

## **BAFM 2010 MEMBERSHIP INFORMATION AND MARKET RULES**

### **THE MISSION**

The Brattleboro Area Farmers' Market is a non-profit organization whose mission is to provide a means of getting locally produced agricultural products, prepared foods, and crafts to the customer for the benefit of both the consumer and the producer. The goals are to further the local production of agricultural products, prepared foods, and crafts; stimulate growth and variety of farm and homemade products; and educate the public about the value of local production.

### **I. MEMBERSHIP ELIGIBILITY**

Membership is extended to any person within Windham and Cheshire counties (or grandfathered member) who is interested in furthering the goals of the organization and willing to follow the rules of the market. Membership is annual, and can be renewed as long as the member is in good standing, as determined by the board, and returns the application form with membership fee by the last day in February. New members will be admitted as space allows. New member applications are due March 19. All new eligible reserved site agricultural applicants who apply by March 19 will be accepted unless the board votes unanimously against acceptance. Nonprofit entities will be considered on an individual basis by the board. All new craft and prepared food member applicants, and agricultural vendors with value-added products, will be juried by the Jury Committee (which will be subject to board approval) on March 24. The following rules are divided into sections:

- A. Membership Categories;
- B. General Rules;
- C. Markets;
- D. Product-Based Rules;
- E. Board and Committee Members.

A. Membership Categories: All members are encouraged to attend the Annual Meeting.

A. Individual - Reserved site vendor; annual membership fee is \$80; gets one vote and is eligible for election to the Board of Directors. Requirement is to attend and work at Site day on April 17 (rain date April 24) and to contribute 8 hours of work to the market per season (this includes any committee and Board work).

B. Group - Reserved site vendor: open to persons from the same household or business; annual membership fee is \$100; gets two votes and two adults are eligible for election to the Board of Directors. Requirement is that at least two members of the group attend and work at Site Day on April 17 (rain date April 24) and to contribute 12 hours of work to the market per season (this includes any committee and Board work).

C. Daily – Non-reserved site, non-voting vendor for those who are not planning to attend either of the two scheduled markets on a regular basis. Spaces may not be available for every market for every daily. Space size and location are not guaranteed. Dailies will be notified of space availability the day before the market. Annual membership fee is \$75. Site assignment is at the discretion of the manager on a space-

available basis. Re-juried annually. Agricultural vendors will be considered on an individual basis.

D. Supporting - \$25; non-voting membership. Open to non-vendors interested in furthering the goals of the market; receives newsletters, may serve on committees; may join at any time.

The remainder of these rules pertains to requirements for vending members.

## **II. GENERAL RULES FOR VENDING MEMBERS**

1. It is the responsibility of the vendor to ensure that all products be sold in accordance with state and federal laws.
2. All vendors are responsible for carrying their own individual liability insurance. The BAFM does not carry product liability insurance.
3. All scales must pass Vermont State inspection.
4. Dogs are not allowed at the market. Any other animals brought to the site must be provided with adequate food, water and bedding.
5. Vendors must bring their non-recyclable, non-biodegradable waste home with them.
6. All booth displays and structures must be safe and well-secured, and are subject to the approval of the manager. Structure posts must be buried a minimum of eighteen (18) inches in the ground. All tables and structure accessories must be securely attached to the structure. No solid vertical panels or walls can be within eighteen (18) inches of the ground. Fabric panels are acceptable. No loose objects may be left on site between markets.
7. Members will avoid boards or other building materials that obstruct views to neighboring booths.
8. A local non-profit organization may operate a fundraising or information booth at no charge, by pre-arrangement and at the discretion of the board. Raffle items may be exempted from market criteria by the board.
9. Goods offered for sale are expected to be of the highest quality unless otherwise marked. If, in the opinion of at least three members of the jurying committee, a vendor offers inferior product(s), the vendor will be asked to withdraw them or label and price them accordingly.
10. All signs and voice advertising related to a vendor's booth and display will be restricted to their specific site. Vendors may not hawk their products at market.
11. Vendors are responsible for the supervision of any child they bring to market.
12. The board may give special permission for the sale of "educational material" on "Special Days", or for the sale of specialized accessories for the handling of a specific animal or product sold at market.
13. No soliciting by political, religious or other "special" cause groups or individuals is permitted at the market.
14. Separate member vendors may cooperate by vending together. Each cooperating vendor must pay a separate membership fee and commission but will share the reserved site fee.
15. The BAFM board expects vendors to follow the highest business and ethical standards at market. Fraudulent or dishonest practices are prohibited.
16. Work hours are documented by the vendor and submitted to the Committee Chair by the end of the season for credit. It is the responsibility of the vendors to document their work hours.

