



**Fairhaven Office of Tourism**  
 141 Main Street, Fairhaven, MA 02719  
 508-979-4085  
*FairhavenTours@fairhaven-ma.gov*

**VENDOR APPLICATION FORM Huttleston Marketplace/Harvest Fun Day**

Name: \_\_\_\_\_

“Business Name” to be listed: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Facebook or Instagram page name: \_\_\_\_\_

Phone: \_\_\_\_\_

Category:  Arts, crafts, photography  Antiques, vintage collectibles  Local author books  
 Whole fresh farm produce, plants, related products  Prepared foods (electric needed? )

***Farm Vendors should meet requirements outlined in the Rules and Guidelines***

Description of products sold: \_\_\_\_\_

Vendor donations to the Tourism Gift Account cover the costs of the marketplace including live entertainment.

**Frequency:** select one or individual weeks, half season, full season, or full season plus Harvest Fun Day

**Week** (\$20/wk, vendors cooking food/FREE\*)  You may choose any week(s) listed below.

\*Space for vendors cooking/preparing food is free, there may be a separate fee for Health Dept. food permit

**Full Season**, June 6-Sept. 12 (\$150)  **Full Season plus Harvest Fun Day**, June 6-Sept. 19 (\$170)

**Half Season** (any nine weeks, Harvest Fun Day may be one of the nine) (\$100)

If you wish to set up **by the week** or **half season**, please circle the weeks you wish to set up. NOTE: You may select one week to start and then add additional weeks during the season.

**Dates for 2020** June 6 13 20 27 July 4 11 18 25

August 1 8 15 22 29 Sept. 5 12 **19\*\***

\*\* **September 19** is Harvest Fun Day, a larger annual event held at the same location.

Checks may be made out to “Town of Fairhaven” and the memo line should read “Tourism Gift Account.” They may be mailed or dropped off at Fairhaven Office of Tourism, 141 Main Street, Fairhaven, MA 02719.

## GUIDELINES & RULES

The following guidelines must be followed for the categories of items sold. If there are any questions about what can or cannot be sold or any other guidelines, please call the Office of Tourism at 508-979-4085 or email [FairhavenTours@fairhaven-ma.gov](mailto:FairhavenTours@fairhaven-ma.gov).

**Days:** The Huttleston Marketplace is held **Saturdays** from The beginning of June through the second Saturday in September. **The third in September is the annual Harvest Fun Day, a separate event at the same location.**

**Weather:** This is an outdoor marketplace and is held **rain or shine**. Vendors shall decide individually whether or not they wish to set up in the event of rain. There are no refunds of fees due to inclement weather.

**Booth Space:** Booth spaces are about 11'x11' to accommodate a 10'x10' canopy. Vendors must supply their own tables, chairs, canopies, tents or umbrellas. ***Canopies, etc., must be well weighted or staked to prevent them from blowing.*** A map and booth numbers will be emailed to vendors each week.

**Set Up and Take Down:** The Marketplace is open to the public from 10:00 a.m. until 3:00 p.m. Set up may begin after 7:30 a.m. and should be complete by 9:45 a.m. **Booths must remain up until 3:00 p.m.**

**Parking:** Vendors may park in the lot close to the marketplace or in the front driveway of Fairhaven High School to unload, **but should then move their vehicles further away for the day** in order to allow the public to park in the near lot.

***The Huttleston Marketplace does not accept vendors who are agents, representatives, or consultants for commercially produced, direct sales/multi-level marketing products (such as Silpada, Young Living, Tupperware, Lularoe, Tastefully Simple, etc.)***

**General guidelines for all vendors:** Payment for booth space must be made before the booth is set up. Location of booth space is at the discretion of the Office of Tourism and vendors may be in different locations from week to week. (In certain cases, special needs will be accommodated.) Booths should be set up before the opening time and should be kept up until the closing time. Each booth should be staffed by at least one person, except for brief periods of time needed for bathroom breaks, etc. **All items to be sold should be priced clearly** with a sticker or attached tag, or in the case of multiple items being sold at the same price, with a sign. Vendors should comply with local, state, and federal laws and regulations.

**Smoking and/or consumption of alcoholic beverages is not allowed anywhere on the property.**

Failure to abide by these guidelines or in the additional guideline list below may result in being asked to remove products from the booth or being asked to close the booth entirely. Repeat offenders will not be allowed to set up at the marketplace in the future. There is limited availability of electricity, with first priority provided to food vendors needing to use heating or cooling equipment.

**Liability/Responsibility:** Vendors are responsible for the security of their booths, products and equipment. The Town of Fairhaven shall not be liable for theft or damage to vendors' property. Vendors are responsible for the collection of sales tax as required by the MA Department of Revenue. (Note: Exempt from MA sales tax are sales of **food for human consumption** (other than meals sold by a restaurant) and **clothing costing \$175 or less**. For clothing items that cost more than \$175, sales tax is only due on the amount over \$175 per item.)

### **RULES FOR SPECIFIC PRODUCTS & "FARMERS MARKET" GOODS**

**ANTIQUES (50+ years old) and VINTAGE COLLECTIBLES (25+ years old)** should have value to a collector and should not be common used items of the flea market or garage sale nature. Items are not allowed if they can be currently purchased at gift shops or department stores, or are currently manufactured as "collectors' items." Items should not be severely damaged or dirty. Old wood should be free of wood boring insects. Mechanical or

electrical items that do not operate properly must be so noted on a label or tag. **No reproductions, counterfeit, bootleg, or “knock-off” items allowed.** Antiques/collectibles booths may sell used books and magazines.

