

The Dorset Farmers Market Policies

Summer/Winter

Rules and Policies for the Summer/Winter Markets
Year-round every Sunday (except Easter, Christmas, or New Year's Day)
10am-2pm
RAIN, SNOW, OR SHINE

The Dorset Farmers Market Cooperative is a producer-only marketplace created for the sale of our locally grown & raised agricultural products and artisan foods & crafts with an emphasis on a diverse array of quality products produced personally by each Market Member.

1. Applications and Sales at the Dorset Farmers Market

- a. We are a “Producer-Only” market. The market is restricted to vendors who are bona-fide growers, crafts persons, and producers of homemade products. These businesses must be approved by the Board of Directors. Franchised businesses are not accepted. All returning and new applicants must follow the DFM policies and rules, with returning applicants being **Members in Good Standing (See section 9)**.
- b. **IT IS ABSOLUTELY AGAINST THE POLICY OF THE COOPERATIVE FOR ANY MEMBER TO PURCHASE ITEMS AND RESELL THEM AT THE MARKETS.**
Any products bought elsewhere for any other business activities must be segregated and not brought to the Market for sale.
- c. Sales at the Market must be conducted by people who participate in the business enterprise. Family members may sell or non-family members who are employees or interns may sell at Market.
- d. The Market is primarily an agricultural market. Our goal is for at least 60% of the spaces at the market to be agricultural. The balance of spaces to be preserved foods, prepared foods, crafts, and possibly services.
- e. **All applications must include the required licenses and certifications. New applications require product photos.**
- f. Applications are considered from vendors within a 65-mile radius of Dorset. Preference is given to vendors closer to the town of Dorset.
- g. Returning applications will only be accepted from **Members in Good Standing**.

2. Products Sold at the Market

- a. Products grown, raised or gathered legally from nature or designed and created personally by the vendor or a vendor family member that is properly licensed (if needed) and labeled may apply to be sold at the market. No live animals can be sold or displayed at the Market.
- b. Products are encouraged to be high quality, natural or organic or biodynamic, niche, unique, made with local ingredients, and representative of the creativity of our membership and families.
- c. In the interest of safety in food handling, if the food to be sold is directly handled by your hands, we require the use of gloves.
- d. Products not on the lists below are not meant to be excluded. Contact us if your product is not listed here.

2a. Agricultural Products

(All products must be in compliance with VT State law.)

1. **Fruits - Vegetables - Greens** - grown by the vendor.
2. **Meat products** - from animals raised by the vendor for at least 75 % of their life span. Preference will be given to pastured/free-range, humanely raised animals. Meats must be USDA processed, unless a farm processing exemption is approved. Vendor's name and address and certified scale weights must be on each label. Sales of meat products must be licensed by the State of Vermont.
3. **Cider, fruit juice and herb teas** - sold in bulk or individually by the producer of the fruit or herbs. Also can be sold as ingredients for home preparation.
4. **Dried fruits, beans, and vegetables** - only from fruit and vegetables grown and dried by the vendor.
5. **Honey and bee products** - produced and bottled/packaged by the vendor.
6. **Milk** - produced from the vendor's own herd.
 - 6a. **Raw Milk** has other VT State requirements that must be followed.
7. **Cheese and other dairy products** - preference shall be given to vendors using milk produced by their own herd. Vendors buying milk must do so from small regional sustainable farms which are subject to review by the market. We require gloves to be worn serving and cutting all cheeses and for unwrapped cheese to be covered for fly control.
8. **Eggs** - from laying hens owned, managed, and fed for at least one month before their eggs can be sold at market. Cartons must have name, address and Grade A on them.
9. **Poultry and Game Birds** - 100% from birds raised by the vendor from day-old chicks.
10. **Maple Products** - processed by the vendor from the vendor's own or rented sugar bush. Containers must have name, address and syrup grade on the label.
11. **Field and greenhouse grown plants, flowers, cut flowers** - grown by the vendor from seeds, plugs, dormant roots or bulbs, or cuttings. Purchased Plugs that are re-potted must be grown for 12 weeks before resale.
12. **Herbs, Greens - fresh, dried** - grown by the vendor or legally wild harvested.

2b. Preserved Food Products (All products must be properly labeled in accordance with VT state law.)

13. **Preserved Foods:** Jams, preserves, frozen foods, canned foods, etc. prepared by the vendor, preferably from produce from the region. Vendors must have full and direct participation in product preparation and ingredient gathering if using a rented or certified kitchen. Proper Licenses and Labeling must be used.
14. **Teas, herbs, spices, herbal vinegars:** blended/prepared and packaged by the vendor. Preference shall be given to vendors who grow or collect legally their own ingredients.
15. **Beverages, Wine, and Spirits:** fermented and bottled by the vendor. Preference given to products made from local produce.

