

Brattleboro Area Farmers' Market

2019 RULES

Presented to the BAFM Membership  
by the BAFM Board

February 5, 2019

**2019 MEMBERSHIP INFORMATION AND MARKET RULES**

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## I. THE MISSION

The mission of the BRATTLEBORO AREA FARMERS MARKET is to provide locally produced agricultural products, prepared foods and crafts to the consumer for the benefit of both the consumer and the producer, to educate the public on aspects of local farming and craft production, and to increase the base of the local charitable community.

## II. MEMBERSHIP ELIGIBILITY AND RESPONSIBILITIES

- A. Membership is extended to any person age 18 or older or with written consent of guardian who resides and produces in Windham and Cheshire counties (or grandfathered member) who is interested in furthering the goals of the organization and willing to follow the mission and rules of the market. *The BAFM board has the discretion to accept out-of-county vendors, limited to prepared food and crafts, for a 1-year membership if the board deems it would improve the market. (Per By-Law Change of the Membership, 1-6-19)*
- B. Membership is annual, and can be renewed as long as the member is in good standing, as determined by the board, and returns the application form with membership fee by the application deadline reflected in the annual calendar. **“Good standing” includes compliance with the stated mission and rules in a manner which shows good faith. “Not in Good standing” is determined on a case by case basis by a majority vote by the Board. The Board has the right to revoke membership for a member who is deemed not to be in good standing.**
- C. **New members will be admitted as space allows at the discretion of the Board.**  
New member applications are due according to the schedule reflected in the annual calendar.
- D. All new craft and prepared food and specialty food member applicants, and agricultural vendors with value-added products, will be juried by the Jury Committee and be subject to board approval.
- E. All new eligible reserved-site agricultural applicants who apply by the application deadline according to the annual calendar will be accepted **unless the board votes against acceptance by at least a two-thirds vote.**
- F. Nonprofit entities will be considered on an individual basis by the board.
- G. In accordance with Federal or State Laws, and U.S. Department of Agriculture policy, the Brattleboro Area Farmers Market does not discriminate on the basis of race, color, national origin, age, disability, religion, sex, sexual orientation, gender identity, or marital status.

## III. MEMBERSHIP CATEGORIES AND RESPONSIBILITIES

### A. Individual Membership

- 1. Is a reserved site vendor;
- 2. Pays annual membership fee of \$100
- 3. Has one vote and is eligible for election to the Board of Directors;
- 4. Is required to
  - a) Attend the Annual Meeting and attend and work at Site Day each year;
  - b) Contribute a minimum of 10 hours of work to the Market each season, which can include committee and Board of Directors service.

## **B. Group Membership**

1. Is a reserved site vendor which is open to more than one person from the same household or business;
2. Pays annual membership fee of \$125;
3. Has two votes and two members are eligible for election to the Board of Directors;
4. Is required to
  - a) Send at least one group member to attend the Annual Meeting;
  - b) Send at least two group members to attend and work at Site Day;
  - c) Contribute a minimum of 15 hours of work to the market each season, which can include committee and Board of Directors service.

## **C. Daily Membership**

1. Is a non-reserved site, non-voting vendor for those who are not planning to attend either of the two scheduled markets (Saturday or Downtown) on a regular basis;
2. Space availability and size of space are not guaranteed; site assignment is at discretion of Market Manager on a space-available basis;
3. Notified of space availability the day before each market;
4. Pays annual membership fee of \$50;
5. Is encouraged to attend Site Day and Annual Meeting; and, at the Manager's discretion, may participate in Market work;
6. Membership as a Daily is for one year only; requests to continue in subsequent seasons require new jurying. However, if a daily crafts vendor has been accepted for 2 years in a row, the jury committee may recommend acceptance for subsequent years without a repeat of the jurying process.
7. The Board **has the discretion not** to accept agricultural vendors as daily vendors.
8. Fee structure for Daily memberships:
  - a) Annual Membership Fee is \$50;
  - b) Daily Fee to vend at Market is \$20;
  - c) 4% Commission on items sold at Market.

