

The Dorset Farmer's Market Policies

Summer/Winter

Rules and Policies for the Summer/Winter Markets

Year-round every Sunday (except Easter or Christmas or New Years Day)

10am-2pm RAIN OR 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.

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Please read these rules of the Market as you are responsible for complying with these rules.

1. Applications and Sales at the Dorset Farmer's 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 applications must meet the DFM policies and rules.
- 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. 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.
- d. Each applicant must be compliant with the laws of the State of Vermont, and New York State if applicable, in terms of their business, licenses, products and product labeling. These rules are posted on our website.
- e. **All licenses and certifications must be submitted with an application. New Applicants are encouraged to send photos of their products and their booth set up.**
- 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. 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.

2. Products Sold at the Market

- a. Any product grown or 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 can be sold 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 list below are not meant to be excluded. Contact us if your product is not listed here.
- e. No live animals can be sold or displayed at the market.

2a. Agricultural Products (All products must be properly labeled in accordance 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. Vendors 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 by the drink 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. **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 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. Carton must have name and 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 and Processed Foods** - Jams, preserves, frozen foods, canned foods, etc. prepared by the vendor, preferably from produce from the region. Vendor 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, Ready to Eat Food Products (These foods must be presented and prepared in accordance with VT Health codes. We require gloves be worn to prep and serve all ready to eat foods handled directly by your hands.)

16. **A prepared food is defined** as a ready to eat product which has 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. Food Vendors are encouraged to support local growers for ingredients whenever possible. In order to achieve variety and high quality, vendors are expected to present their own unique products. Food vendors must have a valid Food Stand license.
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. Home bakeries need to be licensed except individuals baking in their home kitchen whose average gross retail sales do

not exceed an average of \$125/week. If so, please fill out the form on the last page of the application declaring this to be true.

18. **Ready to eat prepared foods** - high quality food items prepared by the vendor. Preference shall be given to vendors who utilize locally grown farm-direct products reflecting seasonable availability. In order to achieve variety and high quality, vendors are expected to present their own unique products. Food vendors must have a valid Food Stand license.
19. **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 re-usable, environmentally friendly containers such as glass, paper, or compostable corn starch materials.
- Vendors MAY NOT incorporate any open flames in their display for the winter market sessions. This includes sternos, grills and candles. All chafing dishes must be electric.

2d. Craft Products

- **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.
- 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.
- All **new potential craft applications** should be submitted with pictures.

2e. Services

- Services can be provided as long as 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. At the market space is becoming 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. The appointed jury committee reserves the right to request additional information for review in the application process. **All licenses and certifications must be submitted with an application. New Applicants are encouraged to send photos of their products.**
3. 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.
4. The applications are reviewed and recommended by the Jury Committee and

approved by the appointed Board of Directors

5. 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.
6. Committees can only make recommendations which will be submitted to the board for a vote. A recommendation can become a decision only if it's approved by the Board.

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

1. All vendors must be properly registered and licensed as a business in the state of Vermont or New York.
2. All vendors must comply with the Vermont State Regulations for Farmers' Markets. All products must be properly labeled according to Vermont State regulations. The link has a summarized version of market requirements.
http://vtfarmersmarket.org/wp-content/uploads/2011/08/11_fmregs.pdf
3. **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 licenses. Submit a copy of these licenses with your application. Vermont state market inspectors 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 of the Summer and Winter Dorset Farmers Market in order to participate. An membership 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 also 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. 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.
6. Once accepted, Vendors may not sub-let their space.

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 Farmer's 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-Profits groups

Not-for-Profit Groups must submit an information sheet 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. Single day fees are due the day of attendance. Fees for this year are shown on the application. Special 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. Fees for the use of electricity are \$2 per day in Winter payable at the start of the new session or full season of the market and \$5 per day in Summer, payable at the start of the season at HN Williams.
4. An annual membership fee of \$20 is required to be an accepted vendor of the market.
5. Summer rates reflect a 10 ft. frontage stall. We will do our best to keep all stalls similarly sized with respect to the changing conditions at the market.
6. If an Agricultural vendor needs more space then he/she must apply for a double space.
7. Checks shall be made out to the Dorset Farmer's Market and given to the Market Manager or the Treasurer or mailed to the address on the application.