2c. Prepared and Processed Food Products (These foods must be presented and prepared in accordance with VT Health codes. We require gloves to be worn to prep and serve all ready to eat foods handled directly by your hands.)

16. **Prepared and processed foods** are defined as foods which have been significantly altered, reflecting the skill and creativity of the vendor. The major portion of the food must be made by the vendor, no mixes or instant foods are allowed. In order to achieve variety and high quality, vendors are expected to present their own unique products. As Food Vendors are encouraged to support local growers for ingredients whenever possible, preference shall be given to vendors who utilize locally grown farm-direct products reflecting seasonable availability. A prepared or processed food must be prepared by the vendor in a home or licensed community kitchen. Food vendors must have a valid Temporary Food Service License from the Health Department.

17. Baked goods - fresh baked and prepared from scratch by the vendor (no commercially prepared dough mixes, crusts, shells, fillings, or contents). Preference shall be given to vendors using local ingredients purchased directly from the farmer/producer and home based vendors.

Bakers must be licensed unless they qualify for the VT Department of Health Food Establishment Licensing Exemption, based on total annual retail sales. Your Exemption must be submitted with your application in lieu of your License, if applicable.

18. Confections/Chocolates - made by the vendor. No commercially prepared mixes, filling or content.

All Food Serving containers, cups, lids, straws, and flatware, that are used for onsite consumption should be compostable or reusable. Food vendors are encouraged to use reusable, environmentally friendly containers such as glass, paper, or compostable corn starch materials.

2d. Craft Products

1. All crafts must show high quality workmanship, designed and executed by the craftsperson member. Items assembled from kits may not be sold. Basic patterns may be used. Copies of another's work or design are not acceptable.

2. Preference is given to Craft vendors who use **raw materials** from local sources. Manufactured items may be incorporated into the craft work, such as jewelry findings, furniture hardware, and basic notions, provided the majority of the product is handmade and reflects the skill of the craftsperson.

3. All **new potential craft applications** must be submitted with pictures.

2e. Services

Services may be provided as long as the provider has proper licensing if needed. Services are accepted at the discretion of the Board, and as space permits; e.g., massage therapy, bicycle repair, knife sharpening.

3. Application Review and Jury Process

1. Market space is limited. Vendors must apply on time. Late applications will only be considered if open space is available or the vendor can be considered as a sub.

2. **All licenses and certifications applicable to the vendor's business including scale and tax licenses must be submitted with an application. New Applicants must send photos of their products.**

3. The Jury committee reserves the right to request additional information for any application.

4. The goal of the Board and Jury Committee each season is to create at least a 60/40 Agriculture to Prepared Food and Craft ratio, as set forth in DFM policies.

5. The applications are reviewed and recommended by the Jury Committee and approved by the appointed Board of Directors

6. All Board Members are appointed to a committee. Committees include Jury, Policy and Compliance. More committees could be formed in order to serve the market.

7. Committees make recommendations to the board for final approval.

4. Licenses/Insurance/Proper Labeling/Compliance with State Regulations

1. All vendors must be properly registered and licensed as a business in the states of Vermont or New York.

2. All vendors must comply with the Vermont State Regulations for Farmers Markets. This link has a summarized version of market requirements:

[2020 Department of Agriculture Farmers Market Regulations](#)

3. **All vendors must bring and display to each market a copy of any, and all, State and Federal business licenses applicable to the vendor's business including scale and tax licenses. Vermont state market inspectors and Market Organizers will expect to see these licenses.**
4. Vendors are encouraged to carry their own product liability insurance.

5. Acceptance by the Market

1. Accepted Vendors will be notified of the application approval or denial at least 2 weeks prior to the first market day. An effort will be made to notify daily market vendors of available space 48 hours prior to the market day except in the case of last minute vendor cancellations.
2. Accepted Vendors must be **Members in Good Standing** of the Summer or Winter Dorset Farmers Market, respectively in order to participate. An application fee of \$20 is assessed for summer and winter markets in May and October.
3. **New Items wishing to be added to existing Applications** must be received by the Market Manager **two weeks prior** to the market in which the vendor wishes to offer the item. The Jury Committee reviews these requests and then submits them to the full Board for approval.
4. Application and acceptance to the Winter Market does not guarantee your acceptance to the Summer Market and vice-versa, although years at the market, unique products, and other factors are acceptance considerations.
5. Once accepted, Vendors may not sub-let their space.
6. **Prior to setting up on the first day of the summer market, vendors will be required to furnish a check for the Member in Good Standing Security Deposit along with their vendor fee.**

6. Special Conditions for Potential Vendors

**The Board of Directors, by majority vote, reserves the right to prohibit sale of items it deems improperly prepared or incompatible with the mission of the Dorset Farmers Market. In the interest of maintaining a diverse market, the Board of Directors also reserves the right to limit the number of same-type products at market.*

The Board of Directors reserves the right to limit vendor's claims regarding farm practices that cannot be verified.