## **IV. GENERAL RULES FOR VENDING MEMBERS**

### **A. Rules**

Following the rules in good faith is required to maintain a member's good standing in the market. Any concerns should be brought to the attention of the Market Manager or the BAFM Board. **The Board has the right to revoke membership for a member who is deemed not to be in good standing.**

### **B. Required Membership Events**

1. **Site Day** takes place from 9-2 on the designated day as shown in the calendar below. It is an opportunity for all members to come together, working under the direction of the Board and committee chairpersons to prepare the market site for the new season. Saturday Market Vendor sites are assigned on Site Day in accordance with the Reserved Site Assignment Rules. All Saturday and Downtown (only) Market Vendors are required to attend Site Day. At this Site Day gathering, the Saturday vendors must pay at least one-third of the reserved site fee, a \$100 'clean site fee'—(returnable upon completion of requirements) and a **\$200** annual work fee (also returnable upon completion of requirements.) All site fees shall be paid by cash or check, and checks should be made payable to BAFM.
2. **Annual Membership Meeting and occasional other membership meetings:** The annual membership meeting of the Brattleboro Area Farmers' Market is held each year after the close

of the market season, and no later than January 15 of the following year. The purpose of the Annual Meeting is to review the business of the preceding market season, to elect officers and members of the Board of Directors for the following year, and to take care of any business set by the President and Co-President, and for members to make recommendations to the Board for policy or procedural changes.

### **C. Insurance and Legal Compliance**

1. It is the responsibility of the vendor to ensure that all products be sold in accordance with state and federal laws.
2. The BAFM does not carry product liability insurance. All vendors are required to carry their own respective product liability insurance, provide proof of such coverage by Site Day, and name BAFM as additionally-insured.
3. All scales must pass Vermont State inspection annually.
4. The BAFM board expects vendors to follow the highest business and ethical standards at market. Fraudulent or dishonest practices are prohibited.

### **D. Market Day**

1. Saturday Market vendors are expected to be set-up by 9:00 a.m. and Downtown Market vendors by 4 p.m.
2. Dogs, *other than service dogs which must be on a leash*, are not allowed at the market.
3. Vendors must bring their non-recyclable, non-biodegradable waste home with them.
4. Goods offered for sale are expected to be of the highest quality unless otherwise marked.
5. A local non-profit organization may operate a fundraising or an information booth at no charge, by pre-arrangement and at the discretion of the board. Raffle items may be exempted from market criteria by the board.
6. Vendors are responsible for the supervision of any child they bring to market.
7. Excluding Rule #5 above, no soliciting by political, religious or other “special” cause groups or individuals, including by vendors, is permitted at the market.
8. Smoking **or vaping** of any type, at all times, anywhere on market grounds is prohibited for vendors and members of the public.
9. Vendors may not hawk their products at market.
10. It is expected that each member of the BAFM will display a cooperative, respectful and professional manner in interacting with other members and staff.

### **E. Work Hours**

1. Work hours are earned through committee and Board work and any other work approved by the board or Market Manager.
2. Required work hours must be documented and submitted to the Market Manager using the form attached to these rules as shown in Appendix B. The work hour form must be submitted to the Manager on or before the deadline to remove structures on **NOVEMBER 10**, unless special arrangements have been made with the Manager, or unless future jobs have been planned with the Manager’s approval.
3. All reserved site members of the BAFM (Saturday and Downtown Market) are expected to attend Site Day from 9:00a.m-2:00pm. Time spent during Site Day and Annual Meeting does not count toward work hours, except that on Site Day, any time spent before 9:00 or after 2:00 may count as work hours.

## **F. Reserved Site Assignment Rules**

### **1. Saturday**

- a) Reserved sites are selected on Site Day by those in attendance, based on the Site Point System outlined below and recorded and posted by the Manager.
- b) Priority for selecting reserved sites at both markets will be determined by the Site Point System with the exception of Food Court Sites at the Saturday Market, which shall be reserved for prepared food vendors. Vendors will be consolidated into one or two food court areas as determined by the Board in collaboration with the Jury and the Reserved Site committees. No prepared food vendor will receive grandfather status for siting. Prepared food vendors will use their site points to choose a site within the Food Court area(s).
- c) Members who cannot attend Site Day may send a delegate to fulfill their Site Day work requirement and choose their space if they notify the Manager in advance. Otherwise they will be bumped to the bottom of the selection order.
- d) New vendors will select sites according to lottery. New agricultural vendors will select their sites before new craft and prepared food vendors.
- e) Reserved Site Committee has the final say at their discretion for filling the market site effectively, including designating sites for half-season vendors.

