

BAFM 2008 MEMBERSHIP INFORMATION AND MARKET RULES revised 2/5/08

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.

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 Feb 29. New members will be admitted as space allows. New member applications are due March 21. All new eligible agricultural applicants who apply by March 21 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 Jurying Committee (which will be subject to board approval.) on March 27.

The following rules are divided into sections: Membership Categories, General Rules, Markets, Product-Based Rules, Board and Committee Members.

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

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 19 and to contribute 2 hours of work to the market per season (this includes any committee and Board work).

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 to attend and work at Site Day on April 19 and to contribute 4 hours of work to the market per season (this includes any committee and Board work).

Daily - Non-voting membership for those who are not planning to attend either of the two scheduled markets on a regular basis. 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.

Supporting - \$25; non-voting membership. Open to non-vendors interested in furthering the goals of the market. Receives newsletters, may serve on committees and attend general membership meetings. May join at any time.

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

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.
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.
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 the market manager and two members of the board of directors, a vendor offers inferior product(s), they 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.
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.
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 Market Manager by the end of the season for credit.
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 mediation committee.

The Markets

BAFM runs two regular season markets, Saturday and Wednesday, and two seasonal markets (Thanksgiving and Holiday Fair).

Saturday Market

The Saturday Market for the 2008 season is on Route 9 in West Brattleboro, 9-2, from the first Saturday in May through the last Saturday in October.

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

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

Reserved site members may reserve for full or half season.

Fees

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.

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 |

In addition, all Saturday vendors pay a 3% commission on gross sales weekly. A \$100 Site deposit must be made to the treasurer on site day.

Deposits are returned when the site is cleared by the **Sunday, Nov. 30**.

Saturday Daily - \$25 per day, payable upon arrival and placement, plus 3% commission.

Income and Commission Reporting

All vendors must complete and submit to the manager an accurate income tally sheet and commission with their name on it by 2:30 each Saturday. This information is used to track market trends, and will be held in confidentiality.

Payment Schedule

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.

Membership Fees for returning vendors are due **by February 29 with their application**. **Membership fees for new vendors are due with their application (If not accepted, fee will be returned)**.

Site Fees are payable in thirds: 33 1/3% by site day; 33 1/3% by June **14**; and 33 1/3% by August **2**. Vendors who pay the entire site fee by site day can deduct a 2% discount.

Structure Deposit is due on Site Day.

Commission is due @2:30 each market day

Reserved Site Assignment Rules

1. 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 manager
2. 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.
3. Members who cannot attend site day may send a delegate to fulfill their site day work requirement and chose their space if they notify the manager in advance. Otherwise they will be bumped to the bottom of the selection order.
4. 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.
5. New vendors will select sites according to lottery. New agricultural vendors will select their sites before new craft and prepared food vendors, except per #2.

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 group 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

Reserved Site Attendance

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, they lose their reserved site for the rest of the season, although they may still attend as dailies. Also, they will lose all of their site points for that season. Extenuating circumstances will be considered by the board.

If a reserved site vendor plans to miss a market s/he must inform the manager by **Thursday night 9 PM**. 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.

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

Wednesday Market

The Wednesday Market for the 2008 season is in Brattleboro on the Whetstone Pathway June **11** – October **29**, as long as there are at least 3 vendors attending, one being agricultural, 10:00 am – 2:00 pm.

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

1. 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.
2. 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.
3. All vendors must unload and remove vehicles by 10:00am sharp. Absolutely no vendor vehicle may be in the COOP parking lot after 10:00 am.
4. Vendors are responsible for picking up all their own trash and vacating site by **4 PM**.
5. 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.
6. 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.
7. All vendors must confidentially report gross income weekly by category to the manager.

Fees – Vendor fees are \$16/ft per season, payable in two installments – 1/2 by June **11** and 1/2 by August **27**. Dailies pay \$20/day payable upon arrival and placement. All vendors pay **2%** commission.

Agriculture

An agriculture vendor grows, harvests, or raises agricultural products including produce, plants, or animal products on land that the producer owns or rents.

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.

An agricultural vendor may apply to bring a Value-added product to market but must do so four 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.

Value added products must be juried four weeks in advance by the board or a jurying committee instructed by the board. The jurying committee will make a recommendation to the board who will make the final decision. No products will be vended until this approval occurs. The criteria for jurying are as follows:

1. 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

2. Ingredients/Content

- A) 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
- B) Off-farm ingredients are from as close to home as possible
from home farm > same community/town > in tri-county area > Vermont > New
England/NY > far away
- C) 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

3. 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 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.

Prepared Foods General

Many of the materials and ingredients of prepared food come from raw agricultural products. In order for this organization to attain its goals, and as a member of this organization, we expect that Prepared Food Vendors will use local products whenever feasible.

Prepared Foods:

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 expected to use local products whenever possible and encouraged to purchase from market farmers whenever possible in keeping with our organizational goals.

All food vendors must be licensed by the state of Vermont and follow all Health Department rules for food vendors.

Food Service Products that are used for on site consumption must be made of paper whenever possible (this supports our current composting system). **Food vendor 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.

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.

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

Prepared foods are juried by the jurying committee.

Crafts:

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.

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 jurying committee at least 2 weeks before they intend to sell. Applicants will be notified by mail **or phone** of the jurying results.