

Townshend Common Farmers' Market Policies & Procedures 2009

Market Mission

The Townshend Common Farmers' Market (TCFM) opened in 2008 with the primary mission of supporting local farmers by offering a direct market outlet providing area residents and visitors to the West River Valley with increased access to fresh locally grown food as part of a sustainable local economy.

The following **Policies and Procedures** of the TCFM, represent an attempt to recognize that the success of each member-vendor hinges on the overall success of the Market. Therefore, certain procedures need to be followed by all for the good of the Market.

Structure

A steering committee of market organizers, vendors and community members will oversee the structure and operation of this market to ensure that it keeps to the core values of supporting local agriculture, offering access to local food and supporting the local economy. Up to two seats on the market steering committee are open to non-vendor residents of Townshend who want to actively support and advocate for this market.

Applications/Market Membership

All vendors, Full Season and Day vendors, are required to complete and return an application along with a \$15 non-refundable market membership fee prior to vending at the market. Membership fees will be applied to marketing costs that will benefit all vendors.

Applications must contain a complete list of products to be sold at the market. Any additions to that list must be approved by the market management. Vendors are encouraged to return applications by May 1, 2010. The date an application was post-marked may be considered in determining space assignments.

Each vendor member has one vote on any market matters that are put forth by the manager or by other vendors for direction from the full market membership. Membership can be renewed annually provided that the vendor is in good standing with the market. Preference will be given to returning vendors whose applications are returned by May 1 and to those from Windham and Windsor County.

Vendor Fees

The market is organized to serve the needs of the vendors and their customers. Fees collected from all vendors will go to cover insurance, marketing, supplies, signage, and other general costs of operating the market.

Vendors may choose to pay a Full Season booth fee of \$150 which confers a guaranteed space at all 20 markets between June 3 and October 14th. Full Season vendors may pay in full prior to or at the first market, or in 2 equal installments due on or before June 3 and August 12.

Day vendors will pay a \$10 daily booth fee on market day as space allows and/or as dictated by policies related to the percentage of non-food vendors at the market. Day vendors must inform the manager 1 week in advance of each market in which they wish to participate.

All vendors will pay a 3% commission on daily gross sales. All vendors are responsible for reporting gross sales figures to the market manager at the close of each market. A completed market sales slip along with sales commission and the daily booth fees if applicable will be left with the market manager at the close of the market each week. Collection of any Vermont state sales tax is the responsibility of the vendor.

Spaces

All spaces will be 12' x 12'. The Market Manager will make all decisions about space assignments. To the best of our ability, the market management will give Full Season vendors the same location each week. Day vendors will be assigned space on a first come first serve basis. Any vendor who requires a special accommodation should discuss this with the market manager in advance.

All tent/canopies must be adequately anchored/ weighted to reduce risk of being moved by wind.

Market Operation Dates & Times

The market will be open RAIN OR SHINE on Thursday, June 3, 2010 to October 14, 2010 from 3:30 to 6:30 PM. There will be a modified MARKET LAY-OUT on Thursday July 29, 2010 due to preparations for the annual Hospital Fair Days event on the Common.

Vendors should arrive between 15 and 30 minutes prior to the opening of the market but not before 3:00 PM when school is in session. Unused spaces will be assigned to day vendors at 3:15 PM.

In the best interests of the Market, all vendors are expected to be at the Market when it opens and remain until closing. If this expectation conflicts with the business requirements of an individual vendor, the manager must be notified *in advance*, so that accommodations may be agreed upon.

Shared Booths

Small agricultural vendors may share a booth with another vendor. This policy is intended to make participation in the market viable for small local farmers. The following conditions must apply: 1) Each vendor must complete an application and pay the \$15 membership fee. 2) Each vendor must report sales and pay commissions separately. 3) Each vendor must have a knowledgeable representative present to handle sales and questions about their products.

Absences

Empty spaces at the market are a detriment to your fellow vendors and to the Market. Therefore, all seasonal vendors must notify the market manager within 24 hours of a market if they will not be present. Failure to notify the manager will result in a \$10 penalty fee, the amount that the market would have collected if the space had been rented to a day vendor. Day vendors who have requested space for a specific day and do not notify the manager that they will be absent will also need to pay a \$10 penalty fee before participating in a subsequent market.

Guidelines for Use of the Townshend Common:

1. **Parking.** A few vendors will be able to park opposite Leland & Grey High School and vend from the back of their vehicles. First preference is given to agriculture vendors. All other vendors are asked to move their vehicles away from the Common after unloading their supplies so as to leave the maximum of parking spaces open for market customers.
2. **We are a carry in/carry out Market!** Vendors must provide trash receptacles for any waste their booth will produce. You will be responsible for removing that waste at the end of the market. Eco-friendly disposables should be used whenever possible & recycling is encouraged.
3. **No public bathrooms.** Vendors may use the facilities in the church, see manager about access.
4. **The Common is shared by children from the Townshend Elementary School as their playground for recess.** Please keep that in mind as you arrive and leave each week. Vendors are responsible for leaving their booth area clean and in the condition it was when they arrived.
5. **Traffic.** Vendors will avoid actions that may create a potential traffic hazard in the vicinity of the Townshend Common and the intersections of Routes 30 & 35.

