

# Brattleboro Area Farmers Market

## 2022 RULES

February 7, 2022

*This document represents an abbreviated version of the BAFM Rules from previous years. They are written to represent all current matters and related rules driven by the continuing Covid pandemic. They are to be read and considered in tandem with any separate documents on Covid-specific rules. Rules will be open to change based on prevailing Covid conditions.*

***‘Covid-specific rules for 2022 will be open to adjustment as needed.***

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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 may be 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, **specialty foods**, and crafts, for a 1-year membership if the board deems it would improve the market. Membership in the BAFM is not transferable or assignable without prior review and approval of the Board to ensure compliance with the membership requirements.
- B. Individual and group memberships are annual and will 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 good faith compliance with the stated mission and rules as detailed in Section IV A.
- C. All new and returning BAFM Members will sign the Membership Contract as detailed in Section IV B. New member applications are due according to the schedule reflected in the annual calendar.
- D. New applicants will be admitted as space allows at the discretion of the Board.
  - 1) 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*.
  - 2) All new craft, 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. Nonprofit entities will be considered on an individual basis by the board.
- F. 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

An individual member

- 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:
  - i. Attend the Annual Meeting and attend and help with Site Day Tasks in a safe manner;
  - ii. Contribute a minimum of 10 hours of work to the Market each season, which can include committee and Board of Directors service. Half season vendors are expected to work **5 hours**.

### B. Group Membership

An individual member

- 1) Is a reserved site vendor that includes 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:
  - i. Send at least one group member to attend the Annual Meeting;
  - ii. Help with Site Day Tasks in a safe manner;
  - iii. Contribute a minimum of **15** hours of work to the market each season, which can include committee and Board of Directors service.; half-season group vendors are expected to work **8** hours.

**\*Reserved Site Members may cooperate with other reserved site members by sharing a single site for vending (See Section IV J)**

#### C. Daily Membership

##### A daily member

- 1) Is a non-reserved site, non-voting vendor who is not planning to attend markets on a regularly scheduled basis;
- 2) **Is required to pay the \$20 daily fee whether selling in a vacant booth or shared booth;**
- 3) Will be notified of space availability the day before each market. Space availability and size of space are not guaranteed; site assignment is at discretion of the Market Manager on a space-available basis;
- 4) Is encouraged to participate in helpful market tasks. The Market Manager can help you address potential tasks.
- 5) Is a member 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 jurying process may be waived in subsequent years with Board approval.
- 6) The Board has the discretion not to accept agricultural vendors as daily vendors.
- 7) Fee structure for Daily memberships:
  - i. Annual Membership Fee is \$50;
  - ii. Daily Fee to vend at Market is \$20;
  - iii. 4% Commission on items sold at Market.

#### D. Special Membership (reflects The Language In The By-Laws)

**Special memberships will be set by the Board of Directors, who will also define rights, privileges and fees for any defined special category.**

**The BAFM Board of Directors (the “Board”) has the discretion to accept out-of-county vendors, limited to prepared food, specialty foods, and crafts, for a 1-year membership if the Board deems it would improve the market.**

### IV. GENERAL RULES FOR MEMBERS

#### A. Rules

This document lays out the Rules of the BAFM. They are designed to make the market function fairly and efficiently by setting standards for vendors, which can allow market procedures to be applied more consistently. In order to maintain membership in the Market, each member is required to follow the Rules in good faith. ‘Good standing’ requires that each member adhere to the Member Contract and abide by the Rules and By-Laws of the Market. **Rules are subject to change based on Covid 19.** Members who violate the Member Contract, the Rules or By-Laws, may be subject to sanction, including the potential of not being sited at their desired site, financial penalty, or revocation of Market membership. Any concerns should be brought to the attention of the Market Manager or the BAFM Board. Any decision as to a sanction shall be determined at the discretion of the Board. ‘Not in Good standing’ is determined on a case-by-case basis by a majority vote by the Board. Members who are found to be ‘not in good standing’ will be notified directly by the Board.

#### B. Membership Contract Requirements

All new and returning reserved-site members will sign the Member Contract and in doing so agree to the following requirements:

- 1) Read and adhere to all BAFM Rules.
- 2) The Market expects all reserved-site vendors to attend the Market on a weekly basis. The Board is also aware that the Covid 19 pandemic may affect each vendor in different ways and understands that each vendor's ability to attend regularly may be impacted. Vendors are asked to notify the Market Manager as soon as possible about non-attendance each week and also notify the Manager if they intend to withdraw from the Market.
- 3) **Attend the required number of markets each year as detailed in the Reserved Site attendance rules in Section IV H.**
- 4) Work the minimum hours required as reflected in the BAFM Rules.
- 5) Attend Site Day as expected.
- 6) Attend the Annual Meeting each year in January.
- 7) In the case of emergency needs, members may be asked to take on other tasks.

### C. Required Events

#### 1) Attend Annual Membership Meeting

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, 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. Members who cannot attend Annual Meeting must notify the Market Manager in advