



2021 Non-Profit HANDBOOK

May this handbook serve to inform prospective Non-Profit participants of the Sustainable Nantucket's Farmers & Artisans Market (SNFAM) policies and procedures. All vendors, at-market staff, and volunteers are expected to adhere to the items listed in this handbook so that everyone has a safe and enjoyable experience.

MISSION: Cultivating, Educating, and Promoting environmentally responsible choices...making a big difference on a small island

CONTACT INFORMATION

Sustainable Nantucket
P.O. Box 1244
Nantucket, MA 02554

Office Phone: 508-228-3399

Market Manager: Alexandria (Allie) Penta
email: market@sustainablenantucket.org
phone: 978-380-0990

HOURS and LOCATIONS

MARKET SEASON: The downtown Market season will run Saturdays, May 29 - October 9, 2021 (19 weeks total). Please note, the 2021 Annual Town Meeting is taking place on Saturday June 5. To encourage civic engagement of our Market vendors and visitors, there will be no market on Saturday June 5. **Nonprofit organizations may apply for any 3 Saturdays within that time period.** *(Except for the July 4th holiday weekend.)*

TIMES AND DAYS: Weather permitting, the downtown Market will be open to the public on Saturdays from **8:30AM to 12:30PM**

LOCATION: Downtown Nantucket: Upper Cambridge Street and North Union Street.

PLEASE read these rules, guidelines, and policies carefully before signing your vendor application and keep a copy for your records. Signing the application signifies your agreement to abide by these rules. Failure to comply with them may result in termination of your membership.

GOVERNANCE

MARKET MANAGER: All rules of the Market are enforced by the Market Manager or their appointed representative from the Sustainable Nantucket Staff/The Market Committee. The Market Manager has ultimate on-site authority. The Market Manager is responsible to the Sustainable Nantucket Managing Director, the Farmers & Artisans Market Committee and The Nantucket Sustainable Development Corporation (d/b/a Sustainable Nantucket) Board of Directors. If a vendor does not abide by the rules of the Market, the Market Manager may take any action deemed appropriate, including barring the vendor from the Market for that day and any future Market days. The Market Manager directs set-up, and decides any immediate issues affecting the overall Market. For any questions or concerns related to the Market, contact the Market Manager.

MARKET COMMITTEE: This group is responsible for the oversight of the SNFAM Policies and Handbook, Fees, Vendor Categories, and Grievances. The Market Advisory Committee is made up of the below members:

Market Manager (Alexandria Penta)
Peter Brace
Priscilla McIntosh
Aidan Feeney
Melissa Dudley
Misha Currie
Ciara Fritsch
SN Managing Director

Vendor Review Committee: This group is responsible for the review of all vendor and non-profit applications to ensure the integrity and standards of the SNFAM. The Vendor Review Committee is made up of the below members:

Market Manager
Peter Brace
Ciara Fritsch
Priscilla McIntosh
Melissa Dudley

NON-PROFIT DEFINITION:

A **non-profit organization** is an organization that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals. The purpose of non-profit organizations like **501(c)3 Corporations** is to serve the interest of the public. This service is usually for mutual benefit and not for the accumulation of profits by the organization. The state regulates the types of organization allowed. These corporations are mostly tax exempt. Examples of NPOs include charities (i.e. charitable organizations), trade unions, and public arts organizations.

PARTICIPATION ALLOTMENT:

Each non-profit is able to sign up to participate for three Market days. (With the exception of the July 4th Holiday Weekend) The non-profit may request to participate more than 3 days, and will be kept on a waiting list and informed if there is extra space the week of the Market.

DISPLAY AND SET UP/BREAKDOWN:

DISPLAY SPACE: The Market Manager will assign you a 4 foot space (size of a 4x4 card table provided by the applicant) within the Market area each week. At this time, The Market is unable to provide consistent participant locations due to the ever changing dynamics of vendor participation, and other unforeseen circumstances that may affect the weekly Market map. Set-up is at the discretion of the Market Manager. **REMEMBER:** Please be flexible during set up. The goal is to create a Market layout that is complementary to all participants and to the Market as a whole. The Market is not obligated to provide water, shade or electricity to participants.

TABLE DISPLAY: Limited to a card table (4x4 foot). All participants must have a visible sign for their business. Participants may use umbrellas. Set-ups must be windproof, to protect people from blow-overs on blustery days at the Market. **All participants who wish to erect umbrellas on site during a normal period of Market operations, including the set up and break down period, are required to have their umbrellas sufficiently and safely anchored to the ground from the time their shade is put up to the time it is taken down. Any participant who fails to properly anchor his or her shade will not be allowed to sell at the Market on that Market day, unless that participant chooses to take down and stow the umbrella and sell without it.** The safety of Market customers, vendors and volunteers is the Market's highest priority.

