

**Charlestown Farmers Market - 2024**  
**Sponsored by: John F. Kennedy Family Service Center**  
**23A Moulton Street, Charlestown, MA 02129**

**Location, Hours, Fees, and Rules for 2024**

**Location and Hours**

The CFM is in Thompson Square at the corner of Main and Austin Street Charlestown, MA 02129. The Market operates every Wednesday (rain or shine) from June 26 - October 30, 2024. A Market Manager will be on-site by 1:00 PM, Sales are from 2 PM - 6 PM.

**Mission:** The mission of John F. Kennedy Family Service Center is to provide individuals and families in need with services, opportunities, and the tools required to lead productive and fulfilling lives.

**Market Policies**

**Application:** All vendors wishing to sell at the Charlestown Farmers Market must apply along with other required documents, which may include proof of liability insurance, City of Boston Vendor Profile Form - Copy of Business Certificate - Copy of ServSafe Certificate (if they plan on having samples) and related certificates.

**Attendance:** All vendors must attend every week they signed up for, unless other arrangements have been made with the Market Manager. The Market Manager has the authority to cancel a vendor's participation if the Attendance Policy is violated twice in a market season. Extenuating circumstances can be discussed with the Market Manager.

**Hours:** The Charlestown Farmers Market will operate every Wednesday, June 26 - October 30, 2 PM - 6 PM in Thompson Square at the corners of Main and Austin Street in Charlestown. Vendors can show up anytime after 12:00 PM and must be set up by 2 PM. Vendors are expected to shut down promptly after the market closes.

**Rain or Shine:** The Charlestown Farmers' Market is open rain or shine every week. In the case of extreme weather, the Market Manager may cancel the market for safety concerns. No refunds will be given due to weather cancellations.

**Space Fees:** Vendors are offered seasonal or weekly rate options. There is a \$250.00 seasonal fee. Payment must be received according to the schedule indicated in the application. If payment is not received by the deadline, your space will no longer be reserved. A deposit of \$100.00 is due upon acceptance. Payment must be made in full by June 14, 2024. Weekly rates are \$20.00 per week and must be paid in full, 2 weeks in advance of your FIRST scheduled market date. No refunds will be issued for canceled or unused days.

**Vendor Parking:** Limited on-street parking is available for seasonal vendors ONLY. Weekly vendors must park outside of the market area. Prompt loading and unloading immediately adjacent to the CFM will be permitted only.

**Utilities:** There is no electricity at the market.

**Setup:** Please bring your own tent and table. We strongly recommend you have a tent to shade you from the sun or protect you from any inclement weather. You are required to adequately anchor your tent with weights according to the manufacturer's recommendations for safety - **YOU MAY NOT USE STAKES TO ANCHOR YOUR TENT.**

**Carry In, Carry Out:** All vendors are required to honor our carry-in - carry-out policy. Please clean your area and do not leave garbage.

**Liability Insurance:** Vendors must show proof of their liability insurance.

**Signage:** All vendors must display a sign or banner identifying their farm/business. Additionally, the prices of each product must be clearly displayed. All signage must be legible and in plain view. Vendors who accept HIP and/or FMNP (Senio and WIC) and City of Boston Farmer Market Coupons must display appropriate signs.

**WIC Coupons & Senior Coupons:** WIC and Senior coupons are available to qualifying families and seniors. Produce vendors may accept the coupons and will be reimbursed by the state dollar-for-dollar. We strongly recommend that farms get certified to accept these coupons. Farmers must apply to the MA Dept of Agricultural Resources. Call 617-626-1731 for more info. (Reminder -- only farms may accept Farmers' Market coupons and only for fresh produce).

**SNAP Benefits and City of Boston Farmers Market Coupons:** The market accepts SNAP (Supplemental Nutrition Assistance Program) benefits, EBT cards, and City of Boston Market Coupons. **SNAP patrons cannot purchase foods that are hot at the point of sale, food to be eaten at the market, pet foods, non-food items such as soaps, cosmetics, or other household goods.**

Vendors are to return City of Boston Market Coupons to the Market Manager at the end of each market. A receipt will be provided for your records. City of Boston Market Coupon reimbursement is made monthly and is done using checks from John F. Kennedy Family Service Center, Inc. You must provide a mailing address to which checks will be mailed.

**Children's/Senior Activities:** Each month different local organizations are invited to sponsor the materials and/or volunteer to run a Children's or Senior Activity Table. Please submit requests including the proposed activity, the materials needed/provided, and the requested date to [cgalvin@kennedycenter.org](mailto:cgalvin@kennedycenter.org).

**Local Farms:** Produce must be locally grown from the farmer's land (no commercial resellers) or a local farmer's agreement, by permission of the Market Manager. Produce not grown on the farmer's land shall be labeled at the market with the farm the product was from. All vendors are required to label how their produce is grown. Only vendors that are certified organic under the USDA's National Organic Program may label their produce "Organic".

**Locally Prepared Foods Only:** Prepared foods may only be sold at the market if prepared by the vendor. All prepared or ready-to-eat foods require a permit from the City of Boston Inspectional Services Department. A copy of this permit must be on-site for each market.

**Personal Care Products:** Personal care products at the market must be of high quality and made by the vendor. Preference will be given to personal care products that use natural materials. All market policies apply.

**Craft Vendors:** Each market date reserves space for crafters or artisans. Crafts/art at the market must be of high quality and made by the vendor. Preference will be given to crafts/art that use recycled, natural, and local materials. All market policies apply.

**Non-profit:** Each market date reserves space for non-profit organizations. Preference will be given to non-profits that share the market's mission. All market policies apply except there will be no space fee charged.

## **Code of Conduct**

All market participants including vendors and customers should work cooperatively with the Market Manager and other staff. Expected conduct includes:

- Behaviors that disparage another participant, actions that unnecessarily interfere with other participant's setup, sales, or activities, and any other action that in the Market Manager's determination is uncooperative or disruptive are prohibited.
- Vendors are prohibited from smoking on Market grounds.
- Vendors shall not engage in any behavior not appropriate for a public setting including, but not limited to, the use of obscene or abusive language and/or physical violence.
- Vendors are encouraged to resolve disputes amicably and respect the requests of the Market Manager.
- Grievances should be addressed in writing to the CFM at the above address.

## **Violations**

The Market Manager, the CFM, and the designees are authorized to issue warnings, suspensions, and/or immediate revocation of Market participation to vendors, customers, or other Market participants for failure to comply with any aspect of these market policies.