

## 2024 HARDWICK FARMERS MARKET RULES AND REGULATIONS

Fridays May 24th - Oct. 4th 3 PM – 6 PM

Hardwick Farmers Market PO Box 162, Hardwick, VT 05843

[hardwickfarmersmarket@gmail.com](mailto:hardwickfarmersmarket@gmail.com) & [hardwickfarmersmarketvt.com](http://hardwickfarmersmarketvt.com)

### APPLYING

- No one will be allowed to sell without a completed & approved application on file. Applications must include a complete list of items that will be offered for sale and vendors are not allowed to sell any items at the market that aren't listed on their application. If a vendor wishes to add items after their application has been approved, they may do so only with the approval of the market manager and/or board of directors.
- Vendors are expected to comply with all rules and regulations of the State of Vermont relating to the product they are selling (including but not limited to sales tax, labeling, safe food handling practices, and processing laws). Sellers of prepared and non-food items must follow sales tax procedures.
- The market encourages each vendor to carry liability insurance.
- Applications must be submitted on or prior to March 15th. Confirmation of acceptance and any other pertinent information will be emailed by April 1st. Once approved, you must submit your fees to the HFM PO Box listed above, as soon as possible.
- Full time vendors will be assigned a 10'X10' space for the entire season. Extra footage can be arranged if needed, with a fee of \$4.50/sq ft.

### ELIGIBILITY

- All items sold at the market must be grown or made in Vermont by the vendor, employee of the vendor, or a family member. Sale of the following is prohibited: anything made/grown by someone other than the vendor, an employee, or family member; flea market items; or crafts made from kits.
- The Board reserves the right to give preference to organic products over non-organic products, products from the immediate Hardwick area over more distantly-produced products, and to vendors who were members of the market in the previous season.
- The Board reserves the right to limit the number of vendors of any given product or prohibit sales of items it deems improperly prepared or incompatible with the intent of the market.
- Only producers, employees involved with production, and family members of the producers can regularly staff the booth.
- Non-profit organizations are limited to non-partisan and non-religious groups.

### VENDOR REQUIREMENTS & EXPECTATIONS:

- All full time vendors who are accepted to vend at the Hardwick Farmers Market are expected to pay their membership & tabling fee by April 15th (or by the spring membership meeting at the very latest) in order to secure their spot. (The only exception is if a payment plan has been requested & approved ahead of time.)
- Full-time vendors are responsible for a \$50 membership fee and \$200 season fee (\$250 total) and day vendors will be responsible for a \$20 day fee, due ahead of time for multiple confirmed dates or prior to set up on the day of vending for 'fill in' day vendors.

- **Vendors are expected to bring whatever they require for the market, including tent, stakes/weights, table, tablecloths, chairs, signs and labels, scales, office supplies, and sufficient change.**
- All vendors are required to properly secure their tents. **All tents must be staked with heavy-duty stakes AND weighted down the moment their tent is raised, and, the moment stakes are removed, your tent must come down immediately. Those deemed inadequate (including the use of camping tent stakes) must take their tent down immediately & may not vend that day.** Please note: 40# per leg is the market standard for a 10 x 10 tent.
- 2024 season returning vendors (both full time & day vendors) who are not in their first year of vending at the Hardwick Farmers Market are responsible for a 4% commission for sales exceeding \$500, on the total of that day's gross sales. **Tracking & submitting owed commission is the responsibility of the vendor and must be paid on a monthly basis.** Cash or checks made out to the Hardwick Farmers Market are both acceptable forms of payment.
- **All vendors are required to submit their daily gross sales on a weekly basis. This information is due by 12:00pm on the Monday following the previous market date.** (This information will be submitted electronically whenever possible, but can also be submitted on paper forms provided by the market manager, when necessary.)
- **Full time vendors will be assigned a weekly set up and/or tear down task prior to the first market of the season.** Each task will take no more than 5-10 minutes & active board members are exempt. Set up chores need to be completed by 2:45 PM and tear down chores completed by 6:30 PM at the latest. Please be sure to complete your task without the need of regular reminders to do so. (Day vendors may be asked to do additional small tasks, on an as needed basis.)
- **Full-time vendors are expected to attend the spring and fall membership meetings** and/or ad hoc meetings, should they arise. This is a vendor run market and your input and assistance is necessary in its success. Full-time vendors who have paid a membership fee have voting rights at these meetings.
- All vendors may drive into the market area to set up. However, vehicles that do not have a park-behind spot must be off the field by 2:45 PM. Vendor vehicles must be parked in the parking area unless special permission is granted by the Manager. Any spaces still vacant after 2:30 PM are available to the manager to assign as needed.
- **Everyone is expected to be set up & ready to sell by 3:00pm at the latest and must remain in place during market hours, even if you sell out or the weather is inclement.** Please review our extreme weather contingency below:

Our market is considered a 'rain or shine' market. This means that it will be available to the community even in the event of inclement weather. However, there are instances in which it is considered unsafe to be on the field. These instances include: Active thunder & lightning storms and/or high winds (defined as 25 miles or more per hour.) In the case of extreme weather, as described above, happening DURING market set up & open hours, vendors have the option to wait out the storm in their vehicles or to leave early. The market cannot be held liable for any damages to tents, products, or labels, due to inclement weather. **Predicted bad weather is NOT an acceptable or approved reason to cancel a planned day of vending.** A spoken or written warning will be administered after one missed market (outside of our advanced notice requirements: Wednesday by 6:00 PM.) After one spoken or written warning, any future vending reservations may be canceled at the manager's discretion. In the event that the market manager or market board deems it necessary to cancel a market (or end early) because of sustained unsafe/extreme weather, vendors will have the option to set up under the pavilion on a first come, first served basis.

- The Hardwick Farmers Market has an emergency plan in place for instances in which the safety of the market vendors, customers, or physical location (Atkins Field) may be impacted. All vendors must read, understand, and agree to the policy which can be found [HERE](#).
- Vendors must notify the Manager by 6 PM the Wednesday before the market if they cannot attend the upcoming market. Absence without notice will be given one written or spoken warning and then potentially will incur a fine or expulsion. In order for the manager to try and fill any vacancy, the more notice given the better (start of the season for any anticipated absences and/or the week prior if possible, or by 6:00 PM the Wednesday prior to the market at the very latest.)
- Full-time vendors may miss up to four market dates per season, with advance notice.
- All vendors are encouraged to use environmentally-friendly packaging and to reduce and minimize waste. Styrofoam containers are prohibited. ACT 60 single use plastic bags will be prohibited. Use this link for more information. <https://dec.vermont.gov/sites/dec/files/wmp/SolidWaste/Documents/SUP-Law-Summary-FAQ.pdf>
- The market operates the following programs, which vendors are required to understand & agree to participate in (if applicable to their product): EBT & credit/debit tokens, Farm-to-Family, and Crop Cash (and/or Crop Cash PLUS) coupons.
- Children must be supervised & dogs are to be leashed and under control at all times.
- Vendors should be familiar with the rules and are responsible for following them. Non-compliance with any of the market rules may result in fines, suspension or expulsion:
  - 1st infraction will be given a written warning
  - \$25 fine for the second infraction, payable at the next market before setting up;
  - Possible suspension or expulsion for further infractions will be decided by the Board
- Prior to suspension or termination, a vendor will be given a written notice and an opportunity to speak at a scheduled board meeting. The membership shall be warned of any proposed permanent expulsion.
- Grievance Procedure: The following steps must be taken by the vendor to address the Board's concerns with regard to the rule(s) broken:
  - Explanations must be in writing and addressed to the board, clearly stating the vendor's reasoning.
  - Vendor grievances will be addressed at a board meeting.
  - The board will respond within 15 days following a board meeting where the grievance was discussed.