

Information Packet - Lee Farmers Market 2026

Mission: The Lee Farmers Market aims to provide local food growers, producers and craftspeople with an effective direct market sales site and to provide consumers with a source for local fresh produce, food products and crafts. The Market is sponsored by the First Congregational Church of Lee (United Church of Christ).

Where and When: The market is located on the Lee, Massachusetts Church Park, which is adjacent to Route 20 and to the Congregational Church and the Town Hall. The Market will be open from **10:00 am** until **2:00 pm** on Saturdays. The regular season begins on **May 23** and ends on **October 10, 2026**. There will be no market on Founder's Weekend, **September 19**.

However, there will be opportunities for vendors to rent a booth space during Founder's Weekend. Each vendor is assigned a space that is approximately 144 square feet, or 12 by 12. Vendors can express preferences from the areas indicated on the attached map of the site.

Qualifications: Here are the main qualifications of a vendor, which are elaborated in the Market Rules.

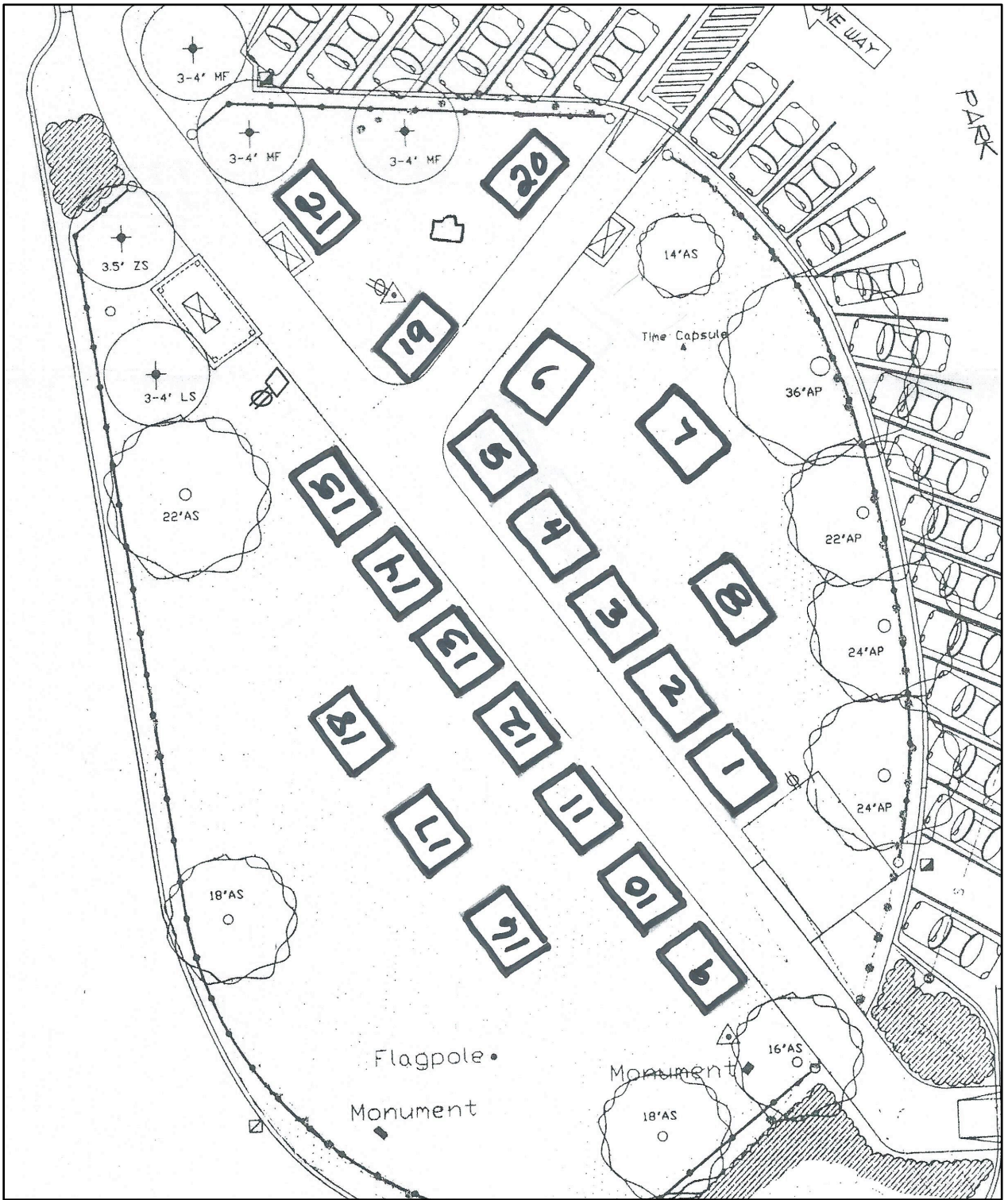
- Each vendor should sell either fresh farm-grown food products, value added food products, or crafted nonfood products.
- The person making the application should be an active owner/operator of the business.
- The business must have all required state approvals.
- Live animals, resale items, and multilevel marketing items may not be sold.
- If the business is operating under a franchise agreement, approval of the Market Board is required.