9. Vendor Conduct

1. Vendors are required to 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.
2. It is essential that vendors 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.

3. Courtesy, respect and tolerance are expected in all our dealing with our customers, board, members, market staff and fellow vendors. You are a representative of the market and therefore please act to preserve and enhance public confidence in your integrity and the integrity of the market.
4. Alcoholic beverages are not permitted to be consumed at Market except for properly licensed tastings in an approved space.
5. Vendors must clean up their area before leaving the market at the end of day.
6. No part of any display can extend beyond the vendor's allotted area into the customer walking areas.
7. No smoking is permitted on the market grounds due to store's smoke free zone policy.

10. Summer Market Day Obligations

1. 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.
2. All vendors may unload/load their vehicles in front of their space. If your space does not have a parking space, please move after unloading to the field across the street used for vendor and customer overflow parking. Please, no vehicles in the aisles of the summer market after 9:45 am or before 2:15 pm.
3. Vendors tents must be secured with weights, stakes or tied to your vehicle or the fence for windy days.
4. 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 the market.
5. Vendors with samples must provide a trash container at their space for sample utensils.
6. Take Down Time: Vendors may not take down their stand until 2 pm, even if you are sold out.
7. Vendors must clean their spaces after packing up at the end of the market.
8. Cancellation: Vendors must notify the market manager **48 hours** in advance if they cannot make it to the market. **Vendors will be fined \$25 when absent without notice.** Repeated absences without notification may be taken into account when being considered as a vendor in the future. If it is a last minute absence due to unforeseen circumstances you should still notify the market manager.
9. No Vendor livestock or pets are allowed at market without permission.
10. Smoking is not permitted on the grounds of H.N. Williams Store or J.K. Adams Store.
11. 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 licenses. Vermont state market inspectors will expect to see these licenses.
12. 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.

11. Winter Market Day Obligations

1. 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.
2. 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 unloading/loading area during the market hours, it is an emergency exit.
3. Vendors with samples must provide a trash container at their space for sample utensils.
4. Take Down Time: Vendors may not take down their stand until 2pm, even if you are sold out.
5. Vendors must clean their spaces after packing up at the end of the market.
6. Cancellation: Vendors must notify the market manager **48 hours** in advance if they cannot make it to the market. **Vendors will be fined \$25 when absent without notice.** Repeated absences without notification may be taken into account when being considered as a vendor in the future. If it is a last minute absence due to unforeseen circumstances you should still notify the market manager.
7. 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 the market.
8. Preparation of food on-site, including the use of grills to prepare samples, will not be allowed due to the risk of setting off smoke alarms and sprinklers inside the warehouse. Re-heating food using crock-pots and other similar devices that do not produce smoke are allowed. No open Flames are allowed.
9. No Vendor livestock or pets are allowed at market.
10. 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 licenses. Vermont state market inspectors will expect to see these licenses.
11. 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.

12. Rule Violations and Disputes

1. Any person is entitled to make a "formal appeal or complaint" in writing to the market manager.
2. The manager will forward the notice to the Board for consideration.
3. Consideration may include a request to all involved to appear at a meeting with the Board or a farm, home, or business visit.
4. The board will determine a recommendation 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.

13. Submitting Your Application

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

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

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

4. If **bringing your application to the market**, please give to the Market Manager, Betsy Valine.

5. No email applications are accepted.

14. Questions? Ask Betsy Valine, our Dorset Farmers' Market Manager
See her at the market or email her **marketmanager@dorsetfarmersmarket.com**

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

Thank you, the Dorset Market Board.

Policies as of October 3, 2017