SET-UP AND BREAKDOWN:

All Nonprofit tables must be staffed by representatives of the Nonprofit organization.

It is essential that vendors minimize the presence of their cars on the street. For set-up, if you wish to drive onto the street you **MUST** arrive and be gone before 7:30am. After 7:30am the street is **CLOSED**. Unload quickly and immediately move your car, then return for set-up. Likewise, for

breakdown, pack up your booth first, then get your car, load quickly and remove your car. We ask for everyone's patience AND compassion with each other. Please note, only the Market Manager or Market staff may move a police barricade.

Vendors are required to be on site NO LATER THAN 8:00 AM and MUST BE FULLY SET UP BY 8:30 AM in order to participate in that day's Market. Arriving late is disruptive to the Market. If a vendor arrives after 8:30am, the vendor's original location may differ from the map sent out the day before. However, please remember this map is not confirmed, and vendors should always check with the Market Manager before they begin setting up as circumstances may have changed.

Participants are **required** to stay for the entire Market day, unless they sell completely out of their product. If a vendor does successfully sell out within the Market time, the vendor may take their cash box and leave the Market, but **MUST** leave their table and sign until the Market ends. Removing tables during the Market is disorderly and changes the layout dynamic. Vendors are responsible for taking down their set-up, disposing of their own garbage, and leaving their spot trash-free, after 12:30pm.

MADE ON NANTUCKET REQUIREMENTS:

It is of great value to Sustainable Nantucket and the Market to be a part of encouraging, creating and helping to establish new opportunities of entrepreneurship. This means bringing your ideas and needs to island people, instead of using off island services that have already been established. (i.e. bringing your printing or silk screening needs to an Island business or sole proprietor.) It is our hope that if these services do not yet exist on island, perhaps we can encourage them to be established or to expand with the prospect of future business.

MATERIALS:

Recognizing Nantucket's current lack of certain materials and manufacturing capabilities, off island materials may be used in the production of your **MADE ON NANTUCKET** products. Sustainable Nantucket strongly encourages each participant to start the off island material search on the Cape, then throughout the State of Massachusetts, then to the Greater North East, etc. *Products cannot however, be sent off island to be finished. Therefore, all items must be constructed/finished on the island of Nantucket.* **NON- PROFITS are currently exempt from these restrictions, though we strongly encourage supporting local business and hand crafting as much of your product as possible. Each fundraising item or product will be reviewed on a case-by-case basis by the Market Manager and the Vendor Review Committee. 100% of product sales proceeds must go to the Nonprofit Organization. Please allow 2-3 weeks for review of products.**

CANCELLATION POLICIES:

CANCEL WITH PRIOR NOTICE:

Non-Profits are asked to please notify the Market Manager **by NOON on the Friday before Saturday's Market**, if they will be unable to participate in a Market they have committed to attend. To give advance notice: Please call Allie Penta, the Market Manager @ 508.228.3399 or email Allie at market@sustainablenantucket.org. In case of an emergency Friday night or Saturday Morning, please text Allie on her cell @ 978-380-0990

EMERGENCY ONLY on MARKET DAY:

Please call the Market Manager no earlier than **6:30am**: Market Manager cell #: 978-380-0990

WEATHER CANCELLATION POLICY:

The Sustainable Nantucket Farmers and Artisans Market **will be held** if the satellite radar indicates only possible showers. High winds, above 25 mph are cause for cancellation. It is the responsibility of the vendor to come prepared for possible inclement weather with towels, umbrellas, weights, and/or a tent. The Market Manager will decide if the Market is delayed, cancelled or confirmed by 6:45am the morning of the Market.

IF THE MARKET IS CANCELLED:

If the SNFAM Manager cancels the Market due to weather, participating vendors will be notified via email.

HEALTH DEPARTMENT REQUIREMENTS:

Non-Profit participants selling prepared and processed food at the Market must be manufactured in a licensed food establishment, or a licensed residential or commercial kitchen as appropriate. Copies of commercial and residential kitchen permits, retail food establishment permits or food manufacturing licenses at which the food was prepared should be available at the Market location. **These documents must also be submitted with application.**

For more information on how to comply with licensing regulations, please see the BOH Guidelines. These can be obtained at www.sustainablenantucket.org, or by contacting Sustainable Nantucket.