What Do I Need To Apply? This information packet includes a site map of the Market and the Market rules. Also attached is a blank vendor contract. For many vendors this is all you need. If you prepare food for sale, you will also need a certificate from Tri-Town Health in Lee and a "ServSafe" certificate. Information is available at www.lee.ma.us/tri-town-health-department

How to Apply: Complete our online application or you may fill out the vendor portion of the attached contract (Part A), sign the contract at the bottom, and mail or deliver it to: First Congregational Church of Lee at PO Box 395, 25 Park Place, Lee, MA 01238 (attention Farmers Market). After submitting your application (online or by mail), please email your business logo or a photograph, plus a brief statement of your product line that can be reproduced for the Market website. Questions can be directed to the same Gmail Account or Kathy DeVarenes at 413-854-1561.

What Happens Next? The Market will contact you to say whether your application has been accepted. If you are accepted, the Market will sign the contract and give you a copy with both signatures attached, together with your area and date assignments. Next you should promptly deliver or mail a fee payment to the First Congregational Church of Lee (attention Farmers Market). Fees must be paid in full before the first market day, unless other arrangements have been made. **Checks should be made out to Lee Farmers Market.** There will be a mandatory orientation for new vendors (optional for returning vendors) on **Monday, May 18 at 6PM** at the Lee Church Park.

Site Map - Lee Farmers Market



Lee Farmers Market – Rules for 2026

“Market Manager” here means the person with that title or any acting or temporary manager who has been appointed by the Market Manager.

Before the Market

Reserving Space: No vendor may sell from the Market without making prior arrangements. Multi-week vendors will normally receive a particular market space assignment for the entire season. Single-week vendors must arrange for space at least two days in advance of the Market opening.

Space Assignment Priorities: In assigning spaces, the Market Manager will seek to balance the interests of all market vendors and will use the following criteria: 1) historical practice; and 2) product priority. Product priority means that category 1 vendors (see below) will be given priority over category 2 vendors, and so on.

Parking: Vendors may park in the Park to unload, prior to the start of the market. During Market hours, vendors may park cars, trucks and vans in the town lot off Franklin and High Streets, the “old” Price Chopper parking lot (back close to the building) or on Main Street. After the Market closes, vendors may again use the Park Street parking spots.

Arrival: Vendors may begin set-up as much as two hours before Market opening. Vendors may not begin selling until the market opens at 10:00. Please leave ample time for set up, especially considering weather and the occasional need to change vendor layout. A vendor who arrives less than 30 minutes before opening may find that the Park Street lot is already full. **All vendors must be fully set up and ready to sell when the Market opens.**

During the Market

Occupancy: Vendors will limit their equipment, displays and products within the boundaries of the allotted space. Vendors will maintain his or her assigned space in a clean, safe and sanitary manner.

Products: Vendors will display and sell only good quality products that are safe. Live animals, resale items, and multilevel marketing items may not be sold. With permission from the Market Manager, any vendor may sell fresh products that have been purchased at a wholesale market. Every market day the vendor must offer at least one of the following kinds of items:

Category 1. Fresh food or plant products produced by the vendor. This includes fresh fruit and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, wild edibles, and meats and fish that were produced or grown by the vendor. It also includes starter plants, potted flowers, and other potted plants.

