



Roslindale Village Main Street Farmers Market- Winter 2021

Market Policy

The RVMS FM may at any time modify or add to the Market Policy and is solely responsible for the interpretation, definition, and clarification of the Policy. Any such decision will be binding upon all parties. The RVMS Executive Director and the FM Manager are responsible for enforcing the Market Policy.

Market Contact Information:

Steve Marcelin, Farmers Market Manager Roslindale Village Main Street

Email: farmersmarket@roslindale.net

Telephone: 617-327-4065 (office), vendors will be given a google voice number for day-of emergencies

Mail: 4236A Washington St, Roslindale, MA 02131

Web: <http://roslindale.net/rvms-farmers-market> Vendor

Vendor Mix

RVMS relies on the following Farmer's Market (FM) vendor mix to provide diverse, authentic offerings that promote community interests at the weekly market: at least 1/3rd farmers selling locally grown produce and/or plants, 1/3rd vendors selling locally processed or prepared food, and up to 1/3rd "other" vendors (e.g., art and handmade crafts, local non-profits)

Vendor Selection Criteria

Permits for winter stall spaces at the market require that applicants apply by the market deadline of December 15th. Because more vendors qualify than available slots, the RVMS Farmers Market Manager awards stall spaces based upon product wholesomeness and diversity, vendor longevity at the market, the RVMS vendor-mix priorities, and community appeal.

Vendors must meet the following criteria specified for their category:

- Growers of Fruits, Vegetables, Bedding, Plants, Honey, Syrup, and Cider:
All fruits, vegetables, meats, poultry, eggs must be grown/produced within a 150-mile radius of the RVMS Farmers Market.
- The products may come from a supply farm if it is listed on the vendor application.
Unprocessed animal products (including, but not limited too, eggs, meat, poultry)
These products must be raised by the vendor.
- Processed Foods (cheese and other dairy products, canned foods, baked goods, etc.)
- All vendors must have a preorder system.

- Processed goods must be produced by the vendor. Processed foods must comply with all City of Boston Dept. of Health requirements and must obtain the appropriate City permits.
- Prepared Foods (Sandwiches, etc.): Priority will be given to vendors who prepare unique goods that feature locally grown ingredients made from scratch that do not duplicate foods for sale in nearby stores. Prepared foods must comply with all City of Boston Dept. of Health requirements and must obtain the appropriate City permits.
- Non-Food Vendors (Hand Crafts, Photography, Art, Clothing, etc.) Priority will be given to local artists and artisans who create handcrafted items themselves.

If you desire to add a product in the middle of the season that you didn't declare on your initial application, you must write a letter or email to the FM Manager and provide at least a week for them to respond with the acceptance or refusal of that product.

Note: The Farmers Market is nonpartisan. Political candidates and their volunteers will not be given table space at the lot. Elected officials and candidates are encouraged to visit the Market, enjoy the community exchange and entertainment, and patronize the market's vendors.

Fees

Winter Market Vendor Fees are lower than the Spring/Summer/Fall Farmers Market because we understand that the conditions are not super favorable due to weather and the pandemic.

Farms -- \$30 per truck/car space

Specialty Food -- \$30 truck/car space

Art, craft, and other vendors -- \$30 for truck/car space

Market Logistics

Assignment of Space

The FM Manager will assign spaces to vendors a few days before the Farmers Market. Maps are emailed to vendors and should be reviewed by vendors each week. Every attempt is made to assign weekly vendors the same spots each week, but space assignment may need to change at the discretion of the manager. Every effort will be made to provide notice of such changes one week prior to the space reassignment.

Set-Up

Set-up begins at 10:35 am. Everyone must be completely set up by 11:50 am for the 12 pm opening. Sales are not permitted before 12 pm.