### **2. Downtown**

Sites for the Downtown Market will be determined at the Downtown Market Site at the **NEYT Site on Flat St.** These sites are subject to change based on what is collectively decided as best by downtown vendors.

### **3. Planet Pop Up**

See Appendix A

## **G. Cooperating Members**

1. Separate member vendors cooperate by sharing one structure. This means that two vendors reserve one site and one shelter, share the fee, and determine how they will divide their spaces. Cooperating Vendors are jointly responsible for the total fee.
2. Each Cooperating Vendor is responsible for submitting their own membership fee and commission and fulfilling all membership obligations including attendance and work hours.
3. Both Cooperating Vendors agree to attend the market for the same period of time – committing together as either full season vendors or for the same half season (1<sup>st</sup> or 2<sup>nd</sup> half).
4. Cooperating Vendors shall mutually select a designated payer for the site fee and structure deposit and report this information to the market Manager.
5. To determine the order of site selection, the reserved site committee will average the accumulated points of the two vendors.

## **H. Site Point System: The site point system referenced below is used to site vendors in 2019.**

**This system may not be used in 2020 siting.**

1. **3 points** for each Saturday market attended the previous year for Saturday Market vendors per Saturday Site Points document and an additional 5 points for attending the Market on Strolling of the Heiffers Day.
2. **3 points** for each Downtown Market attended the previous year for Downtown vendors per Downtown Market Site Points document
3. **5 points for** each year of market membership
4. **20 points** for board membership in previous year for attending meetings. Board members will receive 1 point for each hour worked on Board tasks outside of meetings.

5. **7 points** for attending and working at Site Day the previous year (14 if a group membership sends two people)
6. **12 points** per individual member for attending Annual Meeting the previous year, (18 points for 2 attendees from a group membership)
7. **5 points** for documenting and submitting minimally-required work hours the year before, by the required date as reflected in the annual Market Calendar.
8. Members will receive 1 site point for each hour they work, up to 50 hours. Included in the total are the mandatory 10 work hours for individual members and 15 for group members.
9. A vendor who takes a temporary leave (one year or less, pre-approved by the Board) will maintain previous 'years-at-market' points and may earn new points through participation on committees and attendance at Site Day and/or Annual Meeting.

### **I. Reserved Site Attendance**

1. Reserved sites are a mutual commitment between the market and a vendor.
2. Saturday Market vendors are expected to attend all weekly markets **but** may miss up to 6 markets with proper advance notification to the Manager.
3. Downtown Market vendors are expected to attend all weekly markets **but** may miss up to 4 markets with proper advance notification to the Manager.
4. Half season vendors are expected to attend all markets during **their** half season, but may miss up to 3 markets with proper advance notification to the Manager.
5. All vendors who exceed the number of allowed absences may lose their reserved site for the balance of the season at the discretion of the Board. ***A vendor may appeal the use of more than the allowed number of absences to the Board.***
6. If a reserved site vendor plans to miss a market s/he must inform the Manager ***by the Wednesday immediately*** prior to the Market by 9 PM. The phone number for the market Manager is 802-254-8885 and the email address is farmersmarket05301@gmail.com. The rights of the space for that week will revert back to the market. If a reserved site vendor is absent for any market, the market Manager is charged with offering those reserved sites to daily vendors as space allows. A vendor can request a sign be posted at their site. Missing a market without informing the Manager ***by the Wednesday immediately prior to Market*** counts as 2 market absences.

