



2018 *Non-Profit* HANDBOOK



Sustainable Nantucket is cultivating a healthy Nantucket by building a more locally-based and self-reliant food system, and a strong island economy. The Market is designed to support Nantucket's traditional industry of agriculture and help to sustain cottage industry.

CONTACT INFORMATION:

Phone: Sustainable Nantucket 508.228.3399

Email: *Yeshe Palmo, Market Manager* Market@sustainablenantucket.org

MARKET SPECIFICS:

MARKET SEASON: The Market season will run Saturdays, June 9th - October 13th 2018 (19 weeks total). Non profits may apply for any 3 Saturdays within that time period *except for July 7.*

TIMES AND DAYS: The Market will be open to the public on Saturdays from 9:00AM to 1:00PM. (weather permitting)

LOCATION: Upper Cambridge Street and North Union Street.

MARKET MANAGER: All rules of the Market are enforced by the Market Manager or their appointed representative from the Sustainable Nantucket Staff/ The Market Committee. The Market Manager has ultimate on-site authority. The Market Manager is responsible to the Sustainable Nantucket Executive Director, the SN Farmers & Artisans Market Committee and The Nantucket Sustainable Development Corporation (d/b/a Sustainable Nantucket) Board of Directors. If a participant does not abide by the rules of the Market, the Market Manager may take any action deemed appropriate, including barring the participant from the Market for that day and any future Market days. The Market Manager directs set-up, and decides any immediate issues affecting the overall Market. For any questions or concerns related to the Market, contact the Market Manager.

NON-PROFIT DEFINITION:

A **non-profit organization** is an organization that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals. The purpose of non-profit organizations like **501(c)3 Corporations** is to serve the interest of the public. This service is usually

for mutual benefit and not for the accumulation of profits by the organization. The state regulates the types of organization allowed. These corporations are mostly tax exempt. Examples of NPOs include charities (i.e. charitable organizations), trade unions, and public arts organizations.

PARTICIPATION ALLOTMENT:

Each non-profit is able to sign up to participate for three Market days (excludes July 7 when the Market moves location to Chestnut Street). The non-profit may request to participate more than 3 days, and will be kept on a waiting list and informed if there is extra space the week of the Market.

DISPLAY AND SET UP/BREAKDOWN:

DISPLAY SPACE: The Market Manager will assign you a 4 foot space (size of a 4x4 card table) within the Market area each week. At this time, The Market is unable to provide consistent participant locations due to the ever changing dynamics of vendor participation, and other unforeseen circumstances that may affect the weekly Market map. Set-up is at the discretion of the Market Manager. **REMEMBER:** Please be flexible during set up. The goal is to create a Market layout that is complementary to all participants and to the Market as a whole. The Market is not obligated to provide water, shade or electricity to participants.

TABLE DISPLAY: Limited to a card table (4x4 foot). All participants must have a visible sign for their business. Participants may use umbrellas. Set-ups must be windproof, to protect people from blow-overs on blustery days at the Market. **All participants who wish to erect umbrellas on site during a normal period of Market operations, including the set up and break down period, are required to have their umbrellas sufficiently and safely anchored to the ground from the time their shade is put up to the time it is taken down. Any participant who fails to properly anchor his or her shade will not be allowed to sell at the Market on that Market day, unless that participant chooses to take down and stow the umbrella and sell without it.** The safety of Market customers, vendors and volunteers is the Market's highest priority.

SET-UP AND BREAKDOWN: All Non-Profit tables must be staffed by representatives of the Non Profit Organization.

All participants are required to be on site NO LATER THAN 8:30 AM and MUST BE FULLY SET UP NO LATER THAN 9:00 AM in order to participate in that day's Market. Arriving late is disruptive to the Market. If a participant arrives after 8:30am, the participant's original location may differ from the map sent out the day before. However, please remember this map is not confirmed, and participants should always check with the Market Manager before they begin set up as circumstances may have changed. If the participant would like to **drive into the Market** streets in order to unload and set up, the vendor must arrive **BEFORE 8AM.**

Participants are **required** to stay for the entire Market day, unless they sell completely out of their product. If a participant does successfully sell out within the Market time, the participant may take their cash box and leave the Market, but **MUST** leave their table and sign until the Market ends. Removing tables during the Market is disorderly and changes the layout dynamic. All participants

are responsible for taking down their set-up, disposing of their own garbage, and leaving their spot trash-free, after 1pm.

MADE ON NANTUCKET REQUIREMENTS:

It is of great value to Sustainable Nantucket and the Market to be a part of encouraging, creating and helping to establish new opportunities of entrepreneurship. This means bringing your ideas and needs to island people, instead of using off island services that have already been established. (i.e. bringing your printing or silk screening needs to an Island business or sole proprietor.) It is our hope that if these services do not yet exist on island, perhaps we can encourage them to be established or to expand with the prospect of future business.

