



ABFM 2024 Community Table

Rules of Operation

The Acton-Boxborough Farmers Market is about more than food — although food is HUGE! It's also a great place to meet others, enjoy the outdoor village setting, and experience art and music . . . *and* an opportunity to learn more about your community, its resources, and important public issues. The 2024 season runs from June 16 through October 13.

The Acton-Boxborough Farmers Market is pleased to make available, each market day, one 10'x10' stall for community organizations and groups that work to make our neighborhoods and towns better places. The ABFM Community Table 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 Table is available to nonprofit and charity organizations, for promotional and educational purposes, at no cost. Groups may accept donations on site, offer information on support of the organization that can be done off site or online, and **WITH PRIOR APPROVAL** from the ABFM Leadership Board and **LIABILITY INSURANCE**, may sell fundraising items at market (e.g., T-shirts, mugs, et al.). If your organization wishes to sell fundraising items, please provide the relevant information on the ABFM 2024 Community Table Application; you will be contacted prior to your day(s) at market with an approval or denial.

Any organization or group wishing to participate in the ABFM Community Table opportunity must submit an application. The person applying is responsible for ensuring that the stall is staffed. **Please contact the ABFM Community Table Coordinator (Deb) with any questions at CommunityTable@ABFarmersMarket.org or at 978.393.1105.**

Please read the following ABFM 2024 Community Table Rules of Operation.

- The ABFM Community Table is open to any nonprofit organization whose mission has local relevance and is consistent with the mission and rules of the ABFM, as determined by the ABFM Leadership Board.
- The Community Table must be reserved in advance; participation by any one group is limited to no more than three (3) market days per season. Scheduling preference is given to groups who have not previously participated in the current season.
- Community Table staff may arrive at the market to set up no earlier than 8:45am and must complete their setup by 9:50am.
- For groups who do not have access to a canopy (recommended) and/or a table, the ABFM can provide one of each for use at market; please indicate on the application form your interest in using these ABFM options. **Organizations are responsible for providing their own chairs, signage, display materials, and any additional table for the 10'x10' stall space.** There is no electricity available at the market site.
- Community Table staff must remain until market closing (1pm), regardless of weather. **(Please note: The ABFM is an all-weather market; Community Table staff are expected to participate "rain or shine.")**
- Participants must clean up their stall area at the end of the market.
- All Community Table activities must be conducted at the Community Table stall. Staffers ought not move around the market to "hawk" their message in any way that would disturb market-goers or Vendors. Any special requests should be communicated to the Community Table Coordinator at CommunityTable@ABFarmersMarket.org OR at 978.393.1105.
- All banners and signage visible to passersby must be family friendly.
- The ABFM Market Manager is responsible for all activities at the market and will enforce all rules and regulations. CT staff must comply with their requests or directives; disregard of market rules or regulations, or disrespectful conduct will result in review by the ABFM Board. Any disputed issue may be appealed in person to the Board; the decision of the Board will be final. If CT staff have any problems, questions, or concerns during the market, they are encouraged to talk to the Market Manager. The ABFM reserves the right to revoke or deny market participation to any CT at any time.