



2023-2024 Winter Farmers Market Rules & Regulations

1. Vendors may sell agricultural products (fruits, vegetables, grains, nuts, honey, maple syrup), cheese, meats and eggs, baked goods, processed foods (e.g. preserves, oils, spice mixes, candy), beverages, potted flowers and plants and fresh cut flowers including vegetable/herb plants, potted flowers for planting, and decorative pots and hanging baskets. Vendors may also sell health and wellness items made from locally grown ingredients (handmade soap, beeswax candles, lip balm, lotions). Craft and gift items must be locally made/crafted. Each item must be approved by the Market Manager.
2. All vendors will grow/produce their own items in Massachusetts or other parts of New England. Cheese, honey and maple syrup must be made from the producer's homegrown resources. Bakers must produce their own baked goods and should use best efforts to source ingredients locally. On a case by case basis and at its total discretion, the Dedham Square Circle (DSC) may allow vendors to offer items for sale on behalf of other local producers who would otherwise comply with this section ("supply producers"). Labeling of product and signage must clearly indicate the supply producer.
3. The Dedham Square Circle will oversee the market and will determine if vendors can be part of the Dedham Winter Farmers Market to ensure an appropriate mix of products in the space available.
4. The Winter Farmers Market is run by the Dedham Square Circle. The market is NOT affiliated with the Town of Dedham. The individual designated Market Manager by the DSC is responsible for all activities at the market; all vendors will comply with his/her requests. Vendors who do not comply with market rules and Market Manager requests will be subject to dismissal from the market at the sole discretion of the Dedham Square Circle.
5. Vendor fees are used to pay for market licensing and insurance, market management, advertising and promotions, and special events at the market. Vendors must be current on paying vendor fees to attend the market. Any vendor with past due fees will not be able to attend the market until fees are paid and the account is current.
6. Once your application to be a vendor at the market has been approved, you must submit the following:
 - a) Proof of general liability insurance* with a current date.
 - b) A deposit is required for all vendors (3 weeks of vendor fees for small business and \$100 for large businesses) and must be paid within 2 weeks of your application being approved and at least one week before your first market date. This deposit holds your spot at the market and will be used toward payment of your vendor fees. If you fail to send in your deposit, you risk losing your spot. For vendors paying in full or paying in installments, your partial or full payment for the market is due no later



than October 15, 2023. Checks should be made payable to "Dedham Square Circle".

- c) If selling processed food, a copy of Residential, Commercial or Wholesale Kitchen Permit.
- d) If you plan to sell processed foods, you must secure a health permit from the Town of Dedham prior to season opening on December 1, 2023. To apply with the Board of Health, contact info: Dedham Board of Health, Kylee Sullivan, at ksullivan@dedham-ma.gov or 781-751-9220.
- e) If you are certified organic, please include a copy of your certification*
*You may scan and email these items to dedhamfarmersmarket@gmail.com.

7. Market setup locations will be assigned by the Market Manager. Displays must be kept within space allotted and maintained to ensure public access.

8. To protect the meaning of the word "organic" you may only label your produce organic if you are certified organic. You are encouraged to discuss your organic practices with your customers, so they know how your food is raised.

9. All vendors, both new and returning, will submit an application to DSC. Each vendor must sign a statement that they have read, understood, and agreed to abide by the rules of the market and Massachusetts state food regulations. Vendors will also submit an inventory of items to be sold at the market, which will be approved by the DSC. Only approved items will be sold at the market.

10. All vendors will agree to an on-site visit by the Market Manager or other market representative, if requested. This seasonal visit is meant to help anticipate your inventory, observe crops, and to help with promoting each vendor and the market as a whole. A revisit may be made to see later crops come into season.

11. All vendors will allow the market to use their business names, logos, and other public information in print and electronic advertising and other promotions for the benefit of the market.

12. The market will carry liability insurance for personal injury coverage; however individual vendors are expected to have their own policy for general liability as well.

13. Health and sanitation are priorities at the market. All members selling processed foods such as jams, baked goods, or ready to eat food shall submit a copy of their Residential, Commercial or Wholesale Kitchen Permit to the Market Manager by opening market day. In addition, these members will secure Dedham health permits, at their own expense, prior to season opening. Vendors bringing items to market from a supply producer will ensure that all relevant permits are obtained relating to those items. All vendors will adhere to all federal and state health regulations, subject to oversight by Kylee, Sullivan, Dedham Health Director.

