or site owners by reasons of Vendor's negligence or intentional misconduct of that of its employees, agents, and associates.
3. Vendor agrees to save, hold harmless, and indemnify the MFM, its SC, its volunteers, members, and agents as well as the Town of Milford, and site owners and any of their agents, from and against any and all liabilities, claims, demands, expenses, fines, penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising out of or in any way connected with the Vendor's use of occupancy of the premises, or any of the vendors activities in the market, or those of Vendor's agents, contractors, employees, customers, and invitees while on or on the premises and/or the market.
4. Vendor agrees that no individual member, volunteer, or agent of the MFM or its SC, site owners, as well as the Town of Milford shall have any personal liability with respect to any of the provisions of this Contract. Under no circumstances shall a Vendor have a claim or cause of action against any individual member, agent, or volunteer of MFM or its SC, site owners, the Town of Milford and any of its agents, with respect to any breach of this Contract by MFM, or for any injury or damage sustained by Vendor, its employees, contractors, agents, customers, or invitees arising out of or in connection with Vendor occupying and/or operating retail business on the premises or in the market. This provision shall inure to the benefit of the MFM, its successors and assigns, and their respective principals.
5. The Milford Farmers Market, volunteers, and its Steering Committee is an ad-hoc, non-profit volunteer-run committee and shall hold no personal liability.

TOWN OF MILFORD BOARD of HEALTH

Farmers Market Regulations

Section 1-1 Authority

These regulations are adopted under the authority of M.G.L. Chapter 111, Section 31, as reasonable health regulations designed to protect and improve the health and quality of life of those who reside within the Town of Milford. The following regulations pertain to the operation of a Farmer's Market.

Section 1-2 Statement of Purpose

Whereas minimum standards are being established to promote the safe and responsible operation of a farmers market and as considered necessary for the health, safety and welfare of the community, the Milford Board of Health has adopted these regulations.

Section 1-3 Definitions

Acceptable locally grown items – Only the following grown and produced items that meet all applicable federal, state and local rules and regulations may be offered for sale:

- a. Fresh fruits (Uncut)
- b. Fresh vegetable and herbs (Uncut)
- c. Plants and flowers
- d. Honey and maple syrup
- e. Fresh cider
- f. Dairy products
- g. Poultry and meat products
- h. Baked goods
- i. Massachusetts produced specialty food products
- j. Farm Fresh Eggs – Must be refrigerated between 37 and 45 degrees
- k. Processed Foods as defined in this section

Farmers Market – Festive outdoor markets where farmers sell their locally grown farm products directly to the consumer.

Market Manager– The individual responsible for the safe and sanitary operation of the farmer's market. The market manager will be the sole person responsible for obtaining the necessary permits and insurance for the market, assuring vendor compliance with the State Sanitary Code, making sure all vendors secures necessary food permits and paying all fees and/or fines assessed by the Milford Board of Health.

Primary Vendor – A vendor is defined as one who grows or raises product; from the farm to the table, which may include related value-added items.

Processed Foods – Processed foods sold at Farmers Markets must have been processed in a licensed food processing facility, a licensed food establishment, or a licensed residential kitchen. Copies of residential kitchen permits, food establishment permits or food manufacturing licenses at which the food was prepared should be submitted to the Board of Health along with the vendor's application. Processed foods have been altered from their natural state for safety reasons and for convenience. The methods used for processing foods include canning, freezing, refrigeration, dehydration and aseptic processing.

Secondary Vendor – A vendor who makes or purchases products for sale at the farmers market; however, they did not grow or raise the primary materials or ingredients. No more than twenty-five percent of vendors at the farmers market may be secondary vendors.

Section 1-4 General Requirements

All applications for a Farmers Market must be submitted to the Board of Health for review and approval and meet the criteria set forth in Section 1-5 of this regulation. A list of vendors including products for sale along with a floor plan or map of the farmers market must be supplied by the market manager with application and include the following:

1. Location of all vendors, hand washing stations, restrooms and/or portable toilets and pedestrian traffic flow.
2. Approval from the land owner to host the farmers market.
3. Type and location of any barricades required to protect the public and the vendors.
4. Vehicle traffic flow to include layout of vehicle parking.
5. Location of a sign listing market manager and alternate contact who will be onsite as the person in charge.

All food items at every vendor must be kept in baskets, crates, on tables or at least six inches off the ground.

All processed foods should comply with the requirements set forth by federal, state and local laws, regulations and rules.

No vendor shall consume or sell any tobacco or alcohol products while at the farmers market.

If portable toilets are to be used, the company supplying the portable toilet must be permitted in the Town of Milford.

All processed foods must be labeled, and if labels are not available an ingredient list or book must be available on site.

Pets are not allowed except for service animals (i.e. Seeing Eye dogs)

All coolers must have thermometers to monitor temperatures.

Trash receptacles shall be provided by the Market Manager for the common areas of the market and by the vendors for their individual locations. All trash must be disposed of properly.

Meat and poultry must be slaughtered in a federal and/or state licensed inspected facility under inspection.

