

MIDDLEBURY FARMERS' MARKET
2019 Teen Enterprise Zone (TEZ) Membership Application

Outdoor Market Dates: Saturdays - May 4, 2019 through October 26, 2019
Indoor Winter Market Dates: Saturdays November 2, 2019 through April 25, 2020
Hours for both the indoor and outdoor markets are 9:00am – 12:30pm

PLEASE PRINT CLEARLY

Name _____ Business Name _____

Mailing Address _____

City _____ Zip Code _____ County _____

Phone# _____ Cell# _____ Email _____

CATEGORIES: please estimate percent of sales in each:

Grower/Producer _____ % **Prepared Foods** _____ % **Crafts (juried)** _____ % **Hot Foods (juried)** _____ %

Note: Craft & Hot Food vendors must have new products juried before sales.

PLEASE LIST ALL PRODUCTS TO BE SOLD _____

DO NOT PUT "Same as last year"

If needed use back to list more products

Note: All TEZ participants are expected to follow the following MFM rules and guidelines:

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 and Art are subject to additional guidelines and must be juried.
2. All 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.
3. 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.
4. 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.
5. The Market does not allow the selling of live animals.
6. Middlebury Farmers Market is a non-smoking, non-vaping environment.
7. The Executive Board and the Jury Committees reserve the right to visit any vendor's place of business.

8. Employees, interns, and family will be allowed to sell for the Vendor.

Market Fees, Currency and Reporting:

9. TEZ Vendor Sales slip must be available at the opening of each market (Outdoor market, 9:00am; Indoor market 9:00am).
10. All TEZ vendors are required to report gross daily sales on the Vendor Sales slip 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.
11. 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.
12. All TEZ vendors must accept the \$5 tokens. The \$1 tokens have restrictions.
13. TEZ 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:

14. Start time and closing For Outdoor markets:
 - The Market Coordinator is on the Veterans of Foreign Wars (VFW) 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.

15. Missing a market:

- TEZ Vendors will receive their scheduled market day from the TEZ Program Coordinator. All Vendors must notify the TEZ Coordinator by 6pm THURSDAY if they are not attending on Saturday. Vendors should reach the Coordinator by phone or email. In the event that advanced

notice of absence is not given to the coordinator, the TEZ Vendor will not be invited to vend at the TEZ market booth in the future.

Site coordination:

16. 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.
17. 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.
18. No part of any display can extend beyond the vendors allotted area into the customer walking area.
19. 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.
20. Vendor pets are not allowed.
21. Noise levels of all kinds will be regulated by the Market Coordinator.
22. 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.
23. When backing up on site after close of market please designate a spotter to direct you for safety reasons.

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.

___ **Yes, I have read and understand MFM operating rules and guidelines**

Signature _____ Date _____

Please submit signed form to:

Ross Conrad - 802-349-4279

TEZ Program Coordinator

PO Box 443, Middlbury, Vermont 05753 dancingbhoney@gmail.com