

**Norwich Farmers Market, Inc.**  
**Market Rules**

**1. Eligibility of vendors:**

- a. The By-Laws of the Corporation assign to the Board of Directors the responsibility for judging all applications for membership in the Norwich Farmers Market.
  - i. Applicants must be residents of Windsor or Orange Counties, VT or Grafton or Sullivan Counties, NH and their products must be produced in those counties.
  - ii. The market accepts applications from vendors who produce agricultural products (including produce, animal, horticultural, and value added), prepared foods, or crafts.
  - iii. The products should be locally grown or made, produced by the vendor or his/her co-workers.
- b. The Board may ask an applicant for additional information beyond what is asked for on the annual application form. No one question will serve to determine eligibility; rather, the Directors will consider the overall tendency of the answers in arriving at their final decision.
- c. Determining the Farmers' Market's makeup every year is complex, and as the Board tries to meet the requests of current and prospective vendors, it needs to have every vendor's intentions settled. Vendors who miss the application deadline make it hard for the Board to meet its responsibilities and honor other vendors' requests. For this reason, new vendors who fail to turn in their application by the deadline won't be considered for the upcoming year. Reserved and unreserved vendors who miss the deadline will not be guaranteed a spot in the market.
- d. New vendors will be given a probationary period for their first two (2) scheduled market dates. If found to be in violation of Market Rules and standards, vendors will be asked to leave the market. No refunds will be given.
- e. Each vendor must sign a Product Liability Waiver annually. The Market is covered by a limited liability insurance plan. This insurance does not cover product liability for individual vendors.

**2. Eligibility of products:**

- a. Any new type of products sold by a vendor must be approved by the Board of Directors.
- b. All plants must have been grown by the vendor for at least six weeks prior to being brought to market.
- c. The applicant's products must follow the Market's Product Guidelines. (The Guidelines are an addendum to the Market Rules.)
- d. Products being sold should benefit the Market as a whole.
- e. Agricultural vendors selling meat are required to own, manage, and feed the animals for at least 75% of the animals' life. Agricultural vendors selling eggs are required to own, manage, and feed laying hens for at least one month before their eggs can be sold at the market.

**3. Conditions of sale:**

- a. Products must be sold by the grower or producer themselves, or by an employee thereof.
- b. Vendors selling by weight must provide their own certifiable scales.
- c. Each vendor is responsible for any licensing or certification required for products sold.
- d. Collection of Vermont sales tax, if any, is the responsibility of the vendor.

#### **4. Market seasons and hours of opening**

- a. The summer market season begins on the first Saturday in May and runs through the last Saturday in October. For the purpose of market administration, the market season is divided into quarters as follows: The first and fourth quarters are each six weeks. The second and third quarters are each seven weeks, except in years with more than or less than 26 weeks during the market season, in which case the fourth quarter will be seven weeks or the third quarter six weeks respectively.
- b. The winter market season runs November-April with twice monthly markets.
- c. The market is open from 9:00 a.m. until 1:00 p.m. No selling is allowed before 9:00 a.m.

#### **5. Allocation of space:**

- a. Space shall be allocated annually by the Board of Directors, in consultation with the Market Manager.
- b. In allocating space, the Directors will maintain the number of vendors as far as possible in the ratio of agricultural products 60%, prepared foods 20%, and crafts 20%.
- c. All vendors must reapply for membership and pay an application fee every year. Along with notification of the time and place of the annual spring meeting, all vendors will be notified of the application deadline. The application deadline is at least one month prior to the annual meeting.
- d. Every reserved vendor shall have the right of first refusal over the space s/he occupied during the previous year, and for the specific time period s/he occupied the space.
- e. After due effort has been made by the Board to contact vendors who have not returned their applications, all spaces not reserved by the application deadline will be treated as vacant and may be reassigned by the Board of Directors. All vendors will be notified of available vacancies as soon as possible.
- f. Reserved vendors must pay for their space quarterly regardless of attendance. The market must be paid directly (no subletting). Bills for quarterly rent will be issued no later than the first market of each quarter. Payments are due no later than the third market of the quarter; vendors who have not paid on or before the third market Saturday of the quarter will not be allowed to set up on the following (fourth) market Saturday.
- g. If a reserved vendor changes their mind after April 1 about whether they want to vend for a market quarter for which they have been approved, they are still obligated to pay the fee for that time. If the vendor does not pay, they will lose their reserved status for that same quarter in the following year. In summary, a vendor is obligated to pay for the quarters that they requested and for which they have been approved regardless of whether they attend.
- h. Leave of absence— Any reserved vendor may take a one-time leave of absence for one year. The vendor must pay a flat rate fee of \$30 for each reserved quarter plus the annual application fee. The vendor must take their leave for the entire season.
- i. Unreserved vendors who are pre-scheduled for their allotted dates must pay all daily fees before the beginning of the season.
- j. A reserved vendor may share his/her space with one unreserved vendor, provided no other space is available to the unreserved vendor. The reserved vendor's fee is not reduced, and the unreserved vendor shall pay the market the usual weekly rate for unreserved space. Such space sharing arrangements must be approved by the Market Manager beforehand.
- k. Any reserved vendor may inform the Manager of his/her preferences concerning which vendor should be eligible to occupy her/his space when s/he is away, and the Manager shall give due weight to such preferences.
- l. If a reserved vendor has not arrived at the market by 9:30 a.m. and has not called to advise the market manager of his/her arrival time, his/her space may be assigned to an unreserved vendor. Should the reserved vendor arrive after 9:30, every effort will be made to find the reserved vendor a space for the day. However, the unreserved vendor will not be asked to relocate.