Nantucket Health Department: | 3 East Chestnut St, Nantucket, MA 02554

Ph: 508-228-7200 ext 7014 & 7020 Fx: 508-325-6117

Roberto Santamaria, Health Director | rsantamaria@nantucket-ma.gov

INSURANCE:

ALL VENDORS are **REQUIRED** to provide proof of a 1 million dollar per occurrence **Product and General Liability Insurance** and name **SUSTAINABLE NANTUCKET AS AN ADDITIONAL INSURED**. All **GROWER** vendors who use a **TRUCK** in their display are **REQUIRED** to provide proof of **Commercial Auto Insurance**. Please speak with your insurance or legal representative regarding whether your existing coverage (i.e. current Auto & Homeowners Insurance, Renters Policy, and/or Craft Organization/Guilds) will be sufficient for your potential liability. **It is the vendor's responsibility to personally hand in or email their proof of insurance.**

ACT (Artisans, Crafters and Tradesmen) Insurance

<https://www.actinsurance.com/artisans-insurance>

Phone: 844-520-6991

Great American Insurance Group (through Indie Business Network)

Veracity Insurance Solutions, LLC

Phone: 888-568-0548

RLI Insurance Company

<https://www.rlicorp.com/business-owners-insurance>

Phone: 800-331-4929

Sustainable Nantucket encourages its potential vendors to investigate a range of insurance options, including “event insurance”, before applying to the Market. In general, policies may range between \$200 - \$425, depending on the type of business. You may also want to ask your insurer for insurance just for the duration of the Market (rather than all year).

MARKET RULES

CODE OF CONDUCT:

All members of SNFAM will behave towards Market customers, staff, volunteers, and each other in a professional manner that fosters a sense of Market community, camaraderie, and a spirit of cooperative involvement that promotes the Market as a whole to the Nantucket community.

1. Vendors will dispose of their trash and clean their surrounding area after breakdown.
2. Vendors are responsible for their own booths, chairs, tables and sun/rain covers.
3. Umbrellas and tents must be anchored and secured.
4. All vendors must display a sign at their table with name and/or business name. Signs should be well designed, appealing, attractive, and with lettering large enough to be seen by Market customers.
5. Prices for all items on display should be clearly marked with individual price tags, signs, or large legible sign boards.
6. Vendors are encouraged to give the elderly a 10% discount.
7. Who May Staff Your Table? **Artisan vendors** must be personally present at their booths in order to sell their items. Artisans who are the owners of the business may vend if their status as such has been clearly stated on the initial Market Application, or afterward in writing. Artisans who are not owners of the business must submit a request to vend (via email or in writing) to the Market Manager, and may only vend if approved by the Market Committee. The Market Committee review process includes a studio visit and interview, and may take up to 3 weeks to complete.
8. Who May Staff Your Table? The Market encourages **growers and value-added vendors** to have a strong personal presence at their displays throughout the Market season. If a value-added or grower vendor is not coming but sending an employee, they need to let the market manager know ahead of time.
9. All vendors will be required to complete INDEMNITY/RELEASE SECTION of Vendor Application.
10. Vendors may not smoke on Market grounds.
11. Vendors may not be under the influence of alcohol or drugs during Market hours, nor have alcohol or drugs on the Market premises.
12. Vendors may not have personal pets on the property with the exception of assistance animals.

13. No “flea market,” or “yard sale” items.
14. No live animals may be sold at the Market, unless approved by the review committee.
15. All vendors must wear shoes and shirts at the Market. A general neat appearance for all Market participants is expected.
16. There shall be no discrimination regarding race, color, creed, sex, religion, age or national origin.
17. No hawking, shouting, or loud barking.
18. No selling one’s wares in an aggressive manner.
19. No political or religious campaigning.
20. No gruesome or grotesque images.
21. Vendors are expected, at all times, to behave in a courteous and professional manner both with the public and with their fellow vendors. Vendors are expected to be civil at all times. No bullying, slandering, yelling, or other aggressive and/or intimidating behavior will be permitted. **A violation of this will result in missing a market or immediate dismissal from the market, at the discretion of the Market Committee.**
22. If you have an issue with anything that is happening at the Market, please talk with the Market Manager. Please allow 2-3 weeks for the Market Committee to review any issues.
23. If a grievance has been filed against you, you (and your employees/helpers) may not enter the booth of the vendor who lodged the grievance.

PLEASE NOTE~ Vendor locations will be randomly chosen each week. DEPENDING ON THE CIRCUMSTANCE, LOCATION CHANGES MAY BE MADE ON MARKET DAY, AT THE DISCRETION OF THE SNFAM Manager.

Hope to see you at our 2021 Market!



P.O. Box 1244 Nantucket, MA. 02554
14 Federal Street - Downtown Nantucket Office

For more information, or to apply for the Market, contact:
Allie Penta, Market Manager
Phone: 508.228.3399
Email: Market@sustainablenantucket.org