### **J. Fees**

1. No refunds will be given except in extenuating circumstances, at the discretion and approval of the board.
2. A commission of 4% is paid and income reported on the value of all goods passing from vendor to customer. ***Vendors no longer need to pay commission on sales whose transactions take place entirely outside of market and for which the market is used ONLY for pickup location. This relates to orders which are paid for outside of Market. If any money is changing hands at Market, vendors will need to pay commission on it, even if the customer ordered the product or made initial arrangements outside of Market. (Per Board Motion, 8/13/18).***
3. All vendors must complete and submit to the Manager an accurate sales report with their name on it and commission by 2:30pm each Saturday and by 7:15pm for the Downtown Market. This information is used to track market trends and will be held in confidence. Fees paid in cash may be rounded up, but not down. **The manager is not responsible for providing**

**yearly records to vendors.** Site Fees are described below in Section V. for each category of market.

4. Clean Site Fee - A \$100 Clean Site deposit must be submitted to the treasurer on April Site Day and will be returned at the end of Annual Meeting contingent upon all obligations being met at end of season. Clean Site deposits will not be returned if structures are not removed by **sundown on NOVEMBER 10, 2019.**
5. Work Hours Fee - A **\$200** work deposit must be submitted to the treasurer on Site Day. The work hour deposit will be returned at the completion of documented work hours, or a prorated amount will be returned based on the number of hours worked.

#### **K. Payment Schedule:**

1. Each member agrees to pay all required fees. All payments – membership, site fees, and commissions – must be made promptly to the Manager or treasurer. Failure to pay by deadlines may result in loss of reserved sites and potentially remove a member's good standing status, at the discretion of the Board.
2. Any vendor over 2 weeks in arrears on any fee will be assessed an additional \$25. Any vendor over 4 weeks *in arrears* on any fee must pay all remaining fees to vend at the market *and* remain a member in good standing.
3. Membership Fees for all vendors are due with the application (If the applicant is not accepted, the fee will be returned).
4. **Site Fee Payment Schedule.**
  - a) *Note:* All site fees must be paid by cash or check (no tokens, *credit cards*, or other types of market currency).
  - b) Full Season Saturday Market Site Fees are payable in thirds: 33 1/3% by **April 20** Site Day; 33 1/3% on **June 15, 2019**; and 33 1/3% on **July 27, 2019**. Vendors who pay the entire site fee by Site Day can deduct a 2% discount.
  - c) **First Half-Season vendors pay in 2 installments: the 1<sup>st</sup> payment to be paid on April 20 Site Day and the second payment on June 15, 2019.**
  - d) **Second Half-Season vendors pay on April 20 Site Day and the second payment on July 27, 2019.**
  - e) Downtown Market Site fees are payable **in two installments: one half at April 20 Site Day and the second half by July 30, 2019.**
5. Clean-Site Fee deposit (Saturday vendors only) is due on April 20 Site Day.
6. Work Hours Fee deposit is due on April 20 Site Day.

#### **L. Use of Facebook and Email for Market Purposes**

1. All posts to the BAFM Facebook page should reflect market or vendor news.
2. All posts should be framed within the context of the Brattleboro Area Farmers' Market, such as "BAFM vendor news" and so forth.
3. The Manager has the right to remove a post if it does not fit the mission, rules or spirit of the market.
4. It shall be the Manager's responsibility to respond to messages sent to BAFM via the market Facebook page. Other page administrators should not open or respond to messages.
5. Email communications between and among members of the market shall not be considered confidential unless they are clearly designated as such.

#### **V. THE MARKETS**

BAFM runs three markets, Saturday, Downtown, and Pop-Up.



**A. Saturday Market**

1. The Saturday Market for the 2019 season is on Route 9 in West Brattleboro, 9-2, from the first Saturday in May through the last Saturday in October.
2. Saturday reserved site members may reserve for full or half season.
3. All booth displays and structures must be safe and well-secured, and are subject to the approval of the Manager.
4. Members may not use boards or other building materials that obstruct views to neighboring booths, or build their booths in such a manner that roof lines create dripping water issues for neighboring vendors.
5. All signs and voice advertising related to a vendor’s booth and display will be restricted to that vendor’s site.
6. **Because of flood plain restrictions, structure posts must be buried a minimum of eighteen (18) inches in the ground. All tables and structure accessories must be securely attached to the structure. No solid panels or walls of any material may be within eighteen 18” of the ground. No loose objects (e.g. cinder blocks, fixtures, tables, tarps and any other loose items) may be left on site between markets. Between markets, if an object is not embedded in the ground, it must be secured to the structure. All materials put up for the season must be securely attached ( i.e. tarps).**
7. All structures must be completely removed by **sundown on NOVEMBER 10, 2019.**

**SATURDAY MARKET SITE FEES (2019)**

Site fees are assessed as follows per linear foot circle frontage. Half season vendors pay half of their frontage fee.