MATERIALS:

Recognizing Nantucket's current lack of certain materials and manufacturing capabilities, off island materials may be used in formation of your MADE ON NANTUCKET products. Sustainable Nantucket strongly encourages each participant to start the off island material search on the Cape, then throughout the State of Massachusetts, then to the Greater North East, etc. *Products cannot however, be sent off island to be finished. Therefore, all items must be constructed/finished on the island of Nantucket.* **NON- PROFITS are currently exempt from these restrictions, though we strongly encourage supporting local business and hand crafting as much of your product as possible. Each fundraising item or product will be reviewed on a case-by-case basis by the Market Manager. 100% of product sales proceeds must go to the Non Profit Organization. Please allow 2-3 weeks for review of products.**

CANCELLATION POLICIES:

CANCEL WITH PRIOR NOTICE:

Non-Profits are asked to please notify the Market Manager **by NOON on the Friday before Saturday's Market**, if they will be unable to participate in a Market they have committed to attend. To give advanced notice: Please call Yeshe Palmo, the Market Manager @ 508.228-3399 or email Yeshe Palmo at market@sustainablenantucket.org. In case of emergency Friday night or Saturday morning, please text or call Yeshe Palmo on her cell 508-524-0823. Cell phone emails not accepted (simple phone).

EMERGENCY ONLY on MARKET DAY:

Please call or text the Market Manager no earlier than **6:30am**: Market Manager cell #: 508.524.0823.

WEATHER CANCELLATION POLICY:

The Sustainable Nantucket Farmers and Artisans Market **will be held** if the satellite radar indicates only possible showers. High winds, above 25 mph are cause for cancellation. It is the responsibility of the vendor to come prepared for possible inclement weather with towels, umbrellas, weights, and/or a

tent. The Market Manager will decide if the Market is delayed, cancelled or confirmed by 6:45am the morning of the Market.

INCLEMENT WEATHER HOTLINE:

If the weather is questionable, please call the Sustainable Nantucket Office at 508.228.3399 for an announcement that the Market will be cancelled or delayed. Announcements will be made by 6:45am. Messages will only be left if the Market is cancelled. An email message as well as a message on the home page of our website (www.sustainablenantucket.org) will also be sent out that morning, by 6:45am. Otherwise, if you have a question as to whether the Market will go on and there is no message regarding this issue, feel free to contact the Market Manager by phone or email.

INSURANCE:

ALL VENDORS are REQUIRED to provide proof of a 1 million dollar per occurrence **Product and General Liability Insurance** and name SUSTAINABLE NANTUCKET AS AN ADDITIONAL INSURED. All **GROWER** vendors who use a **TRUCK** in their display are REQUIRED to provide proof of **Commercial Auto Insurance**. Please speak with your insurance or legal representative regarding whether your existing coverage (i.e. current Auto & Homeowner's Insurance, Renter's Policy, and/or Craft Organization/Guilds) will be sufficient for your potential liability.

A policy program option is a *Home Based Business Policy*, locally offered by:

Congdon and Coleman Insurance | Phone: 508.228.0344 | 57 Main Street, Nantucket MA 02554

Another good source of insurance, promoted by the Farmers Market Coalition (<http://farmersmarketcoalition.org/>) is Campbell Risk Management:

Campbell Risk Management: | Phone: (800) 730.7475 ext. 203 | Contact: Larry Spilker |
Email: lspilker@campbellriskmanagement.com

Sustainable Nantucket encourages its potential vendors to investigate insurance options before applying to the Market. In general, policies may range between \$200 - \$425, depending on the type of business.

HEALTH DEPARTMENT REQUIREMENTS:

Non-Profit participants selling prepared and processed food at the Market must be manufactured in a licensed food establishment, or a licensed residential or commercial kitchen as appropriate. Copies of commercial and residential kitchen permits, retail food establishment permits or food manufacturing licenses at which the food was prepared should be available at the Market location. **These documents must also be submitted with application.**

For more information on how to comply with licensing regulations, please see the BOH Guidelines. These can be obtained at www.sustainablenantucket.org, or by contacting Sustainable Nantucket.

MARKET RULES:

CODE OF CONDUCT:

All members of the Sustainable Nantucket Farmers & Artisans Market 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.

1. Vendors will dispose of their trash and clean their surrounding area after breakdown.
2. Vendors are responsible for their own booths, chairs, tables and sun/rain covers.
3. Umbrellas and tents must be anchored and secured.
4. All vendors must display a sign at their table with name and / or business name. Signs should be well designed, appealing, attractive, and with lettering large enough to be seen by Market customers.
5. Prices for all items on display should be clearly marked with individual price tags, signs, or large legible sign boards.
6. All vendors will be required to complete INDEMNITY/ RELEASE SECTION of Vendor Application.
7. Vendors may not smoke on Market grounds.
8. Vendors may not be under the influence of alcohol or drugs during Market hours, nor have alcohol or drugs on the Market premises.
9. Vendors may not have personal pets on the property with the exception of assistance animals.
10. No “flea market,” or “yard sale” items.
11. No live animals may be sold at Market, unless approved by review committee.
12. All vendors must wear shoes and shirts at the Market. A general neat appearance for all Market participants is expected.
13. There shall be no discrimination regarding race, color, creed, sex, religion, age or national origin.
14. No hawking, shouting, or loud barking.
15. No selling one’s wares in an aggressive manner.
16. No political, or religious campaigning.

17. No gruesome or grotesque images.

18. Vendors are expected to be courteous to the public at all times.

Hope to see you at our 2018 Market!

Market Committee

Yeshe Palmo (Market Manager)

Peter Brace

Cheryl Emery

Jen Karberg

Priscilla McIntosh

Melissa Dudley

Amy Zielinski (SN Executive Director)



P.O. Box 1244 Nantucket, MA. 02554
14 Federal Street - Downtown Nantucket Office

For more information, or to sign up for the Market, contact:

Yeshe Palmo, Market Manager

Phone: 508.228.3399

Email: Market@sustainablenantucket.org