



Farmers' Market at Harvard Vendor Application 2023

Applications Due March 17th, 2023 *Operated by Harvard University Dining Services*

The 2023 Farmers' Market at Harvard will operate on Tuesdays
June 20 - October 31, 2023, 11:30am-5:30pm
on the Science Center Plaza located at 1 Oxford St. Cambridge, MA 02138

There will be no market on July 4th or August 29th

Name of Farm or Business: _____

Mailing Address of Farm or Business: _____

Applicant Name (First and Last): _____

Name (First & Last) of the Farm or Business Owner: _____

Contact info of Farm/Business Owner: Phone: _____

Email: _____

Name of person(s) at the Market each week: _____

Contact info of person(s) at the Market each week: Phone: _____

Email: _____

Farm or Business Website: _____

Dining 65-67 Winthrop Street Cambridge, MA 02138

• dining.harvard.edu/farmers-market • farmersmarket@harvard.edu • @hudsinfo

Each week, all vendors will be given space for a 10 foot by 10 foot tent.
The Market's operating hours, dates and fees are below:

Every Tuesday, 11:30am-5:30pm, from June 20 – October 31, 2023

There will be no market on July 4 or August 29.

18 markets at \$30/ea = \$540.00 for one 10' x 10' tent space for the season

Payment is submitted online. More information will be provided in the acceptance letter.

Would you like to apply for additional space? (There is an additional charge of \$25 per market for each additional 10 X 10' space).

YES

NO

If you checked YES, please note the total number of 10' x 10' tent spaces you will need each week:

If selected as a vendor, I will be committed to attending all market days during full market hours for the period of my agreement with the Farmers' Market at Harvard to the best of my abilities.

YES

NO

Please include a complete list of products you would be bringing to the market (below or attach separately).

What is the source of the products you will be vending (your own farm/business or from another vendor)?

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For processed food items, please indicate where ingredients are from:

The food or ingredients I intend to vend at the market are (please check any/all that apply):

- Certified Organic Sustainable
- Certified Naturally Grown Not applicable to my food or products.
- IPM (Integrated Pest Management)

By signing and printing my name below, I am certifying that the above information about my food or products is true and accurate.

Signature: _____ Date: _____

Printed Name: _____

How do you plan to transport and store food items safely (handwashing, temperatures etc.)?

Will you be using equipment that requires power (electrical outlets)?

- YES
- NO

If yes, what equipment will you be using, and how many outlets will you need? Please be as detailed possible as it impacts our ability to accommodate your needs.

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Is your business registered to accept the following? (Please circle YES or NO)

SNAP YES NO

HIP YES NO

Farmers Market Coupons (WIC, Senior) YES NO

A Note about SNAP, HIP and Farmers Market Coupons:

At the Farmers' Market at Harvard, shoppers' EBT cards are swiped at the Market Manager table for SNAP transactions only. These shoppers are then given SNAP Market Bucks to use as currency throughout the market. Market Bucks are counted and collected at the end of each market, and vendors are reimbursed. It is expected that HIP, WIC and Farmers Market Coupons are accepted as forms of payment by individual vendors participating in these programs.

What phone number, email address and location of business would you like us to list on our website for display to the public?

Phone number: _____

Email address: _____

City, State: _____

Please list the following, if applicable:

Facebook Handle or URL: _____

Instagram Handle or URL: _____

Twitter Handle or URL: _____

Newsletter Signup URL: _____

Making a farmers' market successful is a collaborative effort between the vendors and the market management team. If selected to be a vendor, how will you help bring more shoppers to the market? i.e. promote the market on social media/newsletters, mention the market at your retail shop etc.

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The Farmers' Market at Harvard wants to note on the website when shoppers have the option to pre-order items. Do you currently offer the following for pickup at market? Check all that apply.

- CSA None of the above
- Online preorder Other: _____
- Phone preorder

PLEASE NOTE: Parking is *not* included as part of the vendor fees and is the responsibility of the vendor. Parking permits may be purchased for a reduced rate through Harvard Parking. More information will be provided in the acceptance letter.

Please submit your application by email no later than Friday, March 17th to:
farmersmarket@harvard.edu.

We will alert you of our decision by April 4, 2023. Payment due following acceptance to market; more information will be provided in the acceptance letter.

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