



being a vendor & application process

This year-round indoor marketplace is designed to showcase the variety and quality of food grown, produced, or caught in Massachusetts and throughout New England. This opportunity offers prime retail space for local producers in the heart of Boston's emerging Market District.

OVERVIEW

The Boston Public Market is managed by a 501(c)3 non-profit organization, the Boston Public Market Association. The BPMA is a "Market on a Mission" to nurture local entrepreneurs who have barriers to fully participating in the Market, educate our visitors on the importance of a resilient and equitable food system, celebrate the bounty of all New England, and cultivate a diverse community around food.

In 2012, BPMA was designated by the Commonwealth as the developer and operator of Boston's Public Market: a 28,000 square-foot indoor retail location on the ground floor of the Haymarket T-station building, abutting both Boston's Greenway Park and Government Center Plaza. The Market is located at 100 Hanover Street.

The BPMA strives to bring in the highest quality products from the most local sources. BPMA seeks out businesses that educate customers about their products and production while representing the variety of interests and diversity of backgrounds within our community. Favorable consideration is given to businesses with product lines that offer a variety of price points.

Vendors selling certain eligible products are required to accept EBT/SNAP/HIP/WIC payments for all qualifying product categories. Market management assists vendors through the setup of these payments.

SOURCING

This market is focused on supporting New England businesses. Vendor offerings must be grown, raised, or produced in New England. For fast casual food vendors, preference is given to those that plan to use a mix of locally sourced products in their offerings.

All vendors will be asked to confirm production standards, sourcing, and code compliance prior to lease signing. BPM vendors are also subject to annual scheduled and random inspections.

THE MARKET

Vendors lease a designated space with water and electric utility hook-ups in which they may create their own retail environment with furniture, fixtures, and products. Rentable space is modular and able to accommodate concepts that range from as little as 50 square feet to up to 400 square feet.

Permanent vendors operate for full market hours and may apply for a delayed open on a case-by-case basis.

VENDOR SELECTION

The BPMA seeks vendors who offer product freshness, consistency, uniqueness, ethnic diversity, and a wide variety of price points. We are committed to maintaining excellent product diversity and curating a mix of vendors that allow each to be successful.

Prospective vendors are evaluated across a variety of categories including product concept and quality, local sourcing, and business plan.

LEASE AND RENT STRUCTURE

The BPMA views our vendors as our business partners. The job of our team is to foster an overall market assortment that best attracts regular foot traffic by a variety of customers. We manage the cleaning, maintenance and repair, general building services and loading area, the advertising and marketing of the Public Market, the upkeep of all common areas, and ongoing community programming and promotional activities. We ask all vendors to provide feedback on market management, maintain high standards of customer service and product quality, and meet their financial obligations.

Leases and rents differ by vendor based on their location in the market, the size of the stall, length of lease term, initial build-out of the stall, the type of product, and whether the vendor is a start-up or an experienced business. As such, rents are negotiated on an individual basis.

VENDOR APPLICATION PROCESS

1. *INTENT TO APPLY* All vendors interested in leasing space must submit their "Intent to Apply" form submission [here](#).
2. *VENDOR PROPOSAL* All vendors who submit an Intent To Apply and are approved to move to the next step will receive a Vendor Proposal Guide to complete.
3. *LEASE NEGOTIATION AND STALL DESIGN* All vendors approved to become vendors at the market will enter the third stage of the process and engage in lease negotiations and stall design. A deposit will be required to reserve space.