



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 and you will abide by the rules

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

If you are actively involved in a business that grows, raises, bakes or makes quality goods for market sale, you may become a vendor. **First**, you must become a Member of the Vermont Farmers Market by registering and paying the annual dues. Then you may apply for whichever market(s) you want to attend as a seasonal or daily vendor. You will be notified by email about your space. Please be sure that all of your contact information is included and accurate, even if you are a returning vendor.

New Vendors: You may have to meet with the new vendor committee to review your products. You will be notified of their decision within ten (10) business days. If accepted, you will then be notified if there is space available either as a seasonal or daily vendor. If there is no available space we will put you on the waiting list. Typically we can accommodate all applicants as either a seasonal or daily vendor

What Can You Sell?

If you and your “family” (including apprentices, interns, employees and farm workers) grow, raise, bake or make a product in Vermont or within 30 miles of its border you can sell it at the Market.

You must produce at least 80% of what you sell. You may acquire up to 20% of what you sell from another producers within the same area stated above. You must have at least 6 weeks of your own labor for all plants sold at the market. ***You must inform the Market Manager of all products and their origin you intend to sell prior to bringing them to the market.***

What Can't You Do?

You may not sell low acid canned goods, items made from kits, baked goods made from commercially prepared or frozen dough, or flea market items. You may not run your own raffle or sell tickets to anything without the permission of the Board of Directors. You may not intentionally set or drop your prices to hurt another vendor.

What Else Are You Supposed To Do?

- Payments: Full payment is due by April 30th! All payment plans are at the discretion of the President or Treasurer. All payments must be made by check or money orders made out to The Vermont Farmers Market.
WE DO NOT ACCEPT CASH, HAVE A CHECK PRIOR TO SETTING UP OR YOU WILL NOT BE ALLOWED TO VEND
- You're expected to have all the proper licenses, certificates and insurance for your products available in your stand all times.
- If you sell food items, or body care products you should have product liability insurance. You must be in compliance with all local and state health regulations at all times. The Department of Health and The Department of Agriculture do make inspections of farmers markets, so be in compliance.
- If your goods are subject to Vermont sales, meals and/or local tax, you are responsible for collecting and reporting those taxes. Vendor lists are made available to state and local agencies.
- If you are selling food to be eaten on-site or you give out samples, you need to provide a trash can for your customers and **take the trash with you** at the end of the day.
- No seating for customers is allowed at food vendor spaces per our agreement with the City Of Rutland.
- All vendors must take their trash with them after every market. Do not put it in the city trash bins.
- All vendors must clean their spot after every market. This includes all trash and vegetable scraps.
- Arrive to the Market and be set up no later than 8:30
- Tent weights are required, at least 20 lbs. per leg, no tent stakes are allowed. (One gallon of water is only 8 lbs.)
- Electricity, there is no guarantee that it will work, have a backup plan.
- Extension cords are not allowed to be run across the isles

- Move your vehicle to the vendor parking area
- The market runs till 2, all vendors are expected to stay until the end of the market
- Vendors must fill out gross sales reports either online or paper upon the request of the market manager This record of sales is anonymous and is used for grant applications and marketing strategies.
- Vendors must call the market manager at least 3 days prior to the market if they will be absent. A vendor who has not called prior to being absent must pay the daily fee before being allowed to vend again, even if they have paid for a seasonal spot. This allows the manager time schedule a vendor on the waiting list to fill the empty pace. The Market Manager has the discretion to suspend any vendor who is consistently absent or does not call. The market runs rain or shine, if you have any doubts call the Market Manager.

NO EXCEPTIONS

- Seasonal Vendors who drop out of the market will not be given a refund.
- Vendors who are asked to leave the market will NOT receive a refund on the unused portion of their fee

Daily Vendors:

The manager will collect your fee prior to setting up. Payment must be made by check or money order made out to the Vermont Farmers Market, No Cash.

All market vendors, except those who have been awarded truck spots, must 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.

The Saturday market approved parking area is the TD parking lot on Evelyn St or the Parking deck. If you don't know, ask the manager

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, tell **Manager** or member of the board. 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 may be barred from vending at the following week's Market or the remainder of the season.
Anything Else?

Your Market Manager should be given respect; it is a big job to orchestrate the entire market. Vendors are expected to work together for the betterment of the market and to behave appropriately. If you have a difference of opinion with another vendor or the Market Manager you have the right address the Board of Directors. The Board of Directors decision is final.

Market Manager Phone number: 802-342-4727

Email: summermarketmanager@vtfarmersmarket.org