

Swampscott Farmers' Market

Market Application & Policies

Swampscott Farmers' Market - 2025

Location: Swampscott Town Hall, 22 Monument Avenue
Date: June 8th – October 26th, Every Sunday - 10AM-1PM



Questions? phone: 781.596.8854
email: farmersmarket@town.swampscott.ma.us
web site: <http://www.swampscottfarmersmarket.org/> (additional info available here)

PURPOSE

The mission of the Swampscott Farmers' Market is to provide a venue where local farmers, producers, crafters and artisans can come together to provide a variety of fresh local produce and related products directly to our community members. The Swampscott Farmers' Market aims to preserve and foster the wellbeing of our local agricultural system, protect farm open space from being developed, and to promote and advocate for healthy eating and maintaining a healthy environment while providing a wholesome social experience that helps build our local community.

SEASON

June through October the Swampscott Farmers' Market 2025 season will operate on the lawn at Town Hall, 22 Monument Avenue. Anyone wishing to set up a booth must submit an application to the Farmers' Market committee as soon as possible. Applications are screened for consistency with the goals of the market as well as available space. For additional information, please contact Danielle Strauss, Swampscott Town Recreation Director, at dstrauss@swampscottma.gov

INSURANCE: The Market is covered by liability insurance through the Town of Swampscott. It is required that the farmers and prepared food vendors have their own liability insurance and provide the Town with copies of certificates of insurance indicating that they have sufficient coverage for any potential claims. The Town is not liable for the acts or omissions of any vendor or the sale of any goods at the Market.

PRODUCER PRODUCTS

Most products sold must be raised, grown, or made by the producer. Our aim is to nurture and support local farmers and ensure the freshest and highest quality foods possible for our customers. Re-sale of any product is generally not allowed, however, if you provide produce from other farms in the New England area, please provide name/location. **Produce must be clearly labeled with name/location on Market Day.** Only what is on the application can be sold at the Market. Any changes must be approved in writing by the Farmers Market Committee or Market Manager.

NON-PRODUCER PRODUCTS

The Swampscott Farmers Market is first and foremost a place for producers to have the opportunity to sell their products to local customers in accordance with the Market mission statement. The Market may also host non-profit and non-political organizations in accordance with Non-Producer policies.

NON-PROFIT AND CIVIC GROUPS- There will be no charge for non-profit and civic groups.

FEE STRUCTURE

Fees will be collected weekly upon the close of the Market. Fees are only accepted by Check or Credit. **No cash allowed.** All vendors will be responsible for pay their fee even on slow or rainy days.

10' frontage (equivalent of one tent) – flat rate \$20.00

20' frontage (equivalent of two tents) – flat rate \$40.00

20% discount for full-time vendors that pay for the full season by June 1st of the current year. No refunds for cancellations.

PRODUCT & SIGNAGE

All vendors **must post prices** for all items. In addition, **farm of origin** must be listed for any produce not grown on the vendor's farm. Vendors may label items organic only if they are certified as organic.

HEALTH & FOOD - PERMITS

- A copy of Food Establishment (kitchen) Permit from hometown
- A copy of Certified Food Manager's (e.g. "Serv Safe") certificate
- A copy of allergen video certificate which can be obtained at this web site <http://compuworks.myvbookstore.com/catalog/product/view/id/673/s/food-allergen-video-training-and-certification/>

ATTENDANCE & SETUP

Farms and other weekly vendors are expected to attend every week or as committed per application. **Setup** may start at 8:30am, and **MUST** be completed by 9:45am. The market manager and staff will be there to check you in for the opening bell at 10am.

Vendors are responsible for their own setup and removal of their tents, tables and products.

- **Rain or Shine**

The market will be open rain or shine and only closed in the event that the weather is dangerous. We will be in contact with our vendors in that circumstance to determine a prudent course of action.

- **Start and Stop times**

The market opens at 10 am; we request that there will be no sales before that time. The Market closes at 1pm at which time all vendors are expected to shut down promptly.

- **Late Arrivals**

Arriving late will NOT guarantee your existing spot at the market. We will try our best to find a spot for you. Please contact the market staff via email as soon as possible to inform us about your late arrival. farmersmarket@town.swampscott.ma.us

- **No-show policy**

We require notification by 5:00pm on the Saturday prior to market day if a vendor cannot attend the market. After 2 no-shows without notification, we will charge the daily fee for each day missed. Our customers are very vocal when their favorite vendors go missing with no warning and logistically it makes maintaining the market difficult when vendors fail to attend with no warning.

- **Market layout**

We will attempt to keep vendors in a consistent spot all season. However, due to the varying schedules of some vendors from week to week, special events, and late additions or no-shows we sometimes need to make last minute changes to the market layout. Therefore, we cannot guarantee vendors will be placed in the same location every week.

PARKING

Parking on the lawn is not permitted. Vehicles must be parked in legal parking spaces on the surrounding streets **unless prior arrangements have been made**. Please contact us if you need to park a vehicle on the lawn.