**ARTS & CRAFTS** must be made, assembled, or decorated in New England with the exception of photographic or art prints which should be the work of local artists but may be printed outside of New England. Artists and photographers may sell prints, cards, calendars, books, etc. that feature their own work. Works from more than one artist or craftsman may be mixed in a booth. See additional note on clothing below.

**CLOTHING** must be New England made (sewn, knitted, crocheted, woven) or be locally decorated (painted, embroidered, appliqued, beaded, tie died, etc.) OR may be imprinted with an original design that is the work of the seller or relates to a southeastern Massachusetts community (T-shirts, sweatshirts, caps, etc.) Vendors will be asked to stop selling clothing that does not meet these requirements.

**LOCAL AUTHORS** may sell new books that they have written and more than one local author may share a booth.

**GENERAL FOOD VENDORS** are allowed as follows: fresh farm produce (see specific farm vendor guidelines below), locally produced food products, baked goods, ready-to-eat food including food cooked or heated onsite.

Fresh, whole, raw, uncut produce that is locally grown may be sold without a food vendor permit. Sale of prepared or packaged foods may or may not require a permit from the Fairhaven Board of Health. **Except for fresh, whole, raw, uncut produce, food vendors must check in advance with the Town’s Health Agent** by calling 508-979-4023, Ext. 125 or by visiting Fairhaven Town Hall. A Health Inspector will be on site at set-up time.

Booth space is FREE for vendors cooking/heating food on site or selling prepared salads, sandwiches, etc. which are intended as meals to be eaten on site, if those are the major component of the vendor’s products. Vendors of ice cream, popcorn, and beverages such as coffee, fresh lemonade, etc. also fall into this category. (A bakery primarily selling breads, cakes, pies, etc., which also has a small selection of ready-to-eat products does not qualify for free space.)

**Commercial food vendors and food trucks** are responsible for their food permit fees, paid to the Board of Health. The Fairhaven Board of Health charges no fee for food permits for **NON-PROFIT groups** with a Federal ID number.

**PROPANE:** The Fairhaven Fire Department requires a (free) permit in advance for the use of propane for cooking at a public event. A fire inspector will check the hook-up on the morning of the marketplace. Contact the Fire Department at 508-994-1428.

**ELECTRICITY** is available on a limited basis for those who require it for heating or refrigeration.

Commercially manufactured food products, herbs, teas, etc., that are not packaged or prepared in Southeastern Massachusetts or nearby Rhode Island are not allowed. Please check with the Office of Tourism about any products that you have questions about. There is limited availability of electricity for food preparation that requires heating or cooling. Vendors must specify in advance if they will need electricity.

## **DUE TO COVID-19, there are additional Safety Guidelines issued as a separate document**

***The following section applies to farmers selling fresh, local produce and related farm products.***

**FARMERS**, whether or not certified by the Massachusetts Department of Agricultural Resources, must abide by the rules listed below. All farmers are encouraged to become certified by MDAR so they may accept Farmers Market Nutrition Program coupons from qualifying customers. For information about becoming certified to participate in the program, call or email Rebecca Davidson, Program Coordinator, Division of Agricultural Markets, MDAR, Phone: 617-626-1744, Cell: 857-202-7699, Email: [rebecca.davidson@state.ma.us](mailto:rebecca.davidson@state.ma.us)

### **FARM PRODUCTS SOLD:**

A. Farmers must sell **locally grown items** (as defined below) and/or products from their own farms.

B. Farmers may also sell items **locally produced by other supply farmers** on a cooperative or consignment basis.

**LOCALLY GROWN:** Produce sold at the Huttleston Marketplace **must be grown within Massachusetts or in states that border Massachusetts** (these are limited to New York, Vermont, New Hampshire, Rhode Island and Connecticut). With no exceptions shall produce grown elsewhere be considered to be locally grown. Produce must be clearly labeled as to origin. If vendors are selling produce that is not from their own farms, that produce must be marked or labeled as to its source. **WIC and Seniors coupon programs only allow locally grown produce sold by authorized farmers.**

**PRICES, QUALITY, SIGNS:**

A. Farmers **must post prices for all items** on sale at all times. Prices must be prominently displayed on signs that are easily seen and read by customers.

B. Products offered for sale, which are not of the highest quality, must be posted as such (e.g. "seconds").

C. Massachusetts certified farmers participating in WIC and Senior coupon programs must **post a sign (to be supplied by the MDAR) stating that farmers' market coupons are accepted.**

D. Farmers selling the produce of other local supply farmers **must label the farm of origin** of those items.

E. Vendors should comply with local, state, and federal laws and regulations.

**ACCEPTING FARMERS MARKET COUPONS:** Farmers accepting WIC and Seniors FMNP coupons **must present the Huttleston Marketplace with proof that they are certified to do so** by the Massachusetts Department of Agricultural Resources.

**OTHER FARM PRODUCTS:** Prepared food products other than whole, uncut vegetables and fruit may require a food handling permit from the Fairhaven Board of Health. See FOOD VENDORS information elsewhere in this application.

UPDATED: 5/2/2020

The Huttleston Marketplace is operated by the Town of Fairhaven Office of Tourism.

Contact: Christopher Richard, Director of Tourism, 508-979-4085, [FairhavenTours@fairhaven-ma.gov](mailto:FairhavenTours@fairhaven-ma.gov)

Checks: should be made payable to Town of Fairhaven.

Mailing Address: Fairhaven Office of Tourism, 141 Main St., Fairhaven, MA 02719