



a program of  **Sustainable
Nantucket**
Think local, work together, grow smart.

2009 HANDBOOK

All members of the Nantucket Farmers & Artisans Market (NFAM) will behave towards market customers, staff, volunteers, and each other in a professional manner that fosters a sense of market community, camaraderie, and a spirit of cooperative involvement that promotes the market as a whole to the Nantucket community.

GENERAL INFORMATION:

MARKET SEASON: The 2009 Nantucket Farmers & Artisans Market season will run Saturday, June 27 through Saturday, October 17 2009 (17 weeks total).

TIMES AND DAYS: The Nantucket Farmers & Artisans Market will be open to the public on Saturdays from 9:00AM to 1:00PM.

LOCATION: To Be Announced

WHO MAY SELL AT THE FARMERS MARKET: Residents of Nantucket County, with products that are hand-made or homegrown by the vendor may sell at the market.

ANNUAL APPLICATION FEE:	Before May 15	\$125.00
	After May 15	\$150.00

Once confirmed to a market schedule, the annual application fee is non-refundable and non-transferable. Checks are to be made payable to *Sustainable Nantucket*.

WEEKLY FEE: is determined by the type of item vendor sells and will be collected Sat. mornings:

Growers -- \$15 Grower / Craft mix --\$25 Artisan -- \$35 Prepared Food Vendor -- \$15

The weekly fee is non-transferable and non-refundable unless market is cancelled due to weather. Please make checks payable to *Sustainable Nantucket*.

CONTACT MARKET MANAGERS: Vendors must notify the Market Manager 48 hours before market if they will be unable participate in a market they have committed to. If market is not notified, vendors will be charged the weekly fee. Catastrophic and emergency events will be considered on a case-by-case basis.

To give advanced notice: call Sustainable Nantucket Office 508.228.3399

EMERGENCY ONLY on MARKET DAY: Phone number will be given out in weekly email reminders.

MARKET RULES:

1. Vendors can only sell produce or products they have grown or made themselves. Vendors are not permitted to purchase any plants or products to resell at market. Resale of full-grown plants purchased from another source is NOT permitted. All plants and/or produce must be grown by seller (plugs, cuttings, and bulbs).
2. Vendors must provide for disposal and removal of their own trash.
3. Vendors are responsible for their own booths, chairs, tables and sun/rain covers. Umbrellas and canopies must be anchored and secured.
3. All vendors must display a sign at their table with name and / or business name and contact information.
4. Prices for all items on display should be clearly marked with individual price tags, signs, or large legible sign boards.
5. Vendors are encouraged to give the elderly a 10% discount.
6. All vendors are responsible for cleaning up their area at the end of each market day. Market common areas will be cleaned up by all market participants.
7. Permits & Licensing: Vendors of prepared and processed food must have the approval of the Health Inspector and are responsible for obtaining all licenses required by Nantucket's Board of Health. Vendors of prepared & processed food must include copy of their local Health Department permit with the NFAM application. FOR FURTHER INFORMATION SEE SECTION REGARDING PERMITS & LICENSING.
8. Insurance: Each vendor must obtain general and product liability insurance. Check your Homeowners Policy for coverage. All vendors will be required to complete INDEMNITY RELEASE SECTION of Vendor Application. SEE SECTION BELOW REGARDING INSURANCE INFORMATION.
9. MA Sales Tax: All vendors are responsible for being informed about MA Sales Tax Code, collecting and reporting sales tax. SEE SECTION BELOW REGARDING MASSACHUSETTS SALES TAX.
10. No flea market, yard sale items, or live animals may be sold at market.

VENDOR DEFINITIONS:

FARMERS: Farmers are persons who raise produce (vegetables, fruits, nuts), herbs, flowers, or nursery crops from seed, bulbs, bareroot or plants, and care for, nurture, cultivate, and harvest the crops offered for sale at a farmers market. Beekeepers, egg farmers, poultry growers and fish and/or shellfish growers are considered in this category.

