



THE VERMONT FARMERS MARKET SPECIAL SHOWS RULES & REGULATIONS

These rules apply to all Special Shows hosted by the Vermont Farmers Market. By applying to vend at the Special Shows you agree that you have read and understand the rules and agree to abide by them.

GENERAL RULES:

1. Any vendor who wishes to participate must be **actively** producing and/or making quality produce, specialty foods, baked goods, and/or hand-crafted items
2. All vendors must be members in good standing as determined by the Vermont Farmers Market Board of Directors
3. **All** products sold must originate in Vermont or within 30 miles of the borders of the State of Vermont.
4. Each vendor must produce at least 80% of the goods sold. Vendors may acquire up to 20% from another producer within the State of Vermont or within 30 miles of the borders of the State of Vermont.
5. The Vermont Farmers Market does not allow the sale of low acid canned goods, items made from kits, flea market items, or baked goods made from commercially prepared or frozen dough.
6. Each vendor must be registered as a member and paid the annual membership dues.
7. Vendors must keep a copy of the rules and regulations in their possession while vending.
8. It is the responsibility of each vendor to be properly licensed and insured as required by City, State and Federal guidelines. Copies of license and insurance must be in vendor's possession while vending.
9. It is the responsibility of all vendors to notify the Special Shows Manager immediately of anything that might be conflicting to the rules noticed at the show or any other issues important to the show.
10. Each vendor must consent to a screening of goods and a possible visit by the Board of Directors and/or Special Shows Manager who will establish what goods are suitable for sale.
11. **ATTITUDE:** Vendors should always have and display a positive attitude when at the shows. It is necessary in dealing with the public, other vendors, and show management.

SPECIAL SHOWS RULES:

1. Membership dues must be paid in full for the current year.
2. **Applications** for vending are due by **September 1st** of each year.
3. All **payments** for vending are due in full by **October 1st** of each year.
4. **No refunds** will be given if you cancel less than two weeks before the show.
5. **Set Up:** Allow 1 - 1/2 – 2 hours set up time. It is very important that you arrive early enough to be completely set up by show time ensuring that your layout is entirely within the designated space.
6. **Presence:** Vendors are expected to be present at each show you signed up and paid for.
7. **Booth Appearance:** We expect that your booth will be set up uniquely and attractively and that it reflects your products' personality and that it blends well with the character of the show. Your name, address and phone number must be displayed at your booth at all times. Loud, noisy or flashy lighted booths are not allowed. If you have any questions about this, please see the Special Shows manager.
8. **Booth Operation:** Be respectful of other vendors. No overly loud sales pitches which may distract from your neighbor's booth. Vendors are expected to have conversations in normal tones with customers that are directly at their booth.
9. **Vendor Parking:** As soon as a vendor has unloaded, and prior to booth set up, all vendors must remove their vehicles from the unloading area and park in the designated parking area.
10. **Vendor Pick-Up:** Vendors must remain until the conclusion of the show.
11. **Sales Reporting:** Vendors must report their gross sales to the Special Shows Manager at the end of the event. The totals are confidential and are used only to report how well a show has done and are needed for insurance purposes. The Special Shows Manager will provide forms to record sales.
12. **Review Board:** If matters develop between the Special Shows Manager and a vendor that cannot be resolved, the matter will be turned over to the Board of Directors. Their decision in the matter will be final.

The above rules must be followed to provide a harmonious event for vendors and customers alike, which will make for a rewarding day for all.