**FOR THE 2018 MARKET, the Saturday Market Fees are as follows:**

6'- \$50/ft, <b>\$300</b> season	12'- \$54/ft, <b>\$648</b> /season
7'- \$50/ft, <b>\$350</b> /season	13'- \$56/ft, <b>\$728</b> /season
8'- \$50/ft, <b>\$400</b> /season	14'- \$58/ft, <b>\$812</b> /season
9'- \$50/ft, <b>\$450</b> /season	15'- \$60/ft, <b>\$900</b> /season
10'- \$50/ft, <b>\$500</b> /season	16'- \$62/ft, <b>\$930</b> /season
11'- \$52/ft, <b>\$572</b> /season	17'- \$64/ft, <b>\$1088</b> /season
	18'- \$66/ft, <b>\$1188</b> /season

**B. Downtown Market**

1. Downtown vendors are subject to all the General Rules except as otherwise noted.
2. Downtown Market for the 2019 season is located at the *NEYT Site* on Flat St. in Brattleboro. The market will be held **May 28th thru October 8** from 4pm to 7pm as long as there are at least 3 vendors attending, at least one being agricultural. Downtown Market Site Day will be announced at a later date.
3. No structures may be left at the Downtown Market site. No materials may be left at the site when you leave the market each week.
4. All vendors must abide by the rules of the Downtown Market locale.
5. Vendors are responsible for picking up all their own trash and vacating site by 8PM.
6. Acceptance to attend Downtown Market will follow the general rules with the addition that priority will be given to vendors applying for the full season.
7. Site Fees - See the Fee section in General Rules for other fees.

- a) Site fees for **Downtown Market** are \$20/ft. per season, payable in two installments – 1/2 by **April 20 Site Day** and 1/2 by **July 30, 2019**.

**C. Planet Pop-Up Market**—See Appendix A for additional rules

1. Booths and tents: **IT IS ABSOLUTELY VITAL THAT VENDORS ADHERE TO THE ‘NO DIGGING’ RULE ON THE Planet Site.** Tents or other display areas should be secured with weights, only.
2. Both daily and reserved site vendors are allowed to vend at the Pop-Up Market, but different fees apply. Please reference the guidelines in Appendix A.
3. The Pop-Up Market is available to Reserved and Daily Vendors every day except Saturdays during the market season (May 1 – October 31). Saturdays other than Site Day are available between November 1 and April 30.
4. No plowing of snow will be allowed.

**VI. VENDOR CATEGORIES**

Vendors apply under one of the **four** categories defined below: Agriculture, Prepared Foods, Specialty Foods and Crafts. Vendors may not incorporate new or non-juried products without the express permission of the BAFM Board.

**A. AGRICULTURE**

1. An agriculture vendor grows, harvests, or raises agricultural products including produce, plants, or animal products on land that the producer owns or rents in Windham or Cheshire Counties.
2. Agricultural vendors must produce everything they sell. If a vendor shares production of crops with another grower, (e.g. as a sharecropper or partner, not an employee), both must be accepted members.
3. An agricultural vendor may apply to bring a value-added product to market but must be submitted for jurying and approved by the Board ***according to the product category it falls under: crafts, specialty or prepared foods.***

**CRITERIA FOR ACCEPTANCE OF VALUE-ADDED PRODUCTS**

- a) Who processes the value-added product?
- b) Location: As close to home as possible: on the home farm > same community/town > in tri-county area > Vermont > New England/NY > far away.
- c) Ownership: Independent as possible: a family farm or a farm cooperative > small family business > larger family-held business > public corporation
- d) Ingredients/Content: As much of the raw product is from the home farm as possible-- all of it > most of it > some of it > little of it > unknown
- e) Off-farm ingredients are from as close to home as possible from home farm > same community/town > in tricounty area > Vermont > New England/NY > far away
- f) Extent of change in the raw product: as little as possible>hardly transformed > somewhat transformed > greatly transformed > raw product is not recognizable in final product

