

Putney Farmers Market Policies and Procedures

Market Mission

The Putney Farmers' Market (PFM) is a non-profit organization whose mission is to build community and regional sustainability by providing a means of connecting local producers of agricultural products, prepared foods and crafts, with customers, for the benefit of both producers and consumers.

Governance

Market policies and procedures are set by the Board of Directors (BoD), made of vendors, and the Market Manager. All decisions regarding market acceptance and space assignment are at the discretion of the BoD and Manager.

Vendor Eligibility

Vendor eligibility is extended to any person age 18 or older who is interested in furthering the goals of the market, and is willing to follow the rules of the market. In accordance with our goals of local community building, preference will be given to producers from Windham and Cheshire counties.

Participation is annual, and can be renewed by vendors in good standing (compliance with the PFM mission and rules) or initiated by new vendors, by returning the application form with an application fee. New vendors will be admitted as space allows.

All new non-agricultural vendor applicants will be juried by the BoD before being accepted to the market.

All returning vendors with new non-agricultural products will be juried by the BoD before new products will be accepted for sale at the market.

Nonprofit entities will be considered on an individual basis by the BoD.

In accordance with Federal, State and US Department of Agriculture policy, the Putney Farmers Market does not discriminate on the basis of race, color, national origin, age, disability, religion, sex, sexual orientation, gender identity, and marital status.

Applications

The application will be available online at www.putneyfarmersmarket.org. Completed applications must be mailed to the PFM. All vendors are required to complete and return an application for approval before vending at the market. A non-refundable application fee must be included with the application to be considered.

Vendor Options

- *Pre-order Pick-up* vendors
- *Full season* vendors reserve space all season long
- *Half season* vendors reserve space in one of 3 categories: first half season; second half season; or every other week, all season long.

- *Daily* vendors request space whichever market they are able to, and should contact the PFM via putneyfarmersmarket@gmail.com no later than Thursday before the market they wish to attend (72 hours notice).
- A local non-profit organization may operate a fundraising or information booth at no charge, by pre-arrangement and at the discretion of the BoD. Raffle items may be exempted from market criteria by the BoD

Vendor Fees

Fees collected from all vendors will be used to cover rent, insurance, manager salary, marketing, supplies, signage, entertainment and other general costs of operating the market.

The fees for the 2020 Summer Season are:

- All vendors pay non-refundable **\$10 Application fee**, which must be mailed with application
- *Pre-order Pick-up vendors*: No booth fee required
- *Full season vendors*: **\$10/day** paid in full at the start of season,
- *Half season vendors*: **\$12/day** paid at the start of the half season
- *Daily vendors*: **\$15/day** paid each day of attendance at the beginning of day
- **All vendors pay a 4% commission** on sales at the close of each market day

Spaces

All booths will be 10'X10'. Full and half season vendors can purchase up to two booth spaces per week if extra space is needed. (Day vendors are restricted to one booth space.) No more than 2 vendors may share the same booth.

The Market Manager will assign spaces, with feedback from the BoD. Daily vendors will be assigned space on a first come, first serve basis.

Vendors are responsible for all of their own set up materials, including tents, tables, spacers, stakes and weights.

All tents and canopies must be adequately anchored and weighted to reduce the risk of being moved by the wind.

There is no access to electricity at the market site, but there is a communal water line at the corner of the lunch tent.

Dates and Times

The *Pre-order Pick-up* market will operate RAIN OR SHINE, Sundays from 11AM - 1PM

The *In-person Shop & Go* market will be delayed for at least a couple of weeks

Absences

Consistent vendor attendance benefits individual vendors and the market as a whole. Every effort should be made by vendors to attend all market days they have committed to. Empty spaces at the Market are a detriment to your fellow vendors and to the market. Therefore, all vendors must notify the market within 24 hours of a market if they cannot be present. **Failure to notify will result in a \$10 penalty fee.** Daily vendors who have requested

space for a specific market and are absent without notification will also have to pay the \$10 penalty fee before being able to participate at a subsequent market. Failure to notify the manager of lateness or absence on a consistent basis will result in reevaluation of that vendor's right to sell, as per the BoD discretion.

Market Day (more detailed info will be sent prior to start of market season)

ALL VENDORS MUST BE SET UP AND READY TO VEND BY 10:50am.

All Vendors must comply with the VT Guidelines for Farmers Markets

- Offer and encourage pre-order and pre-pay services
- Pre-package products, as much as possible
- Wear masks and gloves
- Frequently sanitize surfaces
- Provide space markers to indicate appropriate social distancing

All vendors must park their vehicles away from the market site after unloading their supplies.

The Market will provide a trash receptacle. Vendors are strongly encouraged to use eco-friendly disposables.

Vendors may not hawk their products at market.

Please leave pets at home, all market visitors will also be asked to do so.

Smoking of any type, at all times, anywhere on market grounds is prohibited for vendors and members of the public.

Disputes between vendors, or vendors and customers need to be brought to the attention of the Market Manager, who will bring in the BoD if/when necessary. Discourtesy to patrons or other vendors is prohibited. In return for adhering to the above requirements, the PFM will strive to create a well promoted market and provide vendors and visitors with the best possible market experience.

Market Product Criteria

The PFM is a retail, producers-only market, meaning that all products sold must be grown or made by the vendor. One exception is farm promotional materials, such as t-shirts and canvas bags depicting the farm logo. These items will be acceptable, as they are in alignment with the mission of the market to support and promote local farms.

Wholesale vending of produce is prohibited at the PFM.

The BoD will limit vendors of a particular product if they deem the supply of that product to be more than adequate so as to prevent saturation.

All new non-agricultural products must be approved by a jury before being sold at market. A jury will be held before the market season, and as needed throughout the season.

Jury Process

After your application is reviewed, you will be contacted by the PFM Manager to discuss the next steps towards the jury process.

For the jury, you need to present a sampling of the products you expect to sell at market. Please include any information that addresses jury criteria such as how your product is made,

who makes it, where it is made, your ingredient/material sourcing, as well as anything else you feel the BoD should know about you, your process, and/or your product. Please also address issues of packaging and labeling, especially of prepared food products.

After the jury, the BoD will make its decisions, and you will be contacted by the Manager to learn the status of your application to the market.

Jury Criteria:

1. Quality products and workmanship
2. Different from other items at market
3. Appropriate for market
4. Use of local ingredients/materials when feasible
5. Packaging (preferably recyclable, low impact)
6. Less processed wholesome prepared foods and value-added products
7. Durable craft products

Insurance and Legal Compliance

It is the responsibility of the vendor to ensure that all products are made and sold in accordance with state and federal laws, including collection of any Vermont sales tax.

The PFM does not carry product liability insurance.

All vendors are required to carry their own individual liability insurance and list the Putney Farmers Market, Inc. as additionally insured Vendors must submit proof of policy before selling at the PFM.

All scales used in the sale of products at the PFM must pass Vermont state inspection annually.

Market Objective

Together we will succeed by creating a vibrant, welcoming market experience for all vendors and visitors.

Questions can be directed to the Manager by e-mail at putneyfarmersmarket@gmail.com

Our mailing address: Putney Farmers Market
PO Box 428
Putney VT 05346

Our website: www.putneyfarmersmarket.org

Our phone number: 802-387-0510

Find us on [Facebook](#) and [Instagram](#)

I have read the Putney Farmers Market Policies and Procedures and agree to abide by them. I also understand that a 4% Gross Sales Commission will be collected at the end of each market day.

Signature: _____