

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Guidelines for Agricultural Event Certification

In order to sell or participate at an agricultural event, the licensed farm-winery must submit the agricultural event certification application to the Massachusetts Department of Agricultural Resources (MDAR). Once MDAR has certified the agricultural event, the farm-winery must obtain a special liquor license from the town in which the agricultural event is to be held.

Please follow to steps below to facilitate the processing of your application.

Step 1: Print out the Agricultural Event Certification form, which can be downloaded from <http://www.mass.gov/eea/agencies/agr/markets/farmers-markets/farm-winery-sales-generic.html>. The form can be completed electronically, but must have an original signature to be considered complete.

Step 2: Collect information on the following six points, which involves contacting the market/event manager.

1. Event information
 - Name of the event, address, website and phone number
 - Start and end date of event, day of the week it occurs, time
 - How the event promotes local agriculture, if applicable
 - If the event is a fair, is there competitive agriculture?
 - Name of the organization that runs/sponsors the event, if applicable.
2. Event manager information
 - Name of the event manager(s), phone number, and email address
 - On-site manager(s) resume **or** relevant credentials/training
3. Plan depicting the premises and the specific location where the sale of wine will occur. A template is provided with the application form.
4. List of vendors with brief descriptions for current year/season.
5. Event operational guidelines for current year/season.
6. Approval letter from event management including day, month and year of event. A template is provided with the application form.

Step 3: Submit the complete application along with all the attachments.

For mail submissions, the application should be mailed to:

Agricultural Event Certification Program
251 Causeway Street, Suite 500
Boston, MA 02114

For email submissions, send the application to Rebecca.Davidson@State.ma.us **with the subject line** "Agricultural Event Certification".

Step 4: Incomplete applications will be sent back to the applicant in their entirety. Please review your application, make the necessary changes, and re-submit a complete application.

Step 5: If the event is certified by MDAR, submit approval to the local liquor/license control board where the event is located, along with the necessary application for obtaining a license to allow the sale of wine.

The application process can take up to 10 business days from the date that MDAR receives a complete application. Please allow sufficient time for processing before the event, to ensure compliance with the provisions of M.G.L. c.138.