**DOCUMENTATION OF VALUE-ADDED PRODUCTS:**

All applicable local, state and federal rules and regulations regarding the value-added product must be followed, **including honest and obvious labeling. A paper trail is required to document the above submitted to the board prior to desired date to start selling the value-added product.**

## **B. PREPARED FOODS**

1. A prepared food is defined as a ready-to-eat product **that is prepared**, heated or otherwise altered at the market and which has been significantly altered from the original **ingredients**, 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. Vendors are encouraged to use local products whenever possible.
2. All food vendors must be licensed by the States of Vermont or New Hampshire and follow all applicable Health Department rules for food vendors. Licensure is the full responsibility of the individual food vendor, not of BAFM.
3. All food service products, including containers, cups, lids, straws, and flatware, that are used for onsite consumption must be compostable or reusable. Food vendors are encouraged to use re-usable, environmentally friendly containers such as glass. Styrofoam-polystyrene containers are prohibited.
4. The Board reserves the right to jury and approve food service products based on the criteria above. Prepared Food vendors are expected to work with the Food and Waste Committee and the Board on waste reduction and management, as needed.
5. Gas and charcoal grills are allowed. Wood-fired cooking is allowed. Vendors are responsible for eliminating any smoke nuisance. If a nuisance persists, the vendor may be asked to change fuel or cooking systems, or be asked to move to a different location at the market.
6. Lighter fluid and/or fluid-soaked charcoal are prohibited.

### **JURY CRITERIA FOR PREPARED FOOD VENDORS:**

- a) Good Quality
- b) Less Processed, Wholesome Foods
- c) Local Source of Raw Ingredients when feasible
- d) Presentation
- e) Different From Other Items at Market
- f) Packaging (recyclable, low impact)
- g) Appropriate for Market

## **C. SPECIALTY FOODS**

1. A Specialty Food is defined as a food that was prepared prior to market and not significantly altered ( i.e., not cooked, heated or otherwise prepared) at market. Such foods shall have been significantly altered from the original ingredients, 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. Vendors are encouraged to use local products whenever possible.
2. Specialty Food packaging must include legally required ingredient statements and otherwise comply with any other legal requirements. Licensure and other legal compliance is the full responsibility of the individual food vendor, not of BAFM. It is the goal that food packaging used by specialty food vendors be recyclable to the extent that is is reasonably possible.

### **JURY CRITERIA FOR SPECIALTY FOOD VENDORS:**

- a) Good Quality

- b) Less Processed, Wholesome Foods
- c) Local Source of Raw Ingredients when feasible
- d) Presentation
- e) Different From Other Items at Market
- f) Packaging (recyclable to the extent that it is reasonably possible, low impact)
- g) Appropriate for Market

**D. CRAFTS**

1. All crafts sold at BAFM 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. Craft vendors are encouraged to 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 potential craft vendors must present samples of their work for acceptance by the jury committee at least 2 weeks before they intend to sell. Applicants will be notified by mail or phone of the jury results.

**JURY CRITERIA FOR CRAFTS VENDORS:**

- a) Quality workmanship
- b) Aesthetic
- c) Functional
- d) Durable
- e) Different from other items at market
- f) Appropriate for market

**VII. COMMITTEES, BOARD INFORMATION, MARKET CALENDAR**

1. The BAFM is a member-owned and operated organization. It is expected that each member contribute to the work of the BAFM and fully participate in at least one committee. A calendar for the 2019 season along with a list of committees and current participating members for 2019 is included in APPENDIX C. As stipulated in the Bylaws as amended at the Annual Meeting in 2018: *If a Committee does not include a Board member, each Committee Chairperson/Facilitator will serve as a liaison to the Board for communication purposes and will attend Board meetings upon request.*
2. A member may sign up for committee work by volunteering at the January Annual Meeting or by speaking with the market Manager in advance of or during the market season (in person, by email, or telephone) at any time. For a description of each committee’s charters and tasks, please speak to the market Manager.