PROCESSORS: Processors are persons offering fresh food products that have added value to their product through some sort of "hands-on" processing (examples: hand-filleted fish, smoked meats, baked goods, handmade candies, etc.)

ARTISAN: Artisans (craftspeople) are persons who practice a handicraft or trade creating useful and decorative devices made completely by hand or using only simple tools or traditional methods. Items made by mass production are not handicrafts.

MARKET LOGISTICS:

SITE MANAGEMENT: Before and during market hours, the Market Manager or Sustainable Nantucket staff/NFAM Committee Members will collect weekly fees, direct set-up, and decide any immediate issues affecting the overall market.

MARKET MANAGER(S): All rules of the market are enforced by the market manager who has ultimate on-site authority and who is responsible to the Nantucket Farmers & Artisans Market Committee and Nantucket Sustainable Development Corporation (d/b/a Sustainable Nantucket) Board of Directors. If a vendor does not abide by the rules of the Nantucket Farmers & Artisans Market, the Market Manager may take any action deemed appropriate, including barring the vendor from the market for that day and any future market days.

SPACE: The market manager will assign you a space within the market area each week. Vendors are required to police their own trash. The market does not provide water or electricity to vendors. Vendors are urged to bring canopies or

umbrellas. Set-ups must be windproof, to protect people from blow-overs on blustery days at the market. **All vendors who wish to erect canopies on the farmers market site during a normal period of market operations, including the set up and break down period, are required to have their umbrellas or canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow the canopy and sell without it.** The safety of market customers, vendors and volunteers is the market's highest priority.

Self-contained kitchens in motorized trailers are not allowed. Food vendors must be able to move their set-up onto the site, without damage to the area.

There are no assigned spaces for vendors. Set-up is at the discretion of the Market Manager and the Board members on site. The goal is to create a market layout that is complimentary to all vendors and to the market as a whole.

SET-UP AND TAKEDOWN: Vendors are required to be on site by 8:00 AM and set up by 8:45 AM in order to participate in that day's market. Market Manager will ring a bell to signal market opening. **All sales begin at 9:00.** Selling before the official market opening time is NOT PERMITTED. It is in everyone's interest for the customers to learn that the market opens at 9:00 AM. Vendors are requested to stay for the entire market day. Vendors are responsible for taking down their set-up, disposing of their own garbage, and leaving their spot as trash-free as they found it.

SMOKING AND ALCOHOLIC BEVERAGES AT THE FARMERS MARKET: Vendors may not smoke on the Farmers Market grounds. Vendors may not be under the influence of alcohol or drugs during Market hours, nor have any alcohol or drugs on the Market premises.

PETS: Vendors may not have personal pets on the property with the exception of assistance animals.

PRICING: All vendors are required to have prices visible for customers. The Nantucket Farmers & Artisans Market is a retail market. Prices charged should be fair to all vendors, and comparable to pricing in the community. Intentional undercutting will be considered unfair practice and may result in expulsion from the market.

CERTIFIED SCALES: If you intend to sell by the pound, you must bring your own certified calibration scales. If you do not own a calibration scale, we recommend pricing your product by the unit. Local weights and measure inspectors must certify or seal all weighing devices-there may be a small charge for this. Check with Richard Ray, Health Director of the Nantucket Health Department to be sure that you comply.

<p>Nantucket Health Department : 37 Washington Street / Friday : 8:00AM - 4:00PM Richard Ray, Health Director Monday Phone: 508.228.7226 Fax: 508.228.7556 Email: rray@nantucket-ma.gov</p>

PRODUCE AND FOODSTUFFS: Produce vendors are very important to the Nantucket Farmers & Artisans Market. The Market actively seeks and encourages locally grown fresh produce at the market. The market encourages growers to use organic practices whenever possible as it is better for the environment. Agricultural products should be free of visible defects, disease, or insect problems and should meet standards for quality, freshness, size and grade.

Perishable farm products and baked goods must be appropriately packaged and handled, complying with any applicable regulations of the MA Department of Public Health. Organic food items are encouraged.

