

## **2022 HARDWICK FARMERS MARKET RULES AND POLICIES**

Fridays May 20th - Oct. 7th 3PM – 6 PM

Hardwick Farmers Market PO Box 162, Hardwick, VT 05843

[hardwickfarmersmarket@gmail.com](mailto:hardwickfarmersmarket@gmail.com)

[hardwickfarmersmarketvt.com](http://hardwickfarmersmarketvt.com)

### **APPLYING**

- Applications must include a complete list of items that will be offered for sale. No one will be allowed to sell without a completed and approved application on file. If a vendor wishes to add items to their application, they may do so only with the approval of the 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 mailed or emailed on or prior to April 1st. If you send your application via email, please mail your season fee to the HFM PO Box listed above. Confirmation of acceptance, space assignments and other pertinent information will be emailed by May 1st.
- Full time vendors will be assigned a 10X10 space for the entire season. Extra footage can be arranged if needed, with a fee of \$4.50/ft.

### **ELIGIBILITY**

- All items sold at the market must be grown or made in Vermont by the vendor, employee of the vendor, or 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**

- The market operates the following programs at the market, which, if applicable to their product, all

vendors must agree to participate in:

- Farm-to-Family
  - EBT/Debit Tokens
  - Crop Cash Coupons
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- 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 must be in place during market hours, even if you sell out or the weather is inclement.
  - All vendors are **required** to properly secure their tents and umbrellas. **All tents should be staked with heavy-duty stakes the moment their tent is raised, and, the moment stakes are removed, your tent must come down immediately.** Those deemed inadequate by the Manager or a Board member must take their tent down.
  - 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>
  - Each vendor will be assigned a weekly chore that should take no more than 10 minutes. Active Board members are exempt.
  - Children must be supervised.
  - Dogs are to be leashed and under control at all times.
  - Vendors must notify the Manager by 6 PM the Wednesday before the market if they cannot attend. Absence without notice will incur a fine or expulsion.
  - Full time vendors may miss up to four market dates per season, with advance notice.
  - It is expected that you attend market meetings. This is a vendor run market and your input and assistance is necessary in its success.
  - Season membership fees and sales commission will be proposed by the Board annually.
  - 2022 season returning full time vendors who have attended the market for 1+ years will be responsible for a \$50 membership fee, \$150 season fee, and a 4% commission for sales over \$300 per market.
  - New 2022 full-time vendors will be responsible for a \$50 membership fee + \$150 season fee. Commission not assessed on first-year vendors.
  - Day vendors will be responsible for a \$15 Daily Fee
  - Vendors are expected to bring whatever they require for the market, including tent or umbrella, table, tablecloths, chairs, signs and labels, scales, office supplies, and sufficient change.
  - Abide by all HFM regulations as they relate to COVID -19

- 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