**VIII. APPENDICES**

- Appendix A: Guidelines for Vending at the BAFM Planet Pop-Up Site
- Appendix B: Hours and Site Points Tally Sheet
- Appendix C: Committees, Board Contact Information, and 2019 Calendar

## **APPENDIX A: GUIDELINES FOR VENDING AT THE BAFM PLANET POP-UP SITE**

**2019**

The Pop-Up Market is available to Reserved and Daily Vendors every day but Saturdays during the Market season. Saturdays other than Site Day will be available between November 1 and April 30. Following are guidelines for vending there:

1. Use of the space is open to reserved site and daily vendors only.
2. Space will be available only during daylight hours.
3. A maximum of 8 vendors will be allowed at any time.
4. The cost to vend is \$15 per day for reserved site vendors and \$25 per day for daily vendors.
5. Vendors should deposit their site use checks at the shed on each day they vend.
6. Vendors must follow all farmers' market rules.
7. Please carry in and carry out. Everything must be removed from the site, including trash, at the end of the vending day.
8. Nothing can be driven into the ground, including stakes, lawn signs, etc. This is of utmost importance. Please bring appropriate weights to secure your tent, if you are using one.
9. The water source at the main market site is turned on for Pop-Up vendors' use only during Market season.
10. Plowing or snow removal of any type is not allowed.

Participation in the pop-up markets is available on a first-come, first-served basis. Should more than 8 vendors want to set up, only the first 8 to arrive will get space. If this becomes a problem over the course of the season, we will devise a scheduling system via the Manager or an online calendar.

Please note that the market does not have funds designated for advertising the pop-up markets. Vendors wishing to set up are encouraged to conduct their own publicity.

For questions and problems, please contact Meghan at 802-254-8885 or [farmersmarket05301@gmail.com](mailto:farmersmarket05301@gmail.com)

**APPENDIX B: HOURS AND SITE POINTS TALLY SHEET**

This document must be submitted to the BAFM Manager by **NOVEMBER 10, 2019**. Please note that you will receive 5 site points for completing and submitting this document by the deadline.

**YOUR NAME:**

**WORK HOURS** (Minimum - 10 hours per individual membership, 15 per group. Do not count Site Day work conducted between the hours of 9AM and 2PM. Acceptable forms of work include emails and phone calls used to conduct market work, time spent at committee meetings, at-market jobs approved by the Manager, committee work, etc. If in doubt, please contact the Manager.)

DATE                      DESCRIPTION OF WORK    HOURS


*Please continue on the back of this sheet if necessary.*

**TOTAL WORK HOURS (one point for each hour worked up to 50):** \_\_\_\_\_

**PLEASE CALCULATE SITE POINTS, BELOW** (*This information will be compared with the manager's records*)

How many markets attended? \_\_\_\_\_  
*(3 points for each market, absences not called in by deadline lose double site points)*

Did you attend market on Strolling of the Heifers Day? \_\_\_\_\_  
*(5 points)*

Are you a board member? \_\_\_\_\_  
*(20 points)*

Did you attend the 2019 Site Day? \_\_\_\_\_  
*(7 points for individual, 14 points for 2 from group)*

Please note that you will receive site points for attending the required January 2019 Annual Meeting.  
*(12 points for individual, 18 points for 2 from group)*

## **APPENDIX C**

### **Committees, Board Contact Information**

#### **COMMITTEES**

The BAFM is a member-owned and operated organization. It is expected that each member contributes to the work of the BAFM and sign up for and participate in the work of at least one committee. Following is a list of committees and current members as of January 2019. A member may sign up for committee work at the January Annual Meeting or by speaking with the market Manager in advance of or during the market season (in person, by email, or telephone) at any time. For a description of each committee's charters and tasks, please speak to the market Manager.

**Archives:** Rebecca Nixon, Susie Parke-Sutherland, Kate Dodge, Howie Prussack, Nan Stefanik, Juliette Carr

**Downtown Market:** Justin Nye, Susan Tondreau, Sarah Schuldenfrei, Ingrid Burrows, Marisa Miller, Matt Crowley, Amy Frost

**Education:** Justin Nye, Cathi Wilken, Taylor Acquaviva, Jonah Mossberg, Clai Lasher-Sommers

**Food & Waste:** Neil Harley, Adam Silver, Susan Tondreau, Johanna Gardner, Varee Sankgasoot, Sri Chalumuri, Sylva Sengaloun, Ralph Silva