PROCESSED FOODS (pies, cakes, breads, jams and jellies, candy, baked goods, etc.) sold at the Market must be manufactured in a licensed food establishment, or a licensed commercial kitchen. Copies of commercial kitchen

permits, retail food establishment permits or food manufacturing licenses at which the food was prepared should be available at the market location. Foods may not be purchased for resale or commercially prepackaged. The Nantucket Farmers & Artisans Market is committed to bringing high quality products, produce, and foodstuffs to the Community. Any goods that are not of sufficient quality may be removed from sale by Market Managers or staff.

ORGANIC LABELING: Only products certified by the Northeast Organic Farmers' Association (NOFA) as organic may be labeled "certified organic". Use of the term "certified organic" is restricted.

NOFA Massachusetts Office: 411 Sheldon Road | Barre, MA 01005 | Phone: (978) 355-2853 | Fax: (978) 355-4046 | Email: nofa@nofamass.org | Website: www.nofamass.org and www.nofa.org

Vendors may advertise their produce and foodstuffs as "natural", "unsprayed", etc. without formal certification from any agency. All vendors are required to advertise truthfully and to respond to customers' questions in a fair manner.

PERMITS AND LICENSING: It is each vendor's responsibility to stay informed about and comply with state and local health regulations and licensing requirement governing the production, display, distribution, sampling and sale of their products necessary for their particular operation. Vendors must comply with all MA Department of Public Health and local Health Department regulations and licensing requirements. All vendors must follow sanitary procedures.

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Any vendor found selling contaminated foodstuffs or produce shall be suspended from selling at the Market until satisfactory clearance has been obtained from the MA Health Department. All vendors must wear shoes and shirts at the Market.

ARTISANS: To encourage local craft workers, craft goods must be either hand- or home-crafted on Nantucket by the seller. Artisans are responsible for collecting and reporting sales tax. Any goods that are not of sufficient quality may be removed from sale by on-site Market Managers. Crafters using natural materials are encouraged.

PRODUCT QUALITY-CRAFTS: The Market Managers will make the final judgment on the suitability of any specific vendor's operation for the Nantucket Farmers & Artisans Market.

The NFAM Committee reserves the right to visit farms, studios, or location where items are grown or made, to ensure they are made on Nantucket.

INSURANCE: In the state of MA, Farmers Markets are legally deemed as "Associations" which means that all vendors (present or not) may be held liable in the event of an insurance claim at the Nantucket Farmers and Artisans Market.

Vendors are strongly encouraged to obtain general and product liability insurance. If you are not set up as a formal business, please speak with your insurance representative regarding whether your Homeowner's or Renter's Policy will provide coverage sufficient for the Market (inquire about an "incidental rider").

To participate as a Vendor in the Nantucket Artisan and Farmers Market, Vendors are required to read and sign the Indemnity Release on Vendor Application.

MA SALES TAX: Vendors selling produce, foodstuffs, and clothing are exempt from charging sales tax on those items. All vendors are responsible for being informed about MA Sales Tax Code, collecting and reporting sales tax.

Massachusetts Dept. of Revenue

100 Cambridge Street

Boston, MA 02204 / www.mass.gov/ p. (617) 887-6367

INCLEMENT WEATHER HOTLINE: Call 508.228.3399 for announcement that Market will be cancelled due to inclement weather. Announcements will be made by 7:30 a.m. If there is no message regarding Market, the Market will be held.

MISCELLANEOUS ITEMS:

- There shall be no discrimination regarding race, color, creed, sex, religion, age or national origin.
- No hawking, shouting, or loud barking. No selling one's wares in an aggressive manner.
- No political or religious campaigning.
- Vendors are expected to be courteous to the public at all times.
- A general neat appearance for all market participants is expected.

General Contact information:

Phone: Sustainable Nantucket 508.228.3399
Email: Sustainable Nantucket nfam@sustainablenantucket.org

www.sustainablenantucket.org.

THANK YOU FOR PARTICIPATING!