Market Criteria & Product Requirements

The TCFM is a *producers-only* market, meaning that all products sold must be grown, produced or made by the vendor.

The market management will limit vendors of a particular product if they deem the supply of that product to be more than adequate so as to prevent market saturation. Day vendors will be accepted based on the need for a particular product.

The vendor is responsible for adhering to any state or federal regulations regarding handling, licensing, permitting, and inspection of prepared foods, meats, and dairy items.

Any vendor selling products by weight must use scales capable of being inspected and certified as accurate. Any vendor selling eggs must comply with labeling regulations and grading requirements (contact 802-828-2436 for details).

Prices of all items are to be clearly posted.

All vendors must agree to accept appropriate coupons and wooden market tokens as payment according to market guidelines for Farm to Family and EBT/Debit card programs.

Items that may be sold at the market:

- Fresh & canned produce, flowers, seeds and seedlings, honey maple syrup, natural fibers, eggs, meats, cheese and other farm products.
- Homemade baked goods and prepared foods that contain local ingredients
- Plant starts grown by the vendor
- Studio, workshop or home made items, that utilize local agricultural materials wherever possible, and/or that fit the definition below of "traditional crafts".

Prepared Foods

- Items must contain at least 2 ingredients which are grown or produced locally
- Vendors are required to display signage identifying the local ingredients and listing their sources.

Value Added Products

- Must be either made by the vendor, or made by another party using materials grown by the vendor if the vendor is legally or financially prohibited from making the product themselves.

Crafts

In keeping with the mission of this market to be primarily a local farmers' market, craft vendors will comprise no more than 20% of the vendors on any given market day. Preference will be given to craft/artisan vendors involved with the traditional crafts (i.e., spinning, weaving, blacksmithing, soap & candle making, pottery, etc.) that impart knowledge, skills and/or goods needed in a local sustainable community. As with agricultural and food vendors, the item must be produced by the crafter. Flea market items, used clothing, antiques, crafts from kits, or mass produced items will not be allowed.

Market Objective

Together we will succeed by creating a vibrant, welcoming market experience for all members and visitors. Discourtesy to patrons or other vendors is prohibited. In return for adhering to the above requirements, the TCFM will strive to provide vendors and visitors with the best possible market experience in a beautiful setting. We will work to create a well promoted Farmers' Market.. This market is a collective collaborative effort. Disputes between vendors, or between vendors and customers need to be brought to the manager's attention.

Questions can be directed to Sherry Maher, Market Manager, at 802 869-2141 or via email at farmersmarket@postsoilsolutions.org

RETURN THIS FORM BEFORE May 1, 2010.



TOWNSHEND
COMMON
FARMERS'
MARKET

Weekly Farmers' Market
Thursdays, 3:30 - 6:30 PM
June 3 through October 14, 2010.

For more information call (802) 869-2141
Or email farmersmarket@postoilsolutions.org
Please read attached market rules and policies

Vendor / Member Application Form

Farm/Business Name:

Contact Person: Phone:

Mailing Address:

Town: State: Zip:

Email: Website:

Vendor category: ___ Agricultural ___ Prepared Foods ___ Crafts (check all that apply)

Check the products you plan to sell - include product details you would like us to know about.

- | | | |
|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Vegetables | <input type="checkbox"/> Maple Syrup | <input type="checkbox"/> Baked Goods – What kind? |
| <input type="checkbox"/> Fruits | <input type="checkbox"/> Meats | <input type="checkbox"/> Prepared Foods – What kind? |
| <input type="checkbox"/> Plants | <input type="checkbox"/> Eggs | <input type="checkbox"/> Value Added – What kind) |
| <input type="checkbox"/> Herbs | <input type="checkbox"/> Dairy | <input type="checkbox"/> Crafts – What kind? |
| <input type="checkbox"/> Flowers | <input type="checkbox"/> Honey | <input type="checkbox"/> Other (please list/explain) |

Vendor Options: Check One and provide details

<input type="checkbox"/> Full Season Vendor \$150 Booth Fee <input type="checkbox"/> Full fee enclosed – or – <input type="checkbox"/> Will pay in 2 equal installments 6/3 & 8/5 List any dates you will not be at market: 	<input type="checkbox"/> Day Vendor (on space available basis) \$10 Daily Booth fee per market. List your desired dates to vend at market:
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Do you sell from your vehicle when possible? () Yes () No

Please describe any other needs you have as a market vendor :

Would you use Electricity if available? Yes No For:

My TCFM membership fee of \$15.00 is enclosed with my completed application.

By signing this application, I acknowledge that I have read and agree to abide by all market policies.

Signature: Date:

**Please return this application with \$15 membership fee payable to:
Townshend Common Farmers' Market PO Box 431 Townshend, VT 05353**

-----Keep a copy for your own records -----

