



# Shelburne Farmers Market Policies 2019

## May 25-October 12

**Opening Meeting - April 25**

**7:00 PM at the Shelburne Town Offices**

(Across street from Farmers Market location on 1st floor across from Gym)

**The SBPA Farmers Market provides:**

- Local outlet for producers
- Advertising and promotion
- Market Steering Committee

*The Market Manager is responsible for implementing policy on all operations on the day of the market.*

**Vendors provide:**

- Tables, chairs, and tablecloths
- Signs
- Money for change
- Legal-for-trade scales
- Bags, paper or degradable
- **Public trash and recycling containers displayed in front of their booth.** Recycling containers required by state law.

*The success of the market depends on all vendors working together and adhering and understanding the policies.*

The market is held on the Shelburne Parade Ground on Church Street every Saturday from May 25 through October 12. The market opens at 9:00 AM and ends at 1:00 PM.

**Products Sold**

The Shelburne Farmers Market exists to facilitate a link between local producers and consumers. To that end, we only allow the sale of producer-grown or made goods.

The Market is primarily an agricultural market but also provides a variety of products made in local cottage industries.

Items sold must be locally produced: Vermont agricultural-oriented products, locally prepared foods, and crafts made in Vermont. All products and goods should be of high quality. All vendors must be residents of Vermont. Preference is given to vendors using Vermont ingredients in their products

**The SBPA will review new member applications to avoid over representation of similar vendors.**

The following items may be sold in the Market:

- a) Fresh produce, maple syrup, honey, herbs, eggs, flowers and other agricultural products.
- b) Baked goods, home-canned garden foods, jams and jellies, sauces, ready to eat breakfast and lunch food using as many Vermont ingredients as possible.
- c) Handcrafted items, as described in the Shelburne Farmers Market Craft Jury Application

## State and Local Laws

Vendors must comply with all rules and regulations of the State of Vermont relating to the products they sell (State ID Tax #, sales tax, health department labeling and licensing and processing laws). In addition, it is strongly recommended that vendors carry product liability insurance for their products.

Produce vendors must use legal-for-trade scales if selling by the pound. The State of Vermont will inspect scales before the market starts. You will have to take your scale to designated state locations.

## Vendor Spaces

- Vending spaces for season vendors are assigned on the basis of seniority. Seniority is determined on the basis of cumulative attendance.
- To be a returning Season Vendor a vendor must have attended a minimum of 80% of the markets for the previous year. A season vendor will retain the space they had the previous year by paying their fees **by the opening meeting**. Season vendors may request additional space, if available, at that meeting. First year vendors attend on a trial basis. Their attendance and performance at the market determines whether they will be invited back as a season vendor.
- Vendors who pay their seasonal fees after the opening meeting choose from the remaining spaces on a first-come, first-serve basis. Booth location for vendors of equal seniority is determined by the number of markets attended the previous season. Seniority among vendors who have attended the same number of markets will be determined by a lottery.
- If a vendor doesn't sell for two consecutive years, any previous seniority is forfeited.
- If a vendor sells their business, the seniority is not passed on to the new owner.
- The SBPA will maintain a map of the market areas showing all vending spaces. This map will be available at the market and used for placement of day vendors.
- Season vendors must notify the Market Manager by 7:00 PM Thursday night for the upcoming Saturday Market if they will not attend a market. More advance notice is preferable.
- If a season vendor is not at the market by 8:30 AM and has not notified the Market Manager, the vendor's space can be assigned to a day vendor.

## Vendor Booths

- Vendor display spaces are 10 feet by 10 feet with room for one vehicle behind the display area. All booths must be set up and open by 9:00 AM and all vehicles at the vendors booth parked. All vendors must remain until 1:00 PM unless the Market Manager closes the market due to inclement weather
- Each vendor must maintain a tidy display on all sides of their display area. Tablecloths extending to the ground are recommended. All vendors must have a sign identifying their business. **All packaged items for sale must be priced and all ingredients listed.** All displays and signs must be appropriate and in keeping with the spirit of the market. Trash and recycling receptacles must be provided in front of each booth.
- Every market day, no matter the weather, all canopies or other booth covers must have weights or stakes in the ground on all legs sufficient to keep the covering in place during windy conditions
- No pre-recorded and or amplified music is permitted.
- Vendor spaces must be left clean at the end of the Market Day. Any trash must be taken home with the vendor.
- Only vendors, their family members and their employees may staff a booth.
- Booths using heating and cooking equipment must have an adequate safety barrier between the equipment and the general public and adjacent vendors
- No electricity will be available and no generators will be allowed. No extension cords are allowed
- Dogs are not allowed in vendor booths.

## **Market Tokens & Coupons**

All vendors must accept Shelburne Market tokens and coupons. More information will be provided with the registration form upon acceptance to the market

## **Reporting Market Receipts**

**Vendors must submit weekly gross sales figures, rounded to the nearest dollar, to the Market Manager at the SBPA tent on Weekly Sales & Reimbursement Report slips provided.** If sales receipt information is missing the vendor will be considered absent. These figures are confidential; only aggregate market figures will be available to the public.

Tokens and coupons received from customers are submitted with the sales slip. Vendors will receive a check for the total amount to be reimbursed. Checks are issued monthly

Weekly sales report slips are due at the end of the day for day vendors and by the following week for season vendors.

## **Fees**

**All vendors must be approved by the SBPA to exhibit at the Shelburne Farmers Market.**

### **Season Vendors:**

Annual Registration Fee: (non-SBPA members only) \$20

Booth Fee: \$150/booth

Registration and Booth Fees are due at the Opening Meeting, April 25.

### **Day Vendors:**

Annual Registration Fee: (non-SBPA members only) \$20

Day Vendor Fee: \$25/week

Registration Fee is due with the registration form. Day Vendor Fees are due by the end of each market attended.

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