- m. A reserved vendor who misses a market without notifying the Market Manager three times in one season will be penalized with the loss of his/her space for one quarter. The vendor will have to pay for the space for the quarter but will not be permitted to attend market.
- n. The Market runs rain or shine.
- o. Vendors must notify the Market Manager as soon as possible and no later than 9am on Wednesday before the market if they intend not to attend.
- p. Advocacy Groups: The Norwich Farmers Market partners with health advocates, garden enthusiasts, community builders and a variety of other groups. There is a designated education and outreach space available at each market. The Board and Market Manger reserve the right to make decisions on a case-by- case basis about which advocacy groups are the best collaborators for our mission. We have a policy of not offering space to political, religious, or for-profit organizations. Some exceptions may apply. Advocacy groups are responsible for bringing their own tables and equipment with them to the farmers market.

#### **6. Regulation of structures:**

- a. All booths, stands, and displays, whether temporary or permanent, are subject to the approval of the Board of Directors.
- b. Spaces in the outer circle are rented on the basis of front line footage and reserved status. Permanent structures may be built on the outer circle.
- c. Spaces in the inner circle are rented as 10x10 ft plots. No permanent structures are allowed on the inner circle.
- d. If a reserved vendor reduces their space, a rentable space of at least 6 ft. must remain.
- e. All structures (temporary or permanent) must be open at the sides, with only horizontal surfaces in place (i.e., shelves but not walls). Roofs may only be tarpaulin or lattice; all tarps must be rolled up or removed at the close of market each week. Clear tarpaulin sides for weather protection are permitted.
- f. No part of any display can extend beyond the vendor's allotted area into the customer walking areas.
- g. Permanent structures are deemed to be owned by the vendors who occupy them; the vendor-owner in occupancy or another occupying vendor is responsible for maintaining their structures in a safe condition while they are in occupancy. When a vendor-owner leaves the market permanently, s/he must also announce whether s/he intends to (1) remove his/her structure, or (2) transfer ownership of the structure to the successor vendor. Should the owner-vendor fail to take either course of action within a reasonable time, ownership of the structure will revert to the Norwich Farmers Market to do with it as it may.

#### **7. General market regulations**

- a. Prime parking spaces may not be used by vendors. Unloading vendors shall not block driveway traffic or designated market entrances. Outer circle vendors may park next to their booths for the duration of the market. Inner circle vendors may drive onto the green to unload then must move their vehicles by 8 am. Inner circle vendors may not park in outside vendor spaces to unload unless they have made a prior arrangement with an outer circle vendor. People backing up vehicles on the green must use a 'spotter' to watch for pedestrians, both before and after market.
- b. Each booth space had designated dimensions that have been determined by the Board of Directors. Vendors are expected to adhere to these dimensions, be mindful that their displays are safe, and that no parties obstructing the pathway or neighboring vendors. Vendors may be asked to adjust displays to accommodate safety or visibility concerns, at the discretion of the market manager.

- c. Vendor signage may be displayed on the front, sides, and within vendor booths. Individual vendor's signage should not extend beyond their booth, be placed at the entrance to the market, on the road leading to the market, in the parking lots, or in parking spaces.
- d. Each vendor must keep his/her stall space and surrounding area clean. Vendors who sell prepared food to be eaten at the market must provide outside their booths visible, easily accessible, and sizable trash receptacles which are available to all market customers. Trash collected by vendors must be removed and disposed of offsite. Barrels provided by the Norwich Farmers Market are for customer use only.
- e. No dogs are allowed at the market, except for service dogs.
- f. Alcoholic beverage consumption is not permitted at the market.
- g. No smoking is permitted on the market grounds due to the Co-op Food store's smoke free zone policy.

#### **8. Holiday Market Rules**

- a. All vendors must reapply for membership and pay an application fee every year. Holiday market vendors must also be vendors at the summer and/or winter markets. Returning vendors have the right of first refusal over their space. If spaces remain after the application deadline, the spaces will be allocated by the Board of Directors based on seniority at the market and regardless of vendor status.
- b. Space confirmations and billing will be made no later than the beginning of the fourth quarter.
- c. Vendors who wish to take a leave of absence and retain their space for the following year must pay the space fee

*Revised by vote of the market membership on March 21, 2010.*

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*Amended by vote of the market membership on March 11, 2018*