The sale of shellfish, finfish and crustaceans is prohibited unless a vendor is already licensed as a wholesale seafood dealer (with a base of operation) by the Division of Marine Fisheries and obtains a Milford Board of Health retail food permit.

Cut product that are considered to be PHF's (melons, raw seed sprouts, cut tomatoes and raw garlic mixtures) must be kept refrigerated at or below 41 degrees. If a vendor offers food sampling, the Board of Health may impose additional hand washing requirements for that vendor, which shall be consistent with the regulations promulgated by the Department of Public Health.

Cooking demonstrations with small samples of cooked food may be prepared and offered at the farmers market for promotional and/or educational value with Board of Health approval.

Section 1-5 Permit and Application Requirements

The market manager, primary vendors and secondary vendors must submit a completed Farmers Market application/inventory list ("Application") supplied by the Milford Board of Health, and must sign a statement indicating that they have read, understand and agree to the Farmers market regulations.

Included with the completed application from the market manager and any vendor will be an inventory list of all products to be sold at the farmers market. Included with this list will be where the product or items were grown or produced. Vendors can only sell items included on their inventory lists. Any changes in the inventory list will be submitted to the Milford Board of Health. Any products that have not been locally grown must be posted.

Dates and Hours of operation must be listed on the completed Application form.

Vendors already obtaining a food permit in the Town of Milford will still be subject to submit a list of items to be sold to the Milford Board of Health. The Board of Health reserves the right to charge fees per the approved fee schedule.

All other vendors will be required to obtain a food permit license if they are selling any products other than fresh uncut fruits and vegetables, unprocessed honey (Raw honey as defined by the National Honey Board), maple syrup or farm fresh eggs.

Farmers Markets, market managers, vendors and anyone associated with the Farmers Market are subject to the fees as listed in the current fee schedule for the Milford Board of Health. The Board of Health reserves the right to charge and assess any fees they deem necessary to ensure the safe and sanitary operation of the Farmers Market per the approved fee schedule.

Section 1-6 Enforcement

A. The Board of Health may deny, suspend, revoke, or refuse to renew a permit for failure to comply with any provision of these regulations.

B. The Market Manager, vendors, their designee, or Responsible Party in charge of the Farmers

Market covered by these regulations who fails to comply with these regulations shall be subject to a fine or penalty of not greater than ten dollars (\$10) per day for each violation in accordance with M.G.L. Chapter 111 and M.G.L. Chapter 40 Section 21D. Each violation of these regulations shall be considered a separate offense.

C. The Market Manager or vendors who have had a permit denied or revoked shall not operate a farmers market in the Town of Milford for a period of time to be determined by the Board of Health, not to exceed one year.

D. The continuance of any violation of these regulations beyond a date specified by the Board of Health, when the Owner and/or permit holder of the Facility has been ordered by an agent of the Board of Health to abate any such violations in a safe and sanitary manner, shall be cause for revocation of permit and/or initiation of legal proceedings to eliminate said conditions in accordance with M.G.L. Chapter 111.

E. The Board of Health, or its authorized agent, upon receipt of a complaint may reasonably conduct unannounced inspections of the Farmers Market to ensure compliance with the State Sanitary Code and the local regulations of the Milford Board of Health and charge any fees to recover costs for these inspections. Notwithstanding the above, the Board of Health, or its authorized agent, will conduct at least one inspection during the Farmers Market season to ensure sanitary conditions.

Section 1-7 Right to a Hearing

Any person or persons aggrieved by a Board of Health order that has been served pursuant to any section of these regulations may request a hearing before the Board of Health by filing a written petition to the health department within seven days of receipt of said order.

Section 1-8 Variance

The Board of Health may grant a variance to any of provisions of these farmers market regulations when, in its opinion, the strict enforcement would do manifest injustice and does not jeopardize public health or the environment.

Section 1-9 Severability

Each provision of these regulations shall be considered as separate to the extent that if any section, item, sentence, clause, or phrase is determined to be invalid for any reason, the remainder of these regulations shall continue in full force and effect.

Section 1-10 Adoption and Effect

These Farmers Market regulations were adopted by a unanimous vote of the Milford Board of Health, Milford, Massachusetts, on July 15, 2013.

Approved this 15th Day of July, 2013 by the Milford Board of Health,

2014 Milford Farmers Market Fees

Regular Season: June 7th through October 4th

BOH Permit Fee for 2014 is \$25.00

Regular Pricing

	<u>Total</u>
Full Season	\$175.00
1/2 Season or Alternating Weeks	\$90.00
Per Day	\$25.00

Early Signup Discount (By March 8th, 2014)

	<u>Total</u>
Full Season	\$166.00
1/2 Season or Alternating Weeks	\$83.00

Payment in Full Discount

	<u>Total</u>
Full Season	\$158.00
1/2 Season or Alternating Weeks	\$80.00

Payment in Full AND Early Signup Discount

	<u>Total</u>
Full Season	\$155.00
1/2 Season or Alternating Weeks	\$77.00