



## Rules of Operation for Community Organizations

**The Hopkinton Farmers Market will be held on Sundays in early June through mid October from 1:00 PM – 5:00 PM at the Town Common (Ash & 135)**

The mission of the Hopkinton Farmers Market is to provide a venue for local farmers and artisans to sell their products and to give community organizations an opportunity to outreach. The market strives to improve nutrition by providing greater access to fresh local produce, educate residents about nutrition and sustainable agriculture and to build community while contributing to a vibrant town center in downtown Hopkinton.

**The Hopkinton Farmers Market is not just about food, it's about community!**

The Hopkinton Farmers Market is pleased to make available each market day, one 10'x10' stall, including a tent, a 6 foot table and one chair, for community organizations and groups that work to make our neighborhoods and towns better places. The HFM Community Tent provides an opportunity for those groups to talk with market-goers about the area's organizations and programs, and to spread the word about local civic affairs and public issues affecting our communities.

The Community Tent is available to nonprofit and charity organizations, for promotional and educational purposes, at no cost. Groups may accept donations on site, and offer information about ways to support the organization off site or online. WITH PRIOR APPROVAL from the HFM Steering Committee, groups may sell items for fundraising at the market. Since this is a "make it or grow it" market, these items must be original, homemade, and not in competition with market food or artisan vendors. If your organization wishes to sell any items, please provide the relevant information on the HFM 2017 Community Tent Application. Any food samples or food for sale needs a season food permit and is issued by the Department of Health. You will be contacted prior to your requested day at the market with an approval or denial.

Any organization or group that wishes to participate in the HFM Community Tent must submit an application. The person applying is responsible for ensuring that the stall is staffed. Please contact the HFM Community Tent Coordinator, Sujata Joshi, with any questions at [dixit.sujata@gmail.com](mailto:dixit.sujata@gmail.com) or 240-731-9905.

**Please read the following HFM Community Tent Rules of Operation. The general HFM Rules of Operation apply to the Community Tent and staff during market hours.**

- The HFM Community Tent is open to any nonprofit organization whose mission has local relevance and is consistent with the mission and rules of the HFM, as determined by the HFM Steering Committee.
- The Community Tent must be reserved in advance; participation by any one group is limited to no more than one (1) market day per season.
- Community Tent staff may arrive at the market to set up no earlier than 11:30am, and must complete their setup by 12:45pm.

- Organizations are responsible for providing their own signage and display materials for the 10'x10' stall space.
- Electricity may be available for the Community tent site if the organization supplies their own industrial extension cord (about 150ft), please inquire as layout needs to be planned for this.
- Community Tent staff must remain until market closing, except in instances of extreme weather. (Please note that we are a rain-or-shine market; see the HFM Rules of Operation for weather regulations.)
- Participants must clean up their stall area at the end of the market and take their trash with them.
- All Community Tent activities must be conducted at the Community Tent stall. Staffers are requested not to move around the market to “sell” their message in any way that would disturb market-goers or Vendors.
- All banners and signage visible to passersby must be family friendly.
- Liability insurance is strongly recommended.
- The Farmers Market is an inclusive community, however we do not entertain political candidates that are campaigning for office.
- If you should need to cancel your group’s day at the market, we appreciate as much notice as possible so that we might give the tent to another organization. Please contact the HFM Community Tent Coordinator, Sujata Joshi, with any questions at [dixit.sujata@gmail.com](mailto:dixit.sujata@gmail.com) or 240-731-9905.