17. Failure to follow any of the rules or guidelines of the BAFM may result in dismissal from the market or membership rejection for the following year. Any concerns should be brought to the attention of the market manager, a board member or member of the grievance committee.

18. Smoking (by vendors or visitors) is prohibited on the market grounds.

19. Members must request a reconsideration of the rules if a specific situation is not reflected in the current rules.

### **III. THE MARKETS**

BAFM runs two regular season markets, Saturday and Wednesday, and one seasonal market (Thanksgiving).

#### **1. Saturday Market Details**

a) The Saturday Market for the 2010 season is on Route 9 in West Brattleboro, 9-2, from the first Saturday in May through the last Saturday in October.

b) Vendors are expected to be set-up by 9:00 am on Saturday.

c) All materials put up for the season must be securely attached (i.e. tarps). All structures must be completely removed by November 30.

d) Reserved site members may reserve for full or half season.

e) Saturday Daily - \$25 per day, payable upon arrival and placement, plus 3% commission. All checks should be payable to BAFM.

#### **2. Saturday Market Fees (reserved sites)**

a) Site fees are assessed as follows per linear foot circle frontage. No refunds will be given except in extenuating circumstances, at the discretion of the board. Half season vendors pay half of their frontage fee.

b) Saturday Reserved Site Fee

6'- \$50/ft, \$300 season	12'- \$54/ft, \$648/season
7'- \$50/ft, \$350/season	13'- \$56/ft, \$728/season
8'- \$50/ft, \$400/season	14'- \$58/ft, \$812/season
9'- \$50/ft, \$450/season	15'- \$60/ft, \$900/season
10'- \$50/ft, \$500/season	16'- \$62/ft, \$992/season
11'- \$52/ft, \$572/season	17'- \$64/ft, \$1088/season
18'- \$66/ft, \$1188/season	

c) In addition, all Saturday vendors pay a 3% commission on gross sales weekly.

d) A \$100 Site deposit must be submitted to the treasurer on site day. SITE DEPOSITS WILL NOT BE RETURNED IF STRUCTURES ARE NOT REMOVED BY NOVEMBER 30.

e) A \$100 member work deposit must be submitted to the treasurer on site day. The work hour deposit will be returned on completion of documented work hours, or a prorated amount will be returned based on the number of hours worked.

f) Eligible site and work hour deposit checks will be returned at the Annual Meeting. For those who don't attend the annual meeting, checks will be returned by mail if the vendor supplies the Treasurer with a self-addressed stamped envelope. Otherwise, the checks will be destroyed.

### 3. Income and Commission Reporting

All vendors must complete and submit to the manager an accurate income tally sheet with their name on it and commission by 2:30 each Saturday. This information is used to track market trends and will be held in confidence. The Manager will also provide a check off list for each vendor to initial.

### 4. Payment Schedule

a) All payments – membership, site fees, and deposits – must be made promptly to the manager or treasurer. Failure to pay by deadlines may result in loss of reserved sites.

b) Membership Fees for returning vendors are due by the last day in February with their application. Membership fees for new vendors are due with their application (If not accepted, fee will be returned).

c) Site Fees are payable in thirds: 33 1/3% by site day on April 17; 33 1/3% by June 12 and 33 1/3% by July 31. Vendors who pay the entire site fee by site day can deduct a 2% discount.

d) Clean-Site Deposit is due on Site Day.

e) Member Work Hours Deposit is due on Site Day.

f) Any vendor over 2 weeks in arrears on any fee will be assessed an additional \$25. Any vendor over 4 weeks late on any fee will have to pay all remaining fees to be allowed to vend at the market.