Category 2. Value added food products. This includes bread, cakes, cookies, preserves, jams and jellies, cider, syrups, salsas, smoked or canned meats or fish, dried fruit, flours, and salad dressings.

Category 3. Crafted nonfood products. This includes dried flowers and wreaths. It also includes vendor-made soap, candles, and jewelry, woodworking, yarn, fabric, and pottery products.

Signs: The vendor will post a sign identifying the name of the farm/business represented and where it is located. Signs and display text may not occupy more than four square feet. No vendor may unreasonably block customer views of neighboring vendors with large signs, displays, or other obstructions.

Prices and Scales: Prices are solely in the discretion of the vendor. All goods for sale should be clearly marked as to price. Prices can be listed on individual items or on a sign that is clearly readable. If the vendor sells products by weight the vendor must provide scales that are legal for trade in the Commonwealth. All scale displays must be readable and in easy view for customers.

SNAP: SNAP is a state program that provides Electronic Benefit Transfer (EBT) cards that allows customers to purchase some food items. The Lee Farmers Market accepts SNAP/HIP benefits. Information regarding SNAP will be provided upon request. All vendors must follow USDA guidelines as it pertains to SNAP and DTA guidelines as it pertains to HIP.

Senior and WIC Vouchers: The Farmers Market now accepts Senior and WIC vouchers. Information regarding these programs will be provided upon request.

Canopies: Vendors must provide all tables, awnings, canopies, and associated canopy weights. Erected canopies and umbrellas must be safely anchored. If the Market Manager determines that anchoring is inadequate under current wind conditions, the manager may require the vendor to stow the canopy or umbrella.

Trash: If the vendor sells carry-out food products, then the vendor will provide appropriate waste receptacles for customers. The vendor will keep its area neat and free from litter.

Children: Vendors must monitor and supervise any children brought to the Market. Set-up and take-down time can be an especially dangerous time for unattended children. The Market can take no responsibility for their safety or whereabouts, or for any damages they may cause or incur.

Pets: The vendor will not bring pets to the Market. However, seeing-eye dogs or other disability guide dogs are allowed.

Conduct: The vendor and staff will conduct themselves in a respectful, safe, and courteous manner with customers, market staff and each other. Foul language or behavior that jeopardizes the normal operations of the Market will be grounds for complaints or termination. The vendor and staff will each wear a shirt and shoes during market hours.

Smoking: Smoking and consumption of any illegal substance at the Market is prohibited.

Weather: The Market normally operates during all weather conditions. In the event of a thunderstorm, the Manager may direct that the Market will close early. In that case, the vendor may take down his or her tent or canopy. If it is well anchored, the vendor may leave it up until the storm passes.

Customer Complaints to Vendor: Customers who have a legitimate complaint about the goods they purchase should be given a full monetary refund or replacement of equal value. On request of a vendor, the Market Manager may agree to mediate complaints.

Market Management: Vendor will follow instructions reasonably issued by the Market Manager to advance the good order, cleanliness, and reputation of the Market.

Bags & Containers: The Town of Lee no longer allows plastic bags or food containers that are not deemed reusable or recyclable. Please make sure that all bags are reusable shopping bags, recyclable paper bags or cardboard boxes. Bulk item bags can be made of compostable bioplastics, cellophane, wax paper, or recyclable paper. Bags cannot be made of polyethylene. Food containers cannot be made of foam or rigid polystyrene.

After the Market

Departure: Except as allowed by the Market Manager in unusual circumstances, the vendor will not close down before the Market closes. Vendors who sell out early will not pack up before closing time and will post a sign letting customers know they have sold-out. The vendor will completely vacate the site not more than one hour after the Market closes.

Cleanup: The vendor will collect and remove all trash or garbage generated by the vendor or found in or around the vendor's area during the Market and at the end of each Market day. The vendor will sweep up any product debris left on the ground. The vendor may not dispose of produce or boxes in any onsite garbage cans provided by the Market or the Town of Lee.

Taxes: Sales and other taxes from sales at the Market are the responsibility of the vendor.

Miscellaneous

Attendance: To ensure a cohesive market, full-season vendors need to commit to being present at the market each week. Please inform the Market Manager if you won't be attending the market.