**Jury:** Lisa Barry, Franklin Chrisco, Allison Korn, Susan Dunning, Ingrid Burrows, Lisa Flanders, Taylor Acquaviva, Kate Dodge, Rosie Schulick, Clai Lasher-Sommers, Trish Thomas

**Marketing:** David Schoales, John Richardson, Marisa Miller, Adam Silver, Rosie Schulick, Mary Ellen Henry, Trish Thomas, Juliette Carr

**New Member:** Malah Miller, Emily Amanna, Marisa Miller, Kate Dodge, Patricia Austin, Adrienne Ginter

**Operations:** Franklin Chrisco, John Singer, David Schoales, Marisa Miller

**Personnel:** Susan Dunning, David Schoales, Read Miller, Ingrid Chrisco, Emily Amanna

**Reserved Site:** Neil Harley, Susan Dunning, Linda Smith, Ingrid Chrisco, Amy Frost, Emily Amanna, Susan Tondreau, Juliette Carr, Dar Tavernier

**Rules:** John Singer, Susan Dunning, Jerry Smith, Read Miller, Malah Miller, Linda Smith, John Richardson, Ingrid Burrows, Kate Dodge, Noah Elbers, Ingrid Chrisco, Lisa Flanders, Amy Frost

**Site:** Franklin Chrisco, Ron Minnes, George Dutton, Mark and Bonnie Kimball, John Richardson, Susan Tondreau, Read Miller, Mike Collins

**Site Futures:** Franklin Chrisco, Susan Dunning, George Dutton, Read Miller, Noah Elbers, Ralph Silva, Susan Tondreau, Ron Minnes

**Website:** Cathi Wilken, Chris Thomas, Adam Silver, Adrienne Ginter

<b><u>BAFM BOARD AND STAFF</u></b>	<b><u>EMAIL</u></b>	<b><u>PHONE</u></b>
Malah Miller (President)	dmorchards@gmail.com	802-254-9635
Chris Thomas (Co-President)	chris@goodbodyproducts.com	802-254-1290
Ralph Silva (Treasurer)	ralphjsilva@gmail.com	802-451-0757
Susan Dunning (Secretary)	susandunning@tds.net	802-228-3230
Matt Crowley	fullplatefarm@gmail.com	802-380-0460
Ron Minnes	minnesron48@gmail.com	802-257-1640
Susie Parke-Sutherland	info@wingate-farm.com	413-824-4272
Susan Tondreau	SusanTondreau@gmail.com	802-365-7290
Marisa Miller	farmermarisa@gmail.com	802-387-4052
Meghan Houlihan, Manager	farmersmarket05301@yahoo.com	802-254-8885



## 2019 BAFM Calendar

### JANUARY

- 1/25 Committee budget requests due
- 1/28 Board votes to approve rules

### FEBRUARY

- 2/13 Applications sent to returning vendors, board approves budget

### MARCH

- 3/1 Returning vendor applications due
- 3/6 New member meeting, 6-8pm, Gibson Aiken
- 3/15 New member applications due
- 3/31 Jury at Dummerston Church

### APRIL

- 4/2 Board meets to vote on new members
- 4/20 Site Day, first 1/3 of reserved site fee due, first 1/2 reserved site fee for half-season vendors; work and site fee deposits due; 1/2 Downtown Market site fee due
- 4/21 Site Day rain date
- 4/27 Site Day rain date
- 4/28 Site Day rain date

### MAY

- 5/4 Opening market, Maypole
- 5/28 Downtown market begins

### JUNE

- 6/1 Kids' Day
- 6/15 Second 1/3 of Saturday site fee due, second 1/2 for first-half-season Saturday vendors

### JULY

- 7/27 Last 1/3 of Saturday site fee due; second 1/2 site fee payment for second-half-season vendors due; last day for first-half-season vendors
- 7/30 Second 1/2 Downtown Market site fee due

### AUGUST

- 8/3 Second-half-season Saturday vendors begin

### SEPTEMBER

- 9/14 Kids' Day

### OCTOBER

- 10/8 Last Downtown Market
- 10/26 Last Saturday market

### NOVEMBER

- 11/10 Structures down by dark, work hours forms due

### JANUARY 2020

- 1/5/2020 Annual Meeting
- 1/12/2020 Snow date Annual Meeting