### 5. Reserved Site Assignment Rules

a) Saturday reserved sites are selected on Site Day by those in attendance, based on the Site point system outlined below and recorded and posted by the manager.

b) Priority for selecting reserved sites at both markets will be determined by the site point system with the exception of sites necessary for food vendors due to hot/cold water supply. Those sites necessary for food vendors shall be reserved for food vendors by the board, manager, and site committee as necessary to comply with state regulations.

c) Members who cannot attend site day may send a delegate to fulfill their site day work requirement and choose their space if they notify the manager in advance. Otherwise they will be bumped to the bottom of the selection order.

d) Returning half-season vendors selling the first part of the season will select sites after full season vendors. Second-half vendors will select on Site Day only if spaces are available at that time.

e) New vendors will select sites according to lottery. New agricultural vendors will select their sites before new craft and prepared food vendors, except item (b).

#### 6. Site Point System

- 3 points for each Saturday market attended the previous year.
- 5 points for each year of market membership.
- 15 points for board membership in previous year.
- 3 additional points for service as a Board officer in previous year.
- 7 points for attending and working at Site Day the previous year (14 if a membership sends two people).
- 7 points per member for attending annual meeting the previous year (7 for individual membership, 14 for 2 attendees from a group membership)
- 4 points for each committee the member worked on the previous year.
- 3 points for submitting documented work hours the year before

#### 7. Reserved Site Attendance

a) Reserved sites are a mutual commitment between the market and a vendor. Saturday reserved site vendors are expected to attend at least 80% of the market season. If a vendor misses 6 or more markets, the vendor may lose the reserved site for the rest of the season at the discretion of the Board. The vendor may still attend as a daily if the reserved site is lost.

b) If a reserved site vendor plans to miss a market s/he must inform the manager by Thursday night by 9 PM. The phone number for the market manager is 802-254-8885 and the email address is <farmersmarket05301@yahoo.com. The rights of the space for that week will revert back to the market. A vendor can request a sign be posted at their site. Missing a market without informing the manager by Friday morning counts as 2 market absences. A vendor can appeal to the manager or to the board if there are extenuating circumstances.

c) Vendors can also reserve for a half-season, either first or second half, with attendance expectations pro-rated.

#### 8. Wednesday Market Details

a) The Wednesday Market for the 2010 season is in Brattleboro at a site to be announced from June 2 – October 27, as long as there are at least 3 vendors attending, one being agricultural, 10:00 am – 2:00 pm.

b) Rules are the same as for the Saturday Market except the following:

- a. Site points are calculated as for Saturday Market, except attendance points in (a) is changed to: 3 points for each Wednesday market attended the previous year. Site Day will be announced at a later date.

- b. No permanent or semi-permanent structures may be left at the Wednesday market site. No materials may be left at the site when you leave the market each week.
- c. All vendors must abide by the rules of the Wednesday Market locale.
- d. Vendors are responsible for picking up all their own trash and vacating site by 4 PM.
- e. Acceptance to attend Wednesday Market will follow the general rules with the addition that priority will be given to vendors applying for the full season.
- f. Wednesday Market vendors are expected to attend at least 80% of the Market season. (Same as the Saturday Market Rules). A Wednesday reserved site vendor may not miss more than 4 markets.
- g. All vendors must complete and submit to the manager an accurate income tally sheet with their name on it and commission by 2:30 each Saturday. This information is used to track market trends and will be held in confidence. The Manager will also provide a check off list for each vendor to initial.

#### 9. Wednesday Market Fees

- a) Vendor fees are \$16/ft per season, payable in two installments – 1/2 by June 2 and 1/2 by August 19. Dailies pay \$20/day payable upon arrival and placement. All vendors pay 2% commission.
- b) A \$100 member work deposit must be submitted to the treasurer on site day. The work hour deposit will be returned on completion of documented work hours, or a prorated amount will be returned based on the number of hours worked.
- c) Eligible work hour deposit checks will be returned at the Annual Meeting. For those who don't attend the annual meeting, checks will be returned by mail if the vendor supplies the Treasurer with a self-addressed stamped envelope. Otherwise, the checks will be destroyed.