14. The market will be held Saturdays from 10am-2pm beginning December 2, 2023



and ending March 30, 2024 (no market Dec 23 & 30). All vendors are expected to attend every week for which they have registered. Vendors may not cancel because inclement weather. Only in the event of severe weather conditions will we cancel the market. Should this happen, the market manager will contact vendors as soon as possible to notify them. If market dates are cancelled due to weather, it is possible that "make up" market dates will be scheduled and vendors may attend if they are available.

15. It is extremely important that you contact the Market Manager if you are unable to attend in a particular week. Vendors who do not attend on days for which they have registered, without notice made to the Market Manager by Monday the week before the market, will be subject to full fees and may be excluded from future market days, at the sole discretion of DSC. If you are unable to attend a market, send an email by Monday before the market and you will not be charged a vendor fee. Any cancellations after Monday are due in full. If the market is cancelled due to weather and you do not cancel before the market is called off, you will receive a 50% refund of vendor fees paid.

16. Vendors provide their own tables. Chairs are available for use inside. Outdoor vendors must provide their own tents, tent weights (required) and chairs. Colorful signage, tablecloths and pleasing displays are encouraged. Vendors are responsible to clean their areas and remove all trash at the end of the market day. Please sort trash from recyclables in the appropriate containers provided by the Town.

17. All vendors will arrive within the hour (please, no earlier) before the market opens to set up their space in an inviting way. Any vendor who arrives after 9:45am may be denied entry without a refund. Our liability policy only covers specific hours for setup, operation, and breakdown.

18. All vendors will wait until 10am sharp before any sales are made. This allows healthy competition on a level playing field between market vendors as well as customers. You should plan to bring sufficient product to remain open for business until the close of the market at 2pm.

19. All items offered for sale shall be clearly labeled and priced. Prices may not change after the market has opened for the day. This includes end-of-day "deals" to dump product. The Senior Center will gladly take a donations of unsold items. Please contact the Market Manager if you are interested in donating.

20. All items must be of the highest quality or must be clearly marked as "seconds."

21. Produce may be measured and sold by the pound, bunch, piece, or measured container and must be marked with appropriate signage.

22. All scales should have a current seal from the Department of Weights and Measures.



23. All prepared foods must be under cover, may not be handled with bare hands, and must have an ingredient label, an address of origin, and a net weight, according to MA regulations. Perishable items, including but not limited to meat, eggs, and dairy products, must be maintained in an appropriately chilled container, subject to approval and inspection by the health inspector. Approved food handling guidelines for the market are available to Members upon request. Should further questions arise, you may contact Dedham Health Director Kylee Sullivan at ksullivan@dedham-ma.gov or 781-751-9220.

24. To ensure sanitary conditions, Town Hall has sinks for hand washing and access to public restrooms. Vendors must keep their hands clean at all times, including washing them after using the restroom and smoking.

25. Please, no smoking in Town Hall or anywhere near the building.

26. The market may participate in the Farmers Market Coupon Program. All vendors with eligible produce and foods should be aware of coupon guidelines, and should contact David Webber, Program Coordinator at 617-626-1754 to be certified to receive WIC and SENIOR coupons. Every effort should be made to assist coupon holders to select fresh, nutritious food.

27. The market accepts SNAP benefits (formerly known as food stamps). All vendors will agree to sell eligible food and plant items under this program, including acceptance of "Dedham Dollars" on market day with reimbursement checks from Dedham Square Circle to follow on a monthly basis. The Winter Farmers Market will provide guidelines and procedures for SNAP prior to opening day of the 2023-24 season.

28. Pets are not allowed in Town Hall. Trained service animals are allowed.

29. No plastic single use plastic bags. The Town of Dedham has a plastic bag ban. Farmers can use plastic "produce" bags.

30. Do not place, attach or hang anything on the walls or on Town Hall property. If you violate this rule, you will be financially responsible for any damage caused.

Should you need additional information or have questions, please don't hesitate to contact us: Dedham Farmers Market at dedhamfarmersmarket@gmail.com or Dedham Square Circle at dedhamsquarecircle@gmail.com