Government Approvals: The vendor must have obtained all permits and licenses required by state and local law to sell the products that will be sold at the Market. A vendor who sells prepared foods must comply with state and local laws involving certification of kitchens and training of food service workers. On reasonable notice, the vendor may be required to produce a copy of any required governmental license or permit.

Vendor Complaints: Vendor complaints about the Market should be written up and given to the Market Manager.

Customer Complaints: The Market Manager will accept customer complaints about a vendor. The Market Manager will discuss any such complaint that may have merit with the vendor. If a vendor is subject to numerous customer complaints, the Market Manager may require corrective action.

Violations: The manager will give a verbal warning for a first violation of these rules. Second and subsequent offenses may result in a \$25 penalty, which must be paid to the Market before the vendor can return for another Market day. The Market may terminate the vendor's contract for a third or subsequent violation or the rules or for nonpayment of fees.

Serious Violations: If a vendor behaves in a manner that is hazardous or offensive to the public or vendors, upon request of the Market Manager, the vendor shall immediately cease the offending conduct. Failure to do so is cause for immediate termination of the vendor's contract. Following immediate termination for a serious violation, the Market Manager may require the vendor to promptly remove its property from the Market. If the vendor fails to remove its property promptly, the Market may remove the property. The Market is not responsible for storage or safekeeping of property so removed and shall not be liable for damages to the vendor.

(end of rules)

Vendor Contract - Lee Farmers Market - 2026

This is a contract between the First Congregational Church of Lee (United Church of Christ), 25 Park Place, Lee, Massachusetts (hereafter the "Market") and the party named below (hereafter the "Vendor") to allow Vendor to sell products at the Lee Farmers Market in 2026. The contract term begins on the last signature date below and ends on November 1, 2026.

A. Vendor Completes this Section

Vendor's Business Name: _____

Address: _____

Town or City, State, Zip: _____

Business Phone: (____) _____ - _____

E-mail: _____

Social Media: Facebook- _____ Instagram- _____

Others: _____

If a farm: ____ certified organic ____ sustainable ____ conventional

Business Back Story (for our website): _____

Please send business logo to leefmarket@gmail.com for our website.

Contact Person Name: _____

Address (if different): _____

Town or City, State, Zip: _____

Home Phone: (____) _____ - _____ Mobile Phone: (____) _____ - _____

E-mail: _____

Onsite Market Rep: Vendor's responsible employee or representative at the Market will be:

Name: _____

Home Phone: (____) _____ - _____ Mobile Phone: (____) _____ - _____

E-mail: _____

Products: Vendor requests authority to sell the following products (specific list):

Fee level: Vendor requests space at the Market for (check all that apply):

() Full season (\$375)

() By the week (\$35 if for-profit, \$0 if nonprofit) for _____, 2026

Market Completes this Section

Products: The Market allows the Vendor to sell the following products.

Assigned Location: The Market allows the Vendor to occupy a location as follows:

Agreed Dates: The Market allows the Vendor to sell on the following dates:

B. Other Provisions

Rules: Vendor has read and agrees to follow the Market Rules for 2026. The Market can take reasonable steps to ensure that the Market operates safely, with a harmonious atmosphere, and with an overall smooth flow of customers and vendors.

Indemnification: The Vendor will indemnify the Market and its agents and employees and for all damages, claims actions, damages, liabilities and expenses, including reasonable attorney's fees and court costs, which arise as a result of Vendor's actions or failure to act in relation to the Market, whether or not caused by a negligent act or omission of the Market or its agents and employees.

Promotions: The Market may photograph and make video recordings of the Vendor and its employees while at the Market. The Market may use such recordings for educational and promotional purposes without paying further compensation. The Market may list the Vendor's information on any Market web site.

Termination: Either party may terminate this contract on 7 days' notice. The Market may terminate for repeated violation of market rules, or for a single serious violation, as provided in the rules. When a vendor terminates before the end of the season, fee refunds are in the discretion of the Market.

C. Signatures

<p>Agreement by Vendor:</p> <p>X: _____</p> <p>Print name: _____</p> <p>Title: _____</p> <p>Date: _____, 2026</p>	<p>Agreement by Market:</p> <p>X: _____</p> <p>Print name: _____</p> <p>Title: _____</p> <p>Date: _____, 2026</p>
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(end of contract)