#### **IV. AGRICULTURE**

1. An agriculture vendor grows, harvests, or raises agricultural products including produce, plants, or animal products on land that the producer owns or rents.
2. Agricultural vendors must produce everything they sell. If a vendor shares production of crops with another grower, (e.g. as a sharecropper or partner, not an employee), both must be accepted members.
3. An agricultural vendor may apply to bring a value-added product to market but must do so two weeks in advance of the target sale date. An application for a value-added product is required when an agricultural vendor sells something which is not completely processed by that vendor or when 100% of the agricultural ingredients in a processed product(s) are not produced on the vendor's farm.
4. Value added products must be juried two weeks in advance by the board or a jury committee instructed by the board. The Jury Committee will make a recommendation to the

board that will make the final decision. No products will be vended until this approval occurs. The criteria for jury are as follows:

Who Processes the Value-Added Product?

A) **Location:** as close to home as possible: on the home farm > same community/town > in tri-county area > Vermont > New England/NY > far away

B) **Ownership:** independent as possible: a family farm or a farm cooperative > small family business > larger family-held business > public corporation

C) **Ingredients/Content:** As much of the raw product is from the home farm as possible--all of it > most of it > some of it > little of it > unknown

Off-farm ingredients are from as close to home as possible from home farm > same community/town > in tricounty area > Vermont > New England/NY > far away

D) **Extent of change in the raw product:** as little as possible>hardly transformed > somewhat transformed > greatly transformed > raw product is not recognizable in final product

#### Documentation of Value-Added Product for Board and Consumer

A) Honest and obvious labeling required - on the product and in the stall, showing what is in the product, where it comes from, where it is processed, and by whom.

B) A paper trail is required to document the above on an annual basis, submitted to the board at least four two weeks prior to desired date to start selling the value added product.

C) All applicable local, state and federal rules and regulations regarding the value added product must be followed.

#### **V. PREPARED FOODS**

1. A prepared food is defined as a ready to eat product which has been significantly altered, reflecting the skill and creativity of the vendor. The major portion of the food must be made by the vendor. No mixes or instant foods are allowed. Vendors are encouraged to use local products whenever possible.

2. All food vendors must be licensed by the States of Vermont or New Hampshire and follow all applicable Health Department rules for food vendors. Licensure is the full responsibility of the individual food vendor, not of BAFM.

3. Food Service Products that are used for onsite consumption must be made of paper whenever possible (this supports our current composting system). Food vendors are expected to participate in the re-usable silverware project; plastic utensils are to be used exclusively for to-go items. Food vendors are encouraged to use re-usable, environmentally friendly containers such as glass. Styrofoam-polystyrene containers are prohibited. The Board reserves the right to jury and approve food service products based on the criteria above. Food vendors are expected to work with the Food and Waste Committee and the Board on waste reduction and management, as needed.

4. Gas and charcoal grills are allowed. Vendors are responsible for eliminating any smoke nuisance. If a nuisance persists, the vendor may be asked to change fuel or cooking systems.

5. Lighter fluid and/or fluid-soaked charcoal are prohibited.

#### **VI. CRAFTS**

1. All crafts sold at BAFM must show high quality workmanship, designed and executed by the craftsperson member. Commercial duplication printing and/or items assembled from kits may not be sold. Basic patterns may be used. Copies of another's work or design are not acceptable.

2. Craft vendors are encouraged to use raw materials from local sources. Manufactured items may be incorporated into the craft work, such as: jewelry findings, furniture hardware, and basic notions, provided the majority of the product is handmade and reflects the skill of the craftsperson. All potential craft vendors must present samples of their work for acceptance by the jury committee at least 2 weeks before they intend to sell. Applicants will be notified by mail or phone of the jury results.

**BAFM BOARD**

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Vice President, Read Miller, 802 254-9635

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Treasurer Susan Dunning, 802 228-3230

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As passed by the Board of Directors February 1, 2010