

**Westfield Farmers' Market - Winter Market
at the Episcopal Church of the Atonement
Phone: 413 562-5461 x 101
Email: westfieldfarmersmarket@gmail.com**

Rules for Operation, 2017- 2018

1. Location: Episcopal Church of the Atonement, 36 Court Street, Westfield, MA
2. Hours of Operation:
10:00 AM until 3:00 PM, Saturdays, November 18, December 19, and February 10.
There will be no exchange of goods before 10:00 AM, and all booths will remain open until 3:00 PM. Vendors may not carry out items before that time.
3. The fee is \$35 per week. All fees will be paid in advance. There shall be no refunds issued to vendors who are absent, except in emergency situations.
4. The Market will be held inside the Church. The Market Committee shall assign sites. There will be a loyalty advantage in site preference for returning vendors. Please indicate your site preference upon registering.
5. The Market will provide 6-foot tables, and spaces will be 8' square.
6. Loading and unloading into the church will be through one of 4 entrances, which will be assigned according to the site assignment. Please note, there is **NO RELIABLE FREIGHT ELEVATOR, and goods must be transported up and down steps from any of the entrances.**
7. All items sold at the Market must be produced by vendors on their farm in Massachusetts or any bordering state. Baked goods, jams, jellies and similar products may be sold if they are made by the vendor and contain at least one product grown locally. All craft items should be produced from agricultural products or, in the judgement of the Market Committee, be consistent with the spirit of the Market and complement the products offered at the Market.
8. Prices will be determined or negotiated by the vendor and the customer. No warranty of any sort, expressed or implied, is made by the Episcopal Church of the Atonement or the Market Committee, and any warranty is expressly denied. Prices must be clearly posted for all items on sale at all times.

9. Each vendor will be responsible for setting up, packaging, and displaying their products. Each vendor must leave their assigned place in clean condition within an hour of the Market closing. The Market adheres to a “carry in - carry out” policy for vendor refuse. Dumpster service is not available.
10. Parking for those needing access to their vehicles during the Market will be in the parking lot behind the Church, entering from Pleasant Street. After unloading, all others should park across the street in the Berkshire Bank lot.
11. Vendors planning to use a scale shall have it sealed by a Sealer of Weights and Measures.
12. All vendors must comply with Westfield Board of Health and Massachusetts Department of Agricultural regulations. Vendors selling items for human consumption must contact the Westfield Board of Health directly to notify them of your intent and become licensed by them to sell food. Contact Steve Cipriani at 413-572-9125 or s.cipriani@cityofwestfield.org.
13. These rules are intended to be in the best interest of the Market, its vendors and customers. The Market Committee may, at any time, by a vote of the Committee, change, modify, or add to these rules to better serve these interests.
14. Any violation of these rules may subject the violator to denial of future participation at the Market, forfeiture of fees, and assessment of costs to reimburse the Church for damages.