NO HAWKING

Business must be conducted from inside the booth. No farm, non-farm vendor, or educational group may approach attendees outside their booths. Only performers may wander the marketplace.

COUPONS

We recommend that farms/vendors themselves be certified to accept Massachusetts Farmers' Market coupons. Farmers must apply to MA Dept. of Agricultural Resources by mid-May (Only farms may accept Farmers' Market coupons, and only for fresh produce).

UTILITIES

We will provide a portable restroom; electricity is available only by prior arrangement.

OTHER

The Farmers' Market Committee may sell products to complement the market. We will not compete with market vendors.

Tents & Tables- Weekly and every other week vendors must provide their own tents and tables. The Farmers market will provide tables and tents to civic groups based on availability.

CODE OF CONDUCT

All vendors and volunteers must sign and adhere to the Swampscott Farmers Market Code of Conduct.

APPEALS AND GRIEVANCES

Appeals and grievances must be made in writing to the Farmers Market Committee. The Committee will take no more than 10 days from receipt to make its decision.

LEGAL

Vendors must be in compliance with all local, state & federal laws and regulations.

EXCEPTIONS

The Farmers' Market Committee may make exceptions to any of these policies, but is expected to do so only on rare occasions and with notification to all vendors. Grievances, must be made in writing to the Farmers Market Committee.



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For Office Use Only:

Approved by: _____ Date of approval: _____

Payment received: _____

_____ Food Permit? _____ ServSafe? _____ Allergen Certification?

Application SFM 2025 Season

Farmers and Processed Food Vendors

Please mail to: Swampscott Farmers' Market
 Town of Swampscott
 Recreation Department
 Attn: Danielle Strauss
 22 Monument Avenue
 Swampscott, MA 01907

Or email to: farmersmarket@town.swampscott.ma.us**VENDOR REQUESTED DATES****2025 Market Season: June 8th – October 26th, 2025 (Sundays 10am-1pm)**

Applying for Full Season?: _____

Selected Dates: (PLEASE CIRCLE EACH DATE YOU'RE APPLYING TO BE A VENDOR IF NOT FOR A FULL SEASON)

JUNE	8	15	22	29	
JULY	6	13	20	27	
AUGUST	3	10	17	24	31
SEPTEMBER	7	14	21	28	
OCTOBER	5	12 <i>Food & Farm Vendors Only This Date</i>	19	26	

Name of Farm/Processed Food Vendor _____

Address: _____

Home phone: (____) ____ - _____ Business or Cell phone (____) ____ - _____

Email: _____

Web site _____

SPACE SIZE REQUESTED: 10' frontage (1 tent space)/\$20 each week _____

Please check one: 20' frontage (2 tent spaces)/\$40 each week _____

The standard booth width will be 10 feet wide. Vendors are responsible for bringing their own table, tents and weights (mandatory)

PAYMENT STRUCTURE (for Full Season Vendors Only):

20% discount for qualified vendors that pay for the full season before June 1st

Will you be paying week-by-week or in advance by June 1st for the full season discount? **(Check ONE)**

Week-by-week: _____

\$336 full season discounted rate for 10' frontage: _____

\$672 full season discounted rate for 20' frontage: _____

Payments must be made by check or credit card only. No cash permitted. No refunds for cancellations.

Items you will have for sale: _____

SWAMPSCOTT Farmers Market Vendor Code of Conduct

All Swampscott Farmers Market vendors must follow the Code of Conduct:

1. Practice patience and understanding
2. Demonstrate sensitivity to people of all ages, ethnicities, and diversities.
3. Treat customers with courtesy, respect, and honesty
4. Assist other vendors whenever possible.
5. Treat market staff, volunteers and other vendors with respect and understanding.
6. Notify the market manager immediately of any unsafe conditions.
7. Resolve conflicts in an unobtrusive and non-confrontational manner.
8. Do not treat any person in a manner that is rough, menacing, vulgar, profane, or abusive.
9. Practice safe and responsible behaviors at all times, including while driving on and off site, loading and unloading.
10. No vendor may be under the influence of illegal drugs or alcohol while participating at the market.
11. No smoking or vaping

Cooperation is expected. Members must be willing to follow Market rules and be willing to cooperate with management and other farmers and vendors, some of which may be direct competitors. Any member that does not follow the rules, or who regularly shows an inability or unwillingness to cooperate or is otherwise disruptive to the upbeat activities of the market may be temporarily or permanently evicted from the Market by The Town of Swampscott.

The undersigned acknowledges that you have read and fully understand the Swampscott Farmers' Market Vendor Code of Conduct. I agree to fully read and understand all market/vendor rules and regulations. I understand fully that I will forfeit my right to vendor at the Swampscott Farmers' Market if am found in non-compliance.

Signature

Date

Parent Signature (if under the age of 18)

Date