



ROSLINDALE VILLAGE MAIN STREET

Roslindale Village Main Street Farmers Markets Policy

Market Contact Information:

Steve Marcelin, Event Manager

Roslindale Village Main Street

Email: events@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

Non-Food Vendors (Hand Crafts, Photography, Art, Clothing, etc.):

o Priority will be given to artists and artisans who create handcrafted items themselves.

Roslindale Businesses:

o Roslindale businesses are storefronts around the village in our catchment area.

Fees

- Nonprofit- free
- Service vendor (1 space)- \$45/week
- Roslindale Businesses- Free

- Art/Craft Vendor (1 space)- \$30/week

For payment logistics and information, see point 10 under “Market Logistics.”

Market Logistics

Assignment of space

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

Set-Up

Vendors for the market may begin set up as early as 1:45 pm and must be completely set up by 2:45 pm for the 3:00 pm opening. Sales are not permitted before the market opening. Unloading and loading of vehicles should take place at the Plaza's perimeter. All vendor vehicles must be moved by 2:30 pm (or 30 minutes before the market's opening). To prevent competition with local businesses, vendors are encouraged to park their vehicles in the **MBTA lower parking lot on South Street**. No cars will be allowed to park in the plaza or at its gateways during the market.

Attendance

Vendors are required to attend every week to which they have committed. The market takes place rain or shine. In rare cases where weather conditions create a severe hazard, the Event Manager will contact vendors by phone to inform them of a market cancellation.

Vendors must contact the Event Manager directly via email: events@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.

Market Sales/Advertising

Stall displays must include clear signage visible from 5ft with: Vendor name, Price for each item. Vendors are required to use calculator machines or registers when totaling customer purchases.

Tents are not required. The vendor will need to bring on rainy days

Section 4: Appeals

A vendor may appeal a penalty by submitting a formal letter to the RVMS Event Manager. The Event Manager will review evidence and arguments from the Farmer and Policy Sub-committee and decide to uphold or overturn the penalty.

Appendix

Mission Statement

The mission of Roslindale Village Main Street (RVMS) is to promote Roslindale Village as an appealing destination and the dynamic center of our community. As a nonprofit organization, we bring together local volunteers, businesses, and public agencies to strengthen the Village's economic vitality, physical appearance, and unique local character.

The Roslindale Village Main Street Weekday Market (RVMS WM) was formed to celebrate our locale and region by providing a unique gathering place for our residents to access healthy and affordable foods grown by local farmers, alongside locally prepared foods, crafts, music, and programs provided by Roslindale entrepreneurs, entertainers, and educators. We work side by side with vendors and farmers to promote and encourage environmentally sustainable practices and a spirit of "having a small footprint" through the use and maintenance of the market and its green space.

Market Oversight

Overall management of RVMS and RVMS Week Market is provided by the Roslindale Village Main Street Board of Directors, which is comprised of up to 21 volunteer members. The full-time RVMS Executive Director provides day-to-day management of RVMS and oversees the Event Manager. Together they qualify vendors and direct the operations of the RVMS Weekday Market.

The permit issued by the RVMS Weekday Market based upon the material representation in a vendor's application constitutes an agreement to abide by the rules established by this vendor policy.

RVMS is not a regulatory organization. RVMS is interested in facilitating this system-related specifically to operate a fair, appropriate, and successful weekday market. While it is not the primary goal of RVMS to take enforcement action, RVMS is prepared to enforce the policy established and adopted by RVMS. This policy is

enforced by the Event Manager with assistance from the Policy Sub-committee of the Event Committee.

Electricity

Vendors needing electricity must get advance approval from the Event Manager for using the electrical outlets available onsite. All cords must be secured, especially when wires cross walkways. Access to electricity will not be available on wet or rainy days.

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.

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.

Payment

You will be asked to indicate a payment preference on your application. Payment can be made online or by check. Checks should be made out to Roslindale Village Main Street. You will be emailed an invoice a month before each deadline.

If your payment is delayed and sent more than 60 days after receiving your invoice, you may, upon acceptance to the next market season, be required to pay that entire season upfront before the market starts.

Returning vendors with an unresolved balance will not be accepted until the balance is paid.

Code of Conduct

Complaints

RVMS seeks to support and build the reputations of our Market and our participating vendors. If formal complaints are received about vendor products are not their own creation or not meeting quality criteria, RVMS must investigate and will respond directly to a complainant. Vendors 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 ensure the integrity of the market and the vendor's reputation.

Violations

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

- Failing to comply with policy elements outlined in “Market Logistics” • Not giving prior notification of a market absence
- Unwillingness to use designated vendor spot

Vendors are expected to respond to and mitigate any such violations promptly.

Please review the following application instructions carefully.

All vendors must complete an application.

Completing an application does not guarantee a vendor space at the Roslindale Farmers Market.

Applicants will be notified beginning in April. Vendors may only sell items that they list on this application. Vendor liability extends to all products sold at each vendor's stand.

Payment Schedule

If accepted, payment can be made online, by check, or by money order. Checks should be made out to Roslindale Village Main Street.

If you apply and are accepted after the season begins, you will be expected to make payment upon receipt of the invoice for the weeks you were accepted.