Attendance

Vendors are expected to attend every week to which they have committed. The market takes place in snow or shine. In rare cases where weather conditions create a serious hazard, the FM Manager will contact vendors by phone to inform them of a market cancellation. Vendors must contact the FM Manager directly via email: farmersmarket@roslindale.net or by phone (617.327.4065) at least a day in advance if they will not be attending due to predicted rain or other emergencies. We will do our best to accommodate rescheduling as space permits, but refunds will not be issued. Non-weekly vendors will be permitted to submit no more than one request to swap dates, which will only be granted on a space-available basis.

4 Market Sales/Advertising

Stall displays must include clear signage with: Vendor or farm name, farm location; product prices; name and location of any supply product producers (e.g., apples from xx Orchard in xxx, MA).

"Certified Organic" is reserved for farms that have gone through state or national certification. Vendors must substantiate any claim if asked to do so by the FM Manager. All vendors are required to advertise truthfully and to respond to customers' questions in a like manner. We encourage all vendors to provide a sign or label to describe growing techniques (i.e., Sustainable, Transitional, Conventional, etc.)

We encourage the use of calculators by vendors and encourage vendors to have receipts available if the shopper requests one. A vendor or vendors may be required to use a calculator if multiple issues arise that would be fixed by the use of calculators.

5 SNAP/EBT & WIC

Farmers and food vendors must accept SNAP/EBT/HIP. We strongly encourage farms to accept WIC coupons. To participate in the WIC program, farmers must receive a brief orientation from the State Dept. of Agricultural Resources. For more information on WIC, visit: <https://www.mass.gov/service/details/wic-information-for-retailers> or contact Lisa Damon at the Massachusetts Department of Agricultural Resources at 617-626-1731 or Lisa.Damon@state.ma.us

Clean Up/ Garbage/ Recycling

Vendors are responsible for keeping their stall area clean, tidy, and free of debris or trash during and after the market. Please carry out everything you carry in. We encourage vendors to use recycled goods and recycle waste whenever possible.

Permits/Licenses

Vendors are responsible for complying with all City and State policies: all taxes, licenses, permits, and all liability/product insurance is the sole responsibility of the vendor. Information on the City of Boston's requirements are located in the links below.

City of Boston Farmers Market Procedures - <http://www.cityofboston.gov/isd/pdfs/farmersmarket.pdf>

City of Boston Farmer' Market Application (aka vendor profile) - <http://www.cityofboston.gov/isd/pdfs/FarmersMarketApp.pdf>

Covid 19 Protocols and safety measures

Social Distancing:



Vendor stalls will be a minimum of 8ft. away from each other to assist in patron flow and reduce crowding at vendor stations. Vendors will set up tables in a straight run formation. Vendors will set up tables to create a barrier between them and the shoppers.

We are expecting the ground to be wet or covered with snow, which makes it impossible to tape it. We will use traffic cones instead to indicate the 6-8 ft social distance marks for the shoppers and vendors.

Visitors will be encouraged to maintain a space of at least 6ft. from one another and have a face mask on at all times. The Market Manager may also consider limiting the number of customers who can enter the market space if he/she/they notice that visitors are not maintaining a safe distance as they visit the market. Vendors will be strongly encouraged to remind customers of “social distancing” while shopping at farmer’s markets, through signage at prominent locations and vendor tables, and through verbal reinforcement. The first 15 min of the farmers market will be reserved for the senior and immune-compromised for shopping to allow those who need access to food participate. For seniors who are unable to navigate through, the market staff will ask them to make a list and take a picture of it to assist them with their shopping needs.

Market staff, vendors, and customers should:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home from the market when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- All market staff must wear gloves and face masks when at the farmer’s market.

Product Samples:

To reduce opportunities for contamination, vendors are not permitted to offer samples of products throughout the COVID-19 response in the Commonwealth. Vendors will be prohibited from selling beverages by the cup. All prepared foods must be pre-packaged.

