

2018 Middlebury Farmers' Market

Membership Agreement and Operating Guidelines

Approved February 24th, 2018

Outdoor Market: Middlebury V. F. W. Hall, 530 Exchange Street
Saturdays, May 5- October 27;
Wednesdays, June 13- October 10
Hours 9:00am- 12:30pm

Indoor Market: VFW and Mary Hogan School Gym (Holiday Market)
Saturdays March 18th and April 15th
Saturdays November 3th-December 24rd
Hours 9:00am-12:30pm

Market qualifications and restrictions:

1. The Middlebury Farmers' Market (MFM) is primarily an Agricultural Market. The MFM has a goal of 70% or greater percentage Agricultural vendors who have admission priority. Products sold must be those produced solely by the vendor and grown or prepared in Addison County or adjacent counties in Vermont. Products which may be sold at the Market include:
 - Vegetables, fruit, cheese, meat, flowers, herbs, plants, home baked goods, home prepared hot and cold foods, maple syrup, eggs, honey, cider, jams and jellies, wine, and beverages.
 - Plant material purchased must be cared for by the vendor for a minimum of 6 weeks.
 - Crafts, Ag. Grillers and Hot foods are subject to additional guidelines and must be juried.
2. Middlebury Farmers' Market welcomes home-based businesses. A home-based business is defined as a business whose product is made and sold by the producer directly to the customer without owning, renting or leasing a permanent storefront. Farm stands and home-based retail shops are allowed. Moveable storefronts, such as food carts, are allowed. Any current vendor who opens a commercial storefront can no longer sell at the Market.
3. All returning and new Applications must meet the MFM guidelines and rules. The Membership Administrator and the Membership Committee will review all applications to uphold the integrity of our market. Vendors accepted after the start of the Market must wait one week before selling at the Market.
4. All returning MFM members must submit an application and Annual membership dues by March 31, 2017. Any new MFM application and any returning member application received after March 31, 2017 will be assigned spots as space permits. Dues are non-refundable.
5. Each vendor is responsible for insuring that their products conform to applicable Vermont state regulations and State regulations for Farmers Markets. All scales must be capable of being approved for Legal Trade. Vendors must have any and all appropriate licenses and permits available as required by state law. For more information contact the Vermont Department of

Agriculture at 802-828-2430.

6. The Market Coordinator and the Membership Committee will design a site plan. Site Assignments will be based on the previous years "spot" and consideration is given to market seniority to fill vacancies. The V.F.W. outdoor site is limited in space and all vendors may not be assigned a permanent space. Spaces may not include adjacent parking.
7. Vendors not assigned permanent spaces may vend as Day vendors when space permits. When the Markets are full a waiting list will be kept. Upon acceptance to the market, the Annual dues must be paid. The one week waiting period will be waived.
8. The Market does not allow the selling of live animals.
9. Middlebury Farmers Market is a non-smoking environment.
10. The Executive Board and the Jury Committees reserve the right to visit any vendor's place of business.
11. Non Profit organizations will only be allowed to distribute information. No sales, donations, or raffles will take place. The space will be limited to once per organization per market season and only as space permits. If there is any doubt to the Non-Profit status the Coordinator has the authority to ask for proof.
12. Employees, interns, and family will be allowed to sell for the Vendor.

MFM Association policies:

13. All checks made out to the Treasurer must be signed by an authorized officer other than the treasurer and a copy of the check will be made.
14. The Treasurer must have Board approval for expenditures not approved in the budget. The approval must be in writing.
15. The Executive Board will review the Treasurer's books quarterly.

Market Fees, Currency and Reporting:

16. Daily table fees will be collected by the Market Coordinator along with the Vendor Sales slip. Both the fee and sales slips must be available at the opening of each market (Outdoor market, 9:00am; Indoor market 9:30am).
17. All vendors are required to report gross daily sales from the previous market. No vendor name will be written on the sales slip and all vendor sales slips are confidential. Our liability insurance is based on our gross sales and all slips must be completely filled out. Day vendors or vendors selling at their last market day must report sales on day of vending at close of market.
18. Farm to Family coupons, EBT/DEBIT tokens, and any other reimbursements must be turned in to the Treasurer in the manila envelope with the provided form. Farm to Family coupons must be

separated by color and banded together. Information is available at the EBT/DEBIT station at the Market.

19. All vendors must accept the \$5 tokens. The \$1 tokens have restrictions.
20. Vendors may accept electronic transactions at their stands, but should offer the customer a receipt. This sales must be included in the daily total.

Arrival, Set up and Departure:

21. Start time and closing

For Outdoor markets:

- The Market Coordinator is on site at 7:30am.
- Vendors arrive and start setting up between 8 and 8:45. Early arrivals may access and set up their spots before 8am with the Market Coordinator's permission.
- Before 8:30, vendors may access their spots by way of the center alley. For the safety of all vendors the center alley closes to vehicle traffic promptly at 8:30. Vehicles must be out of the alley by then.
- By 8:45 all vendors must be at their market site. A warning will be given to late arrivers, and a subsequent late arrival will result in the vendor being turned away for that market day.
- At 9:00 Vendors should be set up and ready for business. The Market Coordinator will signal the start of the market. Absolutely no sales may be made prior to 9am at the Outdoor Market.
- Vendors must plan on staying until the end of market (12:30pm), unless previous arrangements are made with the Market Coordinator. This is for the safety and quality appearance of the Market.
- To honor our contract with V.F.W., Vendors need to depart site by 1:30 pm.

