



Farmers Markets

Market Manager Renewal Form 2025

For more information on the Farmers Market Program, visit:
boston.gov/farmersmarkets

MARKET INFORMATION

Name of Market: _____

Organizing
Entity:

(if different)

Physical Address
of Market:

Mailing Address:

MARKET MANAGER INFORMATION

Name: _____

Mailing Address: _____

Phone/Email: _____

MARKET DAY (s) (day of the week)	HOURS OF OPERATION	OPENING DAY	CLOSING DAY

MARKET COMPONENTS

(note those that apply to your market)

- ☐ Market accepts SNAP
- ☐ Market accepts HIP or has vendors who accept HIP
- ☐ Market accepts WIC
- ☐ Market accepts SFMNP vouchers
- ☐ Market has own SNAP matching program
- ☐ Market will feature educational demonstrations (ex: soap making, how to change a bicycle tire, herbal tinctures)

SUBMISSION

Submit this form and all
required attachments to: Office of Food Justice
1 City Hall Square, Room 804 | Boston, MA 02201
617-635-3717 | food@boston.gov



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- ☐ Market will feature amplified music (permit required, must abide by all City noise ordinances)
- ☐ Market will feature food trucks or carts (operating permit required)
- ☐ Market will feature food demonstrations & sampling (permission from Inspectional Services required)

MARKET VENDORS by type (use additional pages as necessary)

- ☐ Fee-exempt vendors (selling **only** uncut fruits/vegetables, honey, eggs, and maple syrup cultivated on own property):
- ☐ Farm vendors selling local farm products (may include frozen chicken & other meats, prepared foods)
- ☐ Vendors selling fish and/or crustaceans
- ☐ Non-farm vendors selling packaged or processed foods
- ☐ Non-food vendors selling accessory to or related to farm and food products (i.e. lamb's wool, cutting boards)
- ☐ Non-food services related to farm and food products (i.e. knife sharpening)
- ☐ Non-food nor farm related community organizations (i.e. Bikes not Bombs, Community Servings)
- ☐ Food trucks and/or carts (must include copy of City of Boston Food Truck Permit or ISD Health Permit)
- ☐ Other type of vendor (please explain below)

Please list each of your vendors

*Vendor Name	*Produce/Category

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MANAGER DEMOGRAPHIC INFORMATION

All information is optional. This information will in no way affect the status of your application, and will be collected for the sole purpose of understanding the demographic makeup of farmers market managers within the City of Boston.

Manager Information

Gender

☐ Male ☐ Female ☐ Other _____

Race/Ethnicity

☐ White ☐ Black or African American ☐ Hispanic or Latino ☐ Native American or American Indian
☐ Asian or Pacific Islander ☐ Other _____

Age: _____

Do you consider yourself to be disabled?

☐ Yes ☐ No

Are you a veteran of the U.S. military? ☐ Yes ☐ No

Staff Person 1

Gender

☐ Male ☐ Female ☐ Other _____

Race/Ethnicity

☐ White ☐ Black or African American ☐ Hispanic or Latino ☐ Native American or American Indian
☐ Asian or Pacific Islander ☐ Other _____

Age: _____

Do you consider yourself to be disabled?

☐ Yes ☐ No

Are you a veteran of the U.S. military? ☐ Yes ☐ No

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Staff Person 2

Gender

☐ Male ☐ Female ☐ Other _____

Race/Ethnicity

☐ White ☐ Black or African American ☐ Hispanic or Latino ☐ Native American or American Indian ☐ Asian or Pacific Islander
☐ Other _____

Age: _____

Do you consider yourself to be disabled?

☐ Yes ☐ No

Are you a veteran of the U.S. military? ☐ Yes ☐ No

Memorandum of Agreement

This Memorandum of Agreement is made by the City of Boston (the “City”), acting through the Office of Food Justice, and the undersigned farmers market manager (the “Manager”).

Relationship with the City

The relationship between the City and the Manager shall be that of an independent Contractor. The Manager shall have no capacity to involve the City in any contract nor to incur any liability on the part of the City. The City shall not be liable for any personal injury to or death of the Manager, its agents or employees.

Duration

The term of this Agreement will begin on January 1, 2025, and conclude on December 31st, 2025. This Agreement is governed by the specific dates and times as stated on the vending schedule, attached hereto.

Termination

If the manager wants to terminate the Agreement, the manager must contact and petition the Office of Food Justice in writing FIFTEEN (15) days prior to the requested date of termination. In the event that the City of Boston terminates this Agreement before the end of such term, the City of Boston will not have any obligation to compensate the manager.

Prohibited Period of Vending

Farmers market vending is prohibited on the premises outside of the dates and times listed on page 1 of this application.

Trash and Site Cleanliness

Market managers are responsible for maintaining a clean site during and after each market.

Market Layout

Access/Egress- Market must have sufficient entry and exit points to prevent overcrowding that do not obstruct traffic.

The width of aisles- Aisles should be a minimum of 4 feet wide, to accommodate wheelchairs.

The layout of all market stalls & vendors- All market vendors must be located within the confines of the parcel for which your permit was granted, and meet the above layout guidelines.

The Assumption of Loss and Liability

The Manager shall pay and be exclusively responsible for any expense incurred during the performance of this contract. The Manager shall indemnify, hold harmless, and assume the defense of the City, its officers, agents or employees from all liabilities, suits, claims, losses, and costs or any other damages against them or any of them arising from any act or omission of the Manager, its agents, officers, employees, or subcontractors in any way connected with performance under this Contract.

Manager as Agent of Market Vendors

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The Manager hereby asserts that all its vendors have procured all necessary licenses, permits or other authorizations required by the City, the Commonwealth of Massachusetts or any other governmental agency with proper jurisdiction to participate in the market. The Manager understands that it is the responsible party acting as an agent of its market vendors.

Entire Agreement

This document represents the entire agreement between the City and the Manager. All alterations or additions to the terms and conditions of this Contract must be in writing and signed by authorized representatives of both parties.

Print Market Manager Name

Market Manager Signature

Date

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