

## **APPLICATION PROCESS**

You may apply via an internet form and pay online or by check. A link to the form can be found at [www.waitsfieldfarmersmarket.com](http://www.waitsfieldfarmersmarket.com) on the "Info For Vendors" page. The form must be submitted by March 1st and, if you pay by check, it must be postmarked by March 1st, 2018.

Or, you can download the application, print it out, fill it in and mail it. Mailed applications must be postmarked by March 1st and addressed to

Waitsfield Farmers' Market,  
PO Box 1342  
Waitsfield, VT 05673

Returning vendors are required to send member fee and season fee with application. Applications will be reviewed by the Board and the market manager. New applicants are required to enclose a \$15 jury fee with application.

If the market does not have a space meeting the criteria, the application will be placed on a waiting list if applicable, the applicant may be called in the event of a cancellation on any given market day.

All foods, baked goods, crafts and fine art are subject to jurying process to ensure quality.

**All** applications must contain a complete list of items sold at the market. Crafters applying for the first time should also include **pictures** of their products.

There will be up to 3 vendors per category for seasonal vendors. Produce vendors are excluded.

## **VENDING SPACE**

Spaces are 10 X 10.

All vendors are assigned one space.

The market allows some vendors to have a second space at \$150, acceptance with board approval based on need and availability.

Existing vendors in double spaces grandfathered and approved.

Some spaces have access to electricity. Please indicate on your application if required.

## **VENDOR CRITERIA**

Vendor Acceptance to the market is based on the origin of materials and ingredients, the amount of labor and value added to the product.

Availability of space and the consideration of product balance in the total market plan.

Eye appeal of display.

The following items, which are produced **on your farm or residence**, may be sold at market - if juried in: Fresh Produce, Flowers, Seedlings, Perennials, Nursery Stock, Honey, Maple, Wool & Fiber, Eggs, Meat, Cheese, and other farm products. Fruit may be purchased and sold at the market provided it is grown in Vermont and clearly labeled with its grower and origin, limited to agricultural vendors.

The market prefers vendors to utilize as many local products as possible in their product. Handmade crafts originating from your premises.

All items must originate from Central Vermont, and be produced by the vendor. **No items may be bought for resale at the market.** "Central Vermont" means within Washington County or the counties that border on Washington County. Applications from vendors outside of Central Vermont will be considered on an individual basis.

All vendors will be asked to help the manager with the set up and breakdown each week. You will be assigned a task for the first or second half of the season or any other reasonable arrangement made with the manager.

Having the producers of the products sold at the market present is important to the character of the Waitsfield Farmers' Market. The vendor/producer define a person or persons with an ownership interest in the business and direct involvement in the daily operations of said business. You - as the producer of the products must attend and vend at the market. Substitutes (for selling your products) are allowed, up to 50% of the markets you attend.

If vendors wish to add items to their applications, they may do so with approval of the market manager and the Board.

Vendors must be permanent Vermont residents. Vendors must make a full time commitment for the season. Any vendor who misses more than 4 markets in a season without the approval of the Board of Directors may forfeit their space and become a floater/fill-in.

Produce sellers must use scales inspected by the State of Vermont. Sellers of prepared foods must follow State health laws and should not handle food with bare hands. State health regulations require that prepared food be covered and that any perishable food be kept adequately chilled or heated. Sellers of food and non-food items must follow State sales tax procedures. Contact the Dept. of Agriculture, the Dept. of Taxes or the Dept. of Health for more information.

Liability insurance is required.

Vendors are required to report gross sales weekly using Google Forms or paper form.

Vendors are required to fill out our Farmers Market Metrics annual survey via [farmersmarketmetrics.org](http://farmersmarketmetrics.org).

Any exception to the above rules may be made at the discretion of the market board or market manager and will be reconsidered each year.

Sellers having difficulty meeting these requirements can appeal to the Board of Directors in writing.

## **MARKET DAY OBLIGATIONS**

Market hours are from 9:00am to 1:00pm. Vendors must arrive by 8:30am and be set up by 9:00am. Manager will start to reassign all empty spaces to floaters/fill-ins at 8:35.

Everyone must be in place during these hours to allow customers to shop despite the weather. The market runs rain or shine unless severe weather cancellation is called by market manager.

*All vendors must park in assigned parking spots.*

*No vehicles are allowed on the green.*

Vendors are encouraged to set up their display in a way that draws customers into their space, utilizing the entire space front to back.

*Vendors are required to have their tents firmly secured, using adequate stakes of 10" or less on all 4 legs. Additional use of sandbags or other weights strongly encouraged.*

**VENDORS ARE PROHIBITED FROM ACCESSING ELECTRICITY FROM SURROUNDING BUILDINGS.**

**VENDORS ARE PROHIBITED FROM SMOKING AT THEIR BOOTHS OR WITHIN THE PERIMETER OF THE MARKET.**

**VENDORS ARE PROHIBITED FROM BRINGING PETS TO THE MARKET**

## **CANCELLATIONS**

*Any season vendor wanting to cancel will be refunded 50% of the market fee (not the member fee) if canceling on or before June 30th. Otherwise, all fees paid will be forfeited.*

Vendors must notify the market manager before Tuesday afternoon at 2:00 pm regarding any change in planned attendance.

## **PENALTIES**

Any infractions of market rules will result in the following fines:

1st Occurrence - \$25.00

2nd Occurrence - \$50.00

3rd Occurrence - You will lose your space for the season without a refund of your space fee.

# **2018 WAITSFIELD FARMERS' MARKET**

RULES and POLICIES

[www.waitsfieldfarmersmarket.com](http://www.waitsfieldfarmersmarket.com)  
[marketmanager@waitsfieldfarmersmarket.com](mailto:marketmanager@waitsfieldfarmersmarket.com)

**WE GROW IT AND WE MAKE IT!  
RAIN or SHINE!**

## **MISSION:**

*The Waitsfield Farmers' Market is committed to building a vibrant Farmers' Market in Waitsfield, VT. and thereby supporting local businesses, local farms and the local economy*