The Board of Directors reserves the right to visit any vendor at any or all business locations on application to review any of the product/s that may be questionable. A representative of the business must be present. The market can then approve or deny your application OR approve or deny the sale of certain products OR approve or deny your participation in the market. Denial of the visit by the vendor may result in denial from participation in the market.

7. Policy for Attendance by Not-for-Profit groups

Not-for-Profit Groups may submit a Non-profit Application to the market manager. We will accept these groups who are aligned with the purpose of our market and the greater community. Groups must accept our rotating schedule of available space assignments. We will devote space to no more than 2 Not-for-Profit Groups in any given week.

8. Payment of Space Fees and Annual Market Membership

1. Vendors must pay for the full season by the first market day, or for the second half on the first day of the new session attended. Daily fees are due the day of attendance. Fees for this year are shown on the application. Special payment arrangements can be made with the treasurer.
2. Spaces are 10 X 10 feet in summer. Spaces in winter are 8 feet of frontage with varying depths according to the layout of the wood shop at JK Adams.
3. A Seasonal application fee of \$20 is required to apply to be a vendor of the market.
4. If an Agricultural vendor needs more space then he/she must apply for a double space.
5. Checks shall be made out to the Dorset Farmers Market and given to the Market Manager or the Treasurer or mailed to the address on the application.
- 6. Vendor Fee Payments must be made, and receipt given, before setting up.**

Summer Market:

Arrival: Set Up Time: Market hours are from 10am-2pm. All vendors must be set up by 9:45am. Set up begins at 8:00 am. Prior to 8:00 AM is for the marking of spaces.

All vendors may unload/load their vehicles in front of their space. If you do not have a vehicle space, please park after unloading, and **before setting up**, in the North field across the street used for vendor parking. The South field is for customers only. Absolutely no vehicles may be in the aisles or customer parking of the summer market after 9:45 am or before 2:15 pm.

Vendor tents must be secured with weights or stakes at all times.

Vendors arriving after 9:45 a.m. may not be permitted to set up or they may not be able to set up in their normal spot if it may affect the flow of the market. (Empty spots at 9:40 may be reassigned to a substitute vendor)

During:

All vendors must bring to each market a copy of any, and all, State and Federal business licenses applicable to the vendor's business including scale and tax licenses. Vermont state market inspectors and Market Organizers will expect to see these licenses on display, if required by law.

Vendor livestock and pets are not allowed at the market without permission.

Vendors with samples must provide a trash container at their space for sample utensils.

Vendors with heat producing equipment used for cooking (electric, gas or otherwise) must have a certified fire extinguisher in their booths at all times during market hours.

Closing: Take Down Time: Vendors may not take down their stand until 2 pm, even if you are sold out. Please use Sold Out Signage.

Vendors must clean their spaces after packing up at the end of the market, including produce, floral and food scraps.

Vendors must fill out and hand in gross sales slips on paper at the end of each market day. This record of sales is anonymous and is used for grant applications and marketing strategies.

Failure to comply will result in the penalties listed at the end of this document.

Winter Market:

Arrival: Set Up Time: Market hours are from 10am-2pm. All vendors must be set up by 9:45am. Set up begins at 8:30 am.

All vendors may unload/load their vehicles at the J.K. Adams loading dock and must park their car in the adjacent vendor parking area. Do not leave your vehicle in front of the unloading/loading area during the market hours, it is the **emergency services access and emergency exit**. No carts will be permitted in the market area after 10am and before 2:15pm, for landlord compliance.

Vendors arriving after 9:45 a.m. may not be permitted to set up or they may not be able to set up in their normal spot if it may affect the flow of the market. (Spots still empty at 9:40 may be assigned to a substitute vendor)

During:

All vendors must bring to each market a copy of any, and all, State and Federal business licenses applicable to the vendor's business including scale and tax licenses. Vermont state market inspectors and Market Organizers will expect to see these licenses on display, if required by law.

No Vendor livestock or pets are allowed at market.

Vendors with samples must provide a trash container at their space for sample utensils

No open flames are allowed at Winter Market.

All prepared food cooking appliances must be electric.