For Indoor Markets

- Doors open at 8:00am.
- Set up by 9:00am.
- Market ends at 12:30pm
- Depart by 1:30

These rules are in place to ensure the safety and enjoyment of our market participants, as well as conforming to our contractual agreements with our hosts.

22. Missing a market:

- Vendors must notify the Market Coordinator by 6pm THURSDAY if they are not attending on Saturday. Vendors who cannot attend a Wednesday (Outdoor Market) must notify the Coordinator by 6 pm Tuesday. Early notification is necessary to insure adequate prep time for Day vendors. Vendors should reach the Coordinator by phone or email. Day vendors will be notified of space availability Thursday evening. In the event that advanced notice of absence is not given to the coordinator, a one day space fee will be charged, and must be paid prior to vending again.

- Even on inclement weather days at the Outdoor Market, Fair weather vendors MUST contact the Coordinator by 6pm Tues or Fri, if they will not be attending.

Site coordination:

23. The Market Coordinator will enforce the Market rules and guidelines. If a conflict arises at the Market the Coordinator's decision is final until a quorum of Board members can resolve the issue. Vendors may file a written complaint with any Board member.
24. Vendors must at all times be courteous and act in a professional manner towards customers, other market members, and our Market Coordinator. Rudeness, foul language and/or angry exchanges will not be permitted and will be warned.
25. Each outdoor vendor MUST secure their tent or umbrellas with sufficient stakes or weights to insure the safety of the market and regardless of the weather condition.
26. No part of any display can extend beyond the vendors allotted area into the customer walking area.
27. Each vendor is responsible for keeping their site clean and free of debris. It is required that all vendors who generate trash must have a trash container at their space. No Outdoor vendor trash is to be deposited in site trash barrels or the V.F.W. dumpster. A trash barrel is provided at Mary Hogan for the Indoor vendors.
28. Vendor pets are not allowed.
29. Noise levels of all kinds will be regulated by the Market Coordinator.
30. Parking at the market is limited. Please keep parking spaces close to the market open for customers. Vendors are allowed **one** adjacent space per booth. Several vending booths do not come with any parking at all. Other vehicles should be parked off site. On a rare occasion there may be a time when all vendor vehicles at the Outdoor Market may not be allowed on site. The Board will keep you informed.
31. When backing up on site after close of market please designate a spotter to direct you for the safety reasons.
32. We want our shoppers to have a distraction free shopping experience. Therefore, there is no open soliciting allowed at the MFM. There is only soliciting that is sanctioned by the Executive Board or happens BEHIND vendor or non-profit tables. It is unacceptable to approach shoppers to solicit signatures etc, disperse information

ALL VENDORS ARE EXPECTED TO KNOW AND FOLLOW THE GUIDELINES OF THE MIDDLEBURY FARMERS' MARKET OR WILL BE SUBJECT TO PERMANENT DISMISSAL FROM THE MARKET. IF A VENDOR IS FOUND IN VIOLATION TO NOT BE FOLLOWING THE GUIDELINES THEY MAY BE GIVEN A WARNING.

* The warning will be given in writing, stating which guideline they have violated and briefly noting the nature of the violation. The warning will state on it the vendor's right to appeal and the potential consequences of further violations. The issuing party will sign the warning and the offending vendor will sign stating they understand the consequences of further violations and their right of appeal. If the offending vendor refuses to sign the warning then the refusal will be noted and a member of the MFM Board will be asked to witness that the warning was presented to the offending vendor.

* The vendor may appeal any given warning in writing within 10 days of receiving the warning. The appeal should be addressed to the Members of the Middlebury Farmers' Market Board And sent to: **Middlebury Farmers' Market, P.O. Box 385, Middlebury, Vt. 05753**
The appeal should include the date and nature of the warning in question and the nature of the vendor's appeal.

* The MFM Board will decide on the appeal within 30 days of receiving the appeal.

* Upon receiving 3 warnings in a given season, and pending the MFM Board's decision on any appeal filed, the vendor may have their membership and the right to sell at the market revoked without a refund of any fees or any kind. This is three warnings of any kind, whether it is three warnings about the same guidelines or three warnings about different guideline violations.

* The Market Coordinator or a Middlebury Farmers' Market Board member can give the warnings.

2018 Middlebury Farmers' Market Board

Hannah Sessions, President, blueledge@hotmail.com

Seth Ross, Vice President, mosefarm@gmail.com

Joan Cook, Membership Coordinator, [<sohardscrabblefm@gmavt.net>](mailto:sohardscrabblefm@gmavt.net)

Sharon Kerwin, Treasurer, [<orangecatsoaps@yahoo.com>](mailto:orangecatsoaps@yahoo.com)

Chad Beckwith, Secretary, Chad@Addisonbeekeepers.org

Barb Wilson, Member at large, barb@solarhavenfarm.com

Brad Kohler, Member at Large, [<bradk@shoreham.net>](mailto:bradk@shoreham.net)