

# Townshend Farmers Market

## Policies & Procedures 2024

### Market Mission

The Townshend Farmers' Market (TFM) opened in 2008 as a project of Post Oil Solutions, with the primary mission of supporting local farmers by offering a direct market outlet providing area residents and visitors to the West River Valley with increased access to fresh locally grown food as part of a sustainable local economy. The West River Community Project, a local Not for Profit, has taken over the management of the Farmers Market at the West Townshend Country Store.

The following **Policies and Procedures** of the TFM represent an attempt to recognize that the success of each member-vendor hinges on the overall success of the Market.

### Structure

A Steering Committee of Market organizers, vendors and community members will oversee the structure and operation of this Market to ensure that it keeps to the core values of supporting local agriculture and the arts, offering access to local food and supporting the local economy. Up to two seats on the TFM Steering Committee are open to non-vendor community members who want to actively support and advocate for the Market. All decisions regarding Market acceptance and space assignment are at the discretion of the West River Community Project Market Management and Steering Committee. The Steering Committee reserves the right to make changes and exceptions to the below rules and policies as needed for the benefit of the TFM.

### Applications/Market Membership

All new and returning vendors must complete and submit an application along with a \$25 non-refundable Market application/membership fee prior to vending at the Market. Vendors must return applications by **April 1st, 2024**. Postmark dates may be considered in determining space assignments. Applications must contain a complete list of products to be sold at the Market. Any additions to that list must be pre-approved by the Market management. AG vendors are asked to indicate the number of acres used for agriculture production (data helpful for NOFA-VT in supporting VT farmers markets).

Membership fees help cover operating and marketing costs that benefit all vendor members. Market membership also includes membership to the West River Community Project. Each vendor member has one vote on any Market matter put forth by the management or Steering Committee for direction from the full Market membership. Members can submit concerns, suggestions or questions to the Steering Committee for consideration. Membership can be renewed annually provided that the vendor is in good standing with the Market and has no outstanding balance from previous seasons. Preference will be given to returning vendors whose applications are postmarked by the deadline, and to those who most support the Market's vision. Preference will be given to full season agricultural vendors. Daily agricultural vendors offering new products to market may be considered at the manager's discretion.

### Vendor Fees

Vendors may choose to pay a Full Season booth fee of \$189 which confers a guaranteed space at all 21 Markets (\$9/market) between May 24th and October 11th 2024. Full Season vendors may pay in full prior to or at the first Market, or in 2 equal installments due on or before May 24th and July 26th.

Day vendors will pay a \$15 daily booth fee on market day as space allows and/or as dictated by policies related to the vendor/product mix at the Market (see Market criteria below). **Day vendors should contact the manager 1 week in advance of each Market they wish to attend to request space.**

All vendors will pay a 3% commission on daily gross sales. All vendors are required to report gross sales figures to the Market Manager at the close of each Market. A completed Market sales slip noting sales commission and daily booth fees if applicable will be left with the Market Manager at the close of the Market each week. Collection of any Vermont state sales tax is the responsibility of the vendor.

## **Alternative Currencies**

All vendors must agree to accept valid Market coupons, gift certificates and wooden Market tokens as payment according to Market guidelines for Crop Cash, Farm to Family, EBT and other special Market access programs.

## **Market Operation Dates & Times**

The Market will be open RAIN OR SHINE from **Friday, May 24th, 2024 to October 11th, 2024, from 4:30 to 6:30 PM** on the lawn of the West Townshend Country Store.

In the best interests of the Market, all vendors agree to be at the Market and fully set up when it opens, and remain set up until closing. If this expectation conflicts with the business requirements of an individual vendor on a particular day, the manager must be notified ***Tuesday before Market*** so that accommodations may be agreed upon.

## **Spaces**

All spaces will be approximately 12' x 12'. Any vendor who requires electricity or other special accommodation should indicate this on their application. The Market management will make all decisions about space assignments. To the best of our ability, the Market management will give Full Season vendors the same location each week. Day vendors will be assigned space on a first come first serve basis.

## **Safety**

**All tent/canopies/signs and display items must be adequately anchored/weighted to reduce risk of damage of property or injury due to wind.**

## **Shared Booths**

Two small vendors may share a single booth. This policy is intended to make participation in the market viable for small local farmers, food producers or crafters. The following conditions must apply. Each shared booth vendor must 1) complete an application and pay the \$25 application fee; 2) report sales and pay commissions separately; 3) be present for at least 50% of the Markets when their products are available; and 4) have a knowledgeable representative present to handle sales and questions about their products in their absence.

## **Absences**

Empty spaces at the Market are a detriment to your fellow vendors and to the Market. Therefore, all seasonal vendors must notify the Market Manager by the Tuesday prior to a Market if they will not attend. Failure to notify the manager will result in a \$10 penalty fee. Day vendors who have requested space for a specific date and do not notify the manager in advance if they will be absent will also need to pay a \$10 penalty fee before participating in a subsequent Market. Fees will be waived by the Market Manager's discretion in the case of an emergency.

## **Additional Considerations for Vendors at the West Townshend Country Store:**

1. ***Insurance*** – The TFM will hold limited liability insurance (i.e., slip & fall coverage) primarily to cover Market customers. *Vendors should arrange for their own product liability and/or property damage insurance.*
2. ***Post Office Patron parking*** – parking spaces will be cordoned off for use by Post Office patrons during Post Office hours on Market days.
3. First preference is given to agriculture vendors for locations allowing one to vend from the back of a vehicle. All vendors agree to abide by instructions from Market organizers as to parking so as to leave the maximum of convenient parking spaces open for Market customers.
4. ***We are a carry in/carry out Market! Make every effort to minimize your waste.*** Vendors serving take-out items must provide a trash receptacle for their customers. The Market will provide recycling & organic waste receptacles. Vendors agree to use **environmentally responsible packaging options, reusable dishes and utensils or eco-friendly disposables** whenever possible.

