



2015/2016 MARKET RULES & REGULATIONS THE VERMONT FARMERS MARKET, INC.

These rules apply to all weekly markets. Your acceptance of a market space indicates that you have read them, that you will ask if there is anything you don't understand, and that you will abide by them.

Who Can Be A Vendor & How Do You Become One?

If you are **actively** involved in the growing, raising, picking, baking or making of quality goods for market sale, you can become a vendor. **First**, you must become a Member of the Market by registering and paying the annual dues if you have not already paid your membership through the VFM summer markets or VFM special shows. If you're a returning vendor you can pay your fee up front. You'll get notified by mail about your space.

NEW WINTER MARKET VENDORS: You will have to meet with the New Vendor Jury. You will be notified of their decision within ten (10) business days. If accepted, you will then be notified if there is space available for you. If there is no available new vendor space, we will let you know that, and you'll go on a waiting list.

What Can You Sell?

If you and your "family" (may include apprentices, interns and farm workers) grow it, raise it, pick it, bake it or make it, and that happens in Vermont or within 30 miles of Vermont's borders you can sell it at the Market.

You must produce at least 80% of what you sell. You can acquire up to 20% of what you sell from another producer within the same area. This includes plugs or plants, unless you've put at least 6 weeks of your own labor into them.

The farms or businesses you obtain this extra up to 20% of items from for your tables MUST become a member of the market and pay the \$25 membership fee.

What Can't You Do?

You can't sell low acid canned goods, items made from kits, baked goods made from commercially prepared or frozen dough, or flea market items.

You can't be a jobber or wholesaler.

You can't run your own raffle or sell tickets to anything without the approval of the VFM Board of Directors.

You can't intentionally set or drop your prices to hurt another vendor. The Manager and/or the Board are responsible for keeping adequate guidelines.

What Else Are You Supposed To Do?

Payments: Full payment is due 2 weeks prior to the opening of market or as soon as you are notified of your space assignment. Past vendors may pay at time of application.

If you have been unable to get your payment mailed or paid online prior to opening day, you can bring a check or money order on the first day of the winter market. You must have verification of prior payment or give a check or money order, made to Vermont Farmers Market, to the market manager before you will be allowed to set up. Without verification or a payment, you will be denied a space and must become a daily vendor for the season. No exceptions.

Seasonal vendors must call the market manager at least by Wednesday if they are not going to be at the next market. (The exception would be an emergency). This allows the manager time to call another vendor on the waiting list and fill the empty space. **You are responsible for calling the manager.**

A seasonal vendor who does not show and has not called must pay the daily fee before setting up again, even if they have paid their seasonal fee. (The exception would be an emergency).

Seasonal Vendors who need to drop out of the market will forfeit their remaining space fees paid. Extenuating circumstances may be deemed applicable by the BOD on a case by case basis.

Daily Substitute Vendors: the manager will collect the daily fee before you set up. Payment must be made by check or money order made out to the Vermont Farmers Market. No cash payments.

You're supposed to have and keep your copy of these Rules at your space every Market day.

You're expected to have all the proper licenses, certificates etc. for your goods.

****** ALL VENDORS who sell anything edible or items have items used on the skin (salves, lotions, soaps, and the like) MUST have product liability insurance/general liability insurance and give the Market a copy of your policy upon request. ******

A certificate of Additionally Insured with The Vermont Farmers Market listed is preferred.

You have to be in compliance with state health regulations, if they apply to you.

If your goods are subject to Vermont sales, meals and/or local tax, you are responsible for collecting and reporting those taxes and your name will be handed over to the city by the market's compliance to this law.

If you are selling food to be eaten on-site, you need to provide a trash can for your customers and take the trash with you at the end of the day.

All Vendors Need To Take Care Of Their Own Trash & Take it home with them each week. You are expected to keep your space clean and tidy at all times.

We don't want to encourage vermin into our market building by leaving garbage and such around.

Space fees are a business expense we should all plan for.

If you're a seasonal vendor and need to set up payments, speak with your market manager or VFM Treasurer!

Get to Market with enough time to unload, move your vehicle and set up before the start of Market. Keep your set-up neat, and stay within your space. You have to stay to the end of the Market (barring emergencies), clean up your space after you tear down. Turn in your estimated gross sales for the day to the market manager, unless you are an agricultural vendor who has opted out of weekly reporting. This record of sales receipts is what our market's insurance premium is based on also it is used as information in our grant application processes. It is important that we all do this to help the market get the proper coverage and grants.

All market vendors need to park in the approved vendor parking area during the market. Your friends and relatives who spend the day visiting you are also expected to park in these areas to leave the closer parking areas open for active customers.

Bring your smile and your patience. Sour attitudes put off customers and reflect badly on the Market. If you don't like dealing with the public or other vendors, you might want to rethink being a vendor.

If you see anything going on at your Market that doesn't seem right, let your Manager or the Board President know. If appropriate, they will pass the information to the Market Grievance Committee for investigation and action.

If you do not abide by the rules, you can be barred from the following week's Market for the first offense, or asked to leave for the remainder of the season if you're a repeat offender.

Anything Else?

Yes. If you have a difference of opinion with your Market Manager, and you two can't work it out, you have the right to take it to the Board of Directors for arbitration. Their decision, however, is final.

If you plan to use electricity at the winter market space for any reason you must pay a \$75 electric use fee to the market for the season.

Vendors will be assigned general clean up duty at the winter market space. Vendors **MUST participate in this clean up on the weeks they are assigned.** It is important to keep our building clean and tidy for our own use as well as for our customers. Clean up duty consists of sweeping all walkways and common areas, cleaning the bathrooms, taking out garbage, and general upkeep of the market space. Usually two vendor businesses will be assigned per market day.

All vendors are expected to participate in the market token and coupon agreements. Please follow the rules of these programs and ask the market manager or EBT/Debit program coordinator for a sheet explaining the programs and the rules for handling these items.