Closing: Take Down Time: Vendors may not take down their stand until 2pm, even if you are sold out.

Vendors must clean their spaces after packing up at the end of the market, including produce, floral and food scraps.

Vendors must fill out and hand in gross sales slips on paper upon request of the market manager. This record of sales is anonymous and is used for grant applications and marketing strategies.

Failure to comply will result in the penalties listed at the end of this document.

9. Vendor Responsibilities and Requirements

1. A Member in Good Standing shall:

- Conduct themselves at all times in a manner that befits their status as vendors of the Dorset Farmers' Market. Their conduct should not bring the market into disrepute.
- Act with honesty and propriety. Their duties should be carried out in a manner that preserves and enhances public confidence in their integrity and the integrity of the market.
- Performs all **Market Community Shared Tasks** as assigned (see section 9.7)
- Courtesy, respect and tolerance are expected in all of our interactions with our customers, board members, market staff and fellow vendors. You are a representative of the market and therefore must act to preserve and enhance public confidence in your integrity and the integrity of the market.

2. Member in Good Standing Security Deposit:

In order to establish our vendor in good standing status, on the first Market Day, all vendors must provide a check for \$100 dated for the final day of that Market season as a Member in Good Standing Security Deposit. This will be held and only deposited at the end of the season if unpaid policy violation penalties are owed by the vendor.

3. Cancellations: Vendors must notify the market manager before Friday at 8am if they cannot make it to the market. All Vendors, including Substitute vendors will be fined \$25 when absent without notice prior to Friday 8 at AM. If it is a last minute absence due to emergencies, you must still notify the market manager as soon as possible.
4. Alcoholic beverages are not permitted to be consumed at Market except for properly licensed tastings in an approved space. Smoking is not permitted due to property smoke free zone policies.
5. Vendors must clean up their area before leaving the market at the end of day, including produce or food scraps.
6. No part of any display can extend beyond the vendor's allotted area into the customer walking areas.
7. Vendors must fill out and hand in gross sales slips on paper at the end of the market day. This record of sales is anonymous and is used for grant applications and marketing strategies.

8. Attend the Annual Meeting each year

9. Market Community Shared Tasks

These tasks will be opened up for signups at Annual Meeting and will contain tasks such as: Hanging posters or other signage, putting out and collecting parking signage or cones, Putting out or picking up the recycling/ composting, graphic design, photography, or social media help, Serving on the Marketing Committee, assisting with fundraising.

Failing to complete your **Market Community Shared Task** will result in forfeiture of your entire deposit.

10. The Board of Directors reserves the rights to warn, suspend, expel, or decline acceptance to vendors who have violated market policy and/or undermined the reputation, welfare, or community spirit of the market.10. Rule Violations and Disputes

1. Vendors who violate market policies as listed above will be subject to the following tiered consequences:

- First policy violation: vendor will be given a written warning outlining the specific policy violated and corrective action required
- Second policy violation: vendors will be not be allowed to return for a minimum of one week or be required pay at least a \$50 fine (pending Board review)
- Third policy violation: vendor will be suspended for the remainder of the market season and vendor in good standing deposit will be forfeit (pending Board review) No refunds for seasonal fees will be given.

2. The market manager has the responsibility to implement policy in regards to operations on market day according to policies and additionally as determined by the board.
3. Any person is entitled to make a “formal appeal or complaint” in writing to the market manager to be forwarded to the board.
4. Consideration may include a request to all involved to appear at a meeting with the Board or a farm, home, or business visit.
5. The board will give a decision after review.

In accordance with Federal, State and U.S. Department of Agriculture policy, the Dorset Farmers Market does not discriminate on the basis of race, color, national origin, age, disability, religion, sex, sexual orientation, gender identity, or marital status.

11. Submitting Your Application

1. **Mail** your application, any appropriate licenses or certifications for your business, photos, and **your \$20 membership fee**. If you are new to the market or have new products to offer, photos of your products are required. Membership fee is paid each respective market season, payable in April and October.

2. Please **mail** your application to:

**Dorset Farmers Market
PO Box 212
Dorset, VT 05251**

3. If **bringing your application to the market**, please give it to the Market Manager, Helen Wood.

4. No email applications are accepted.

12. By signing this contract, I acknowledge that I have read, understand and agree to comply with all the policies listed above.

Owner Name: _____ **Date:** _____

Please have each member of your business who will be selling at market sign here:

13. Questions? Ask Helen Wood, our Dorset Farmers Market Manager
See her at Market or email her **marketmanager@dorsetfarmersmarket.com**

We welcome your comments, volunteer assistance, and good-spirit!