Minimize the Number of Touches:

Vendors are encouraged to facilitate reduced handling by utilizing small produce/product displays and lists on signage or chalkboards to communicate product lists and availability while keeping produce for sale in larger bins covered and out of reach of customers. We require all vendors to have a preorder system, and the customers will pick up the pre-bagged or pre-boxed orders at the vendor stalls at the market.

Farmer’s Market Manager, market staff, as well as vendors and their employees, shall not perform bagging of produce if reusable bags are utilized until further notice. Vendors may choose to use recyclable paper bags or compostable plastic bags during COVID-19 response operations in the Commonwealth.

Vendors should clean and sanitize their displays and facilitate increased cleaning and sanitizing of contact surfaces.

- Vendors will not display any food or product. They will be encouraged to have a visible menu board and a table.
- We understand that ice and snow are water and can, in some cases, become an electrical hazard. There will be no extension or electrical source of any kind at the farmers market.
- All ice and snow must be removed before opening the market to shoppers. The intention is to minimize the possibility of a person slipping and falling.

Hand sanitization/hygiene:

All market staff, vendors, and shoppers must have face covering while present in the ABCD lot and at all times around the farmers market. We will advertise community groups such as the Good Neighbor Program to shoppers who cannot make it to the market.

Vendors are encouraged to have signage/other methods at their stand, reminding customers to wash their hands, Or sanitize their gloves and to physically social distance.

Vendors are encouraged to wear gloves at all times and to sanitize their gloves regularly.

There will be no tent set up permitted at the lot. Vendors are limited to using tables and Heater lamps if they have access to one. Vendors who are using heater lamps must have a fire extinguisher present and check-in with the fire department.

Market staff and vendors must utilize disposable gloves at all times during market/CSA operations. Gloves can provide a barrier between hands and produce, preventing transmission of pathogens. They can also be a good reminder not to touch your face. Remember, however, that gloves can be a source of contamination if not used properly. Follow CDC glove removal guidelines. Please remember to follow handwashing guidelines recommended by the CDC before putting on gloves and between glove change-outs.

Money Handling:

Vendors should minimize cash transactions. If more than one person is working the table, vendors should designate one person to handle money and another to handle produce/product.

Vendors can round their prices to the nearest dollar to reduce the acceptance of coins and minimize the handling of change.

Markets should utilize disposable plastic wrap to cover EBT machines for each customer transaction or disinfected EBT machines between customers.

Wipe down credit card readers and POS equipment periodically and between transactions. Online payment application platforms used on smartphones, such as Venmo, PayPal Cash app, are viable options to facilitate transactions at the market.

Cancellations:

All penalties for COVID-19 related cancellations will be waived for vendors.

We will do our best to inform vendors in advance about cancellations. In the event of a cancellation, the market manager will contact by phone, email, and social media all scheduled parties for the market.

Vendors are encouraged to consider alternative ordering and distribution methods.

If any market staff member feels sick, please have that person stay home.

For All Vendors:

- All vendors are required to have their stall set up by 11:45 am for inspection by the Farmers Market Manager. Tardiness and setup after 12:00 will not be tolerated.
- If any staff member feels sick, please have that person stay home.

- If any staff has been diagnosed with COVID-19, inform the Market Manager and local Health Authority immediately.
- All vendors should have hand sanitizer at their booth.
- Vendors should have disposable gloves available for everyone working their stand (including stockers and cashiers) and make sure they are changed after becoming contaminated.
- As much as possible, keep food handling and product handling performed by different employees, meaning a designated person for each separate task.
- All vendors must have a face mask at all times.

Displays:

- The vendor's stands will have a table and menu boards. All products will be in pre-packaged containers and will be stored inside of their truck.
- Vendors must wear gloves when stocking or tearing down at the end of the market.
- There should be a sign at the front of every booth that says, "Please ask for assistance, sanitize your hands, or wear disposable gloves before touching produce."
- Consider pre-packaging all farm produce,
- All RTE (ready to eat) foods must be prepackaged.

Complaints

RVMS seeks to support and build the reputations of our Farmers Market and our participating farms. If formal complaints are received about farm produce not being locally grown, not meeting quality criteria, not being labeled correctly, supply farm violations, or otherwise not meeting FM rules, RVMS must investigate and will respond directly to a complainant. Farms are expected to cooperate with the investigation and may be asked to respond directly to a complainant. False or erroneous complaints will also be addressed to assure the integrity of the Market and a farm's reputation.

Violations

RVMS expects vendors to respond to the FM Manager when violations of RVMS policies are brought to their attention. These violations may include, but are not limited to:

- Failing to comply with RVMS Covid 19 protocols
- Failing to label supply farm items at a vendor stand
- Unwillingness to use designated vendor spot/changing spots without prior approval
- Leaving behind trash in the ABCD lot
- Aggressive action toward other vendors, market attendees or market manager and volunteers Vendors are expected to promptly respond to and mitigate any such violations.

Three Strikes Violations

Three Strike Policy Violations of RVMS policies will lead to the following penalties:

1. A written warning by email or hard copy issued by the FM Manager for a first violation.
2. Removal from their next scheduled attendance at the FM without a refund for a second violation.
3. If an issue occurs a third time, the vendor's permit to operate at the FM will be suspended or may be withdrawn for the remainder of the season. A partial refund may be issued at the discretion of the FM committee, depending on how many days the vendor will no longer be allowed to attend.

Payment Schedule

Payment can be made online or check. Checks should be made out to Roslindale Village Main Street. Payment must be made by January 5th for the entirety of the winter market season! If you apply and are accepted after the season begins, you will be expected to make payment no more than 7 days after receipt of the invoice for the weeks you are accepted.

Information for Farms

Section 1. Required Farm Information

Each farm will be required to provide a complete product list and a field diagram showing each individual item (must include items specific location and the area allocated for the specific item by the number of rows, length, and width of the row, or by the square footage of the produce item area).

Section 2. Cooperating Sales System

No more than 1/3 (33%) of all produce from a participating farm on any market day can be from a supply farm. In conjunction with this limit, a maximum of 3 (three) supply farms may be utilized by the participating farm during a single season. A single item/product, identified in the pre-season application may be from a 4th(fourth) supply farm. If you sell produce from a neighbor's farm (e.g., apples from XY Orchard), it must be grown or produced on that farm and clearly labeled at your stand by opening the Market. For each supply farm that will be used, farmers must supply two forms in their pre-season application (the same forms referenced above in "Required Farm Information"): a complete list of grown and supplied products and a field diagram showing each individual item (must include items specific location, and the area allocated for the specific item by number of rows, length, and width of row, or by square footage of the produce item area). Each application must be signed by the participating farmer at the supply farm.

Section 3: Product and Farm Inspections

The Market Manager or members of the RVMS FM Committee reserve the right to conduct a product inspection in verification of the farmers product list (supplied in application). Farm inspections verify the grown and produced source of any products offered for sale at RVMS FM when a rule violation is suspected.

Product inspections are made for causes. Any farm that requires a farm inspection for source of product will receive written notice by email and text of the inspection. This will include, but not be limited to, the cause of the inspection, the timing of the inspection, and the RVMS FM expectations of the farmer before and during that inspection, including, if required, the turning over of seed, fertilizer, and supply product purchase receipts and planting plans. The product inspection will require a minimum of two (2) hours of the uninterrupted day time, including the presence of the farmer (or designee with full knowledge of the farm) for the entire time of the inspection, and RVMS FM will inspect within seventy-two (72) hours after written notice is provided

Section 4: Appeals

A farmer may appeal a penalty by submitting a formal letter to the RVMS FM Manager. The FM Manager will review evidence and arguments from the Farmer and Policy Sub-committee, and come to a decision to uphold or overturn the penalty.