## **Market Criteria & Product Requirements**

The TFM is a *producers-only* Market, meaning that all products sold must be grown, produced or made by the vendor.

The Market management will limit vendors of a particular product/category if it is deemed that the supply of that type of product is more than adequate so as to prevent Market saturation. Day vendors will be accepted based on the need for a particular product type on a given day.

All vendors agree to adhere to any local, state or federal regulations, licensing or permitting requirements that apply to their products and business. Scales must be capable of being inspected and certified as accurate. For more details see:

<https://nofavt.org/vof/resources-guidelines/guidelines>

[https://www.uvm.edu/sites/default/files/farmersmarket\\_foodsafety\\_general\\_2013aug.pdf](https://www.uvm.edu/sites/default/files/farmersmarket_foodsafety_general_2013aug.pdf)

[https://www.uvm.edu/sites/default/files/farmersmarket\\_foodsafety\\_preparedfoods\\_2013aug.pdf](https://www.uvm.edu/sites/default/files/farmersmarket_foodsafety_preparedfoods_2013aug.pdf)

### **Items that may be sold at the Market:**

- Fresh & preserved fruits & vegetables, flowers, seeds and seedlings, honey, maple syrup, natural fibers, eggs, meats, cheese and other farm products.
- Homemade baked goods and other prepared foods and drinks that contain local ingredients.
- Plants grown by the vendor.
- Studio, workshop or handmade items, that utilize local agricultural materials wherever possible, and/or that fit the definition below of "traditional crafts".

### **Prepared Foods/Value Added Products**

- Vendors are encouraged to use local ingredients in prepared food products.
- Preference will be given to vendors selling natural and nutritious foods.
- Must be either made by the vendor, or made by another party using materials grown by the vendor if the vendor is legally or financially prohibited from making the product themselves.

### **Crafts**

Preference will be given to craft/artisan vendors involved with the traditional crafts (i.e., spinning, weaving, blacksmithing, glassblowing, woodcrafts, soap & candle making, pottery, etc.) that impart knowledge, skills and/or goods needed in a local sustainable community. Flea market items, used clothing, antiques, crafts from kits, or mass produced items are not allowed.

### **Market Culture**

Together we will succeed by creating a vibrant, welcoming Market experience for all members and visitors. Discourtesy to patrons or other vendors is prohibited. Disputes between vendors, or between vendors and customers need to be brought to the manager's attention. In return for adhering to all the above requirements, the TFM will strive to provide vendors and visitors with the best possible Market experience in a welcoming setting. We will work to create a well promoted Farmers' Market. This Market is a collaborative effort.

Questions can be directed to the Market Manager at [townshendfarmersmarket@gmail.com](mailto:townshendfarmersmarket@gmail.com). Application & Policies are also available at [www.westtownshend.org](http://www.westtownshend.org)

Return this form before April 1st, 2024 - Keep a copy for your records

## Vendor / Member Application Form — 2024 Season

**\*\*All contact information is required and must be up to date\*\***

Farm/Business Name: ..... Contact Person: .....

Phone: ..... Mailing Address: .....

Town: ..... State: ..... Zip: .....

Email: ..... Website: .....

**Vendor category:** \_\_\_ Agricultural \_\_\_ Prepared Foods \_\_\_ Crafts (check all that apply)

**Check the products you plan to sell - include product details you would like us to know about.**

- |                                     |                                      |  |
|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Vegetables | <input type="checkbox"/> Maple Syrup | <input type="checkbox"/> Baked Goods – What kind?            |
| <input type="checkbox"/> Fruits     | <input type="checkbox"/> Meats       | <input type="checkbox"/> Prepared Foods – What kind?         |
| <input type="checkbox"/> Plants     | <input type="checkbox"/> Eggs        | <input type="checkbox"/> Value Added – What kind?            |
| <input type="checkbox"/> Herbs      | <input type="checkbox"/> Dairy       | <input type="checkbox"/> Crafts – What kind?                 |
| <input type="checkbox"/> Flowers    | <input type="checkbox"/> Honey       | <input type="checkbox"/> Other (please list/explain on back) |

**Vendor Options: Check your preference below and provide details**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Full Season Vendor</b> \$189 Booth Fee | <input type="checkbox"/> <b>Day Vendor</b> \$15 day fee |
| <input type="checkbox"/> Fee enclosed - or -                       | <b>List any dates you wish to vend:</b>                 |
| <input type="checkbox"/> Will pay in segments by 5/24 and 7/26     |   |

**List any dates you will not be at Market:**

Do you sell from your vehicle when possible? ( ) Yes ( ) No

Do you need electricity? ( ) Yes ( ) No

For what purpose: ..... Every week? ( ) Yes ( ) No

Please describe any other needs you have as a Market vendor: .....

*\*\*\*\*If you are a first-time applicant, please use the back of this form to describe your booth in detail\*\*\*\**

**Agriculture vendors please indicate approximate number of cultivated acres: \_\_\_\_\_**

**I understand that TFM does not provide product liability and/or property damage insurance and that I am responsible for my own product liability/property coverage.**

**Signature:** ..... **Date:** .....

Please return with \$25 application/membership fee payable to:  
West River Community Project 6573 Rt 30, West Townshend, VT 05359 802 874 4800  
townshendfarmersmarket@gmail.com