

**2009 VENDOR Guidelines for the
Concerned Citizens of Mason Square's Farmers' Market**

At Mason Square Health Center 11 Wilbraham Road Springfield Ma

1. The market is open every Saturday from July 11th to October 10, 2009, rain or shine.
2. All vendors should arrive by 8:00am. The market opens promptly at 9:00am. You should be set up and ready to serve customers by the market's opening. **If you will not be able to make it in to sell on any given Saturday, or if you are running late, please call the Market Manager (Contina McCormick) at 860-357-7240!**
3. Vendors should come prepared with enough product for the entire day. The market closes at 1:00pm. **You must finalize and reconcile your transactions with the Market Manager at this time.**
4. Vendors are allowed one vehicle parked near their stall/tent/table.
5. Vendors should bring their own tables, chairs, umbrellas, tents and all proper equipment. Farm-specific signage is also welcome.
6. Vendors are to maintain their area in a clean and orderly manner.
7. The Market Manager reserves the right to screen any products and may request that they be removed from the market if they are deemed to be inappropriate.
8. Food vendors participating in the Senior and WIC coupon or EBT programs must adhere to the State guidelines. Violations will result in suspension from the market.
9. Vendors must post their prices. Farmers are welcome to note if their produce is organic.
10. **All Market vendors must submit a valid certificate of insurance and signed indemnification form to the Market Manager prior to participating in the market.** A copy of this certificate will be filed onsite with the Market Manager.
11. The market sponsors and property owners are not responsible for any damage, theft or injury that may occur while on the premises of the Mason Square Health Center.
12. All food vendors must be willing to accept Food Stamps through the market's Electronic Benefits Transfer machine.
13. The market requires the produce be grown locally and defines "locally" as within the New England region.

2009 Market Guidelines

My staff and I have read the 2009 guidelines for vendors participating in the Concerned Citizens of Mason Square's Farmers' Market and we agree to abide by these guidelines as long as we are participants.

Signature: _____ Date: _____

Contact Tasha Moultrie (413) 247-9738 ext. 113 Fax: (413) 247-9577 or tasham@foodbankwma.org

Sponsored by the Food Bank of Western Massachusetts/ Target: Hunger, and the Upper Hill, Bay Area, Old Hill, and McKnight Neighborhood Residents.