

## **Middlebury Farmers' Market Policies and Guidelines**

Outdoor Market: VFW Parking Lot, 530 Exchange Street  
Saturdays, May - October  
Hours 9:00am- 12:30pm

Indoor Market: VFW, 530 Exchange Street  
Saturdays, November –April  
Hours 9:00am-12:30pm

### **ADMITTANCE:**

The Middlebury Farmers' Market (MFM) is primarily an Agricultural Market; agricultural vendors have admission priority. Products sold must be those produced solely by the vendor and grown or prepared in Middlebury and surrounding areas. The Membership Committee will review all applications to uphold the integrity of our market.

Returning MFM members must submit an application and annual membership dues by March 31, 2024. Any new MFM application and any returning member application received after March 31 will be admitted as space permits. Dues, prepaid coupons, and all table fees are non-refundable.

Each vendor is responsible for ensuring that their products conform to applicable Vermont state regulations and State regulations for Farmers Markets. Vendors must have any and all appropriate licenses and permits available as required by state law.

Employees, interns, and family will be allowed to sell for the Vendor; it is the vendors' responsibility to inform them of the rules and guidelines of the Middlebury Farmers Market.

Non-Profit organizations will be allowed to distribute information (no sales, donations, or raffles). Space will be offered as it is available.

### **VENDOR SPACES, SET-UP AND BREAK-DOWN:**

Both Outdoor and Indoor spaces are assigned on a first-come, first-served basis.

#### *Outdoor markets:*

- Market staff are on site at 7:30am; vendors arrive and start setting up between 8 and 8:30.
- Early arrivals may access their spots before 8am with market staff permission.
- The center alley closes to vehicle traffic at 8:30.
- By 8:30 all vendors must be at their market site. A formal warning will be given to late arrivers and they may be turned away at the discretion of market staff.
- Market opens at 9:00 am.
- Vendors must stay until the end of market, 12:30pm, unless previous arrangements are made with market staff.
- Vendors need to depart the site by 1:30 pm.

#### *Indoor Markets:*

- Doors open at 7:30am, vendors must arrive by 8:30.
- Set up by 9:00am.
- Market ends at 12:30pm
- Depart by 1:30

#### *Outdoor Markets:*

Each vendor must secure their tent with sufficient weights to ensure the safety of the Market, regardless of the weather. Weights must be 25lbs. per leg, front and back. Alternatively, the two back legs of the tent may be secured to a vehicle along with two 25 lb. weights on the front of the tent. Vendors are responsible for any damage that is caused by their tent. If a vendor does not have sufficient weights, they must vend without their tent.

When backing up on site after the market, please designate a spotter to direct you for safety reasons.

*All Markets:*

Each vendor is responsible for keeping his or her site clean and free of debris. All vendors who generate trash **MUST** have a trash container in their space. No outdoor vendor trash is to be deposited in site trash barrels or the VFW dumpster. A trash barrel *is* provided for Indoor vendors.

Parking spaces close to the market must be kept open for customers. Vendors are allowed **one** adjacent space per booth, or one parking space during the winter market. Other vehicles should be parked off site.

We want our shoppers to have a distraction-free shopping experience. Open soliciting is not allowed at the MFM. Soliciting that is sanctioned by the Board of Directors, happening behind vendor or non-profit tables, is allowed.

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.

**COUPONS, TABLE FEES, AND DATA REPORTING:**

Daily table fees will be collected by market staff along with Vendor Sales slips. Both fees and sales slips must be available at the opening of the market (9am). All vendors are required to report gross daily sales from the previous market (which is kept confidential); the Market's liability insurance is based on its gross sales. Day vendors or vendors selling at their last Market day must report sales at close of that Market.

Farm to Family coupons, EBT/DEBIT tokens, and any other reimbursements must be turned in to the Treasurer in manila envelope with the provided form. All vendors must accept the \$5 tokens (other tokens and coupons have restrictions). Information is available at the EBT/DEBIT station at the Market. 3

**BEHAVIOR:**

Middlebury Farmers Market is a non-smoking environment. Vendor dogs must always be under control if at market.

Vendors must, at all times, be courteous and act in a professional manner towards customers, other market members, and market staff. This includes showing respectfulness, punctuality, maturity, and being market-focused.

**ATTENDANCE:**

When completing the membership application, you are asked to identify dates you plan to attend. It is expected that Seasonal Vendors will attend every week rain or shine, unless arrangements have been made by phone or email with market staff before 6 pm on Thursday of that week (the more advanced notice, the better). *We are open rain or shine* - be prepared for rain, wind, cold or heat. Advance notice allows market staff to schedule a day vendor replacement. Even on inclement weather days, vendors **MUST** contact market staff by 6pm Thursday if they will not be attending. Day vendors will be notified of space availability Thursday evening.

In the event that advanced notice of absence is not given to the market staff, *a one-day table fee will be charged, and must be paid prior to vending again.* The following violations will be addressed and a penalty applied as follows:

- 1) No-call, no-show: table fee due before vending again
- 2) Late arrival: may be turned away (table fee still due before vending again)
- 3) Early departure not previously cleared by market staff: \$30 fine due before vending again

## **RULES ENFORCEMENT**

Market staff will enforce the Market rules and guidelines. If a conflict arises at the Market, the President's decision is final until a quorum of Board members can resolve the issue. Vendors may file a complaint with any Board member. Decisions may be appealed to the Board after the market - but any decision, at the time, stands for that market as well as successive ones.

All vendors are expected to know and follow the guidelines of the Middlebury Farmers' Market, or they will be subject to dismissal from the market. Vendors may be served a warning if found in violation of the guidelines. The warning will state the specifics of the violation, verbally and in writing, as well as the right to appeal. 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 warning, in writing, within 10 days of receiving the warning. The appeal should be addressed to the Middlebury Farmers' Market Board of Directors and sent to: **Middlebury Farmers' Market, P.O. Box 385, Middlebury, VT 05753**

The appeal should include the date and specifics of the warning and the reason for the vendors' appeal. 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. Any Middlebury Farmers' Market Board member can issue warnings.

Board of Directors 2/11/2024

President – Janis McWayne – janis.mcwayne@gmail.com

Vice President – Don Gale - sgrmaker@yahoo.com

Secretary – Paige Wener - paige.wener@gmail.com

Treasurer – Sharon Kerwin – orangeatsoaps@yahoo.com

Membership Coordinator – Sharon Kerwin – orangeatsoaps@yahoo.com

Member-at-Large – Jason Reinke - reinke.jason@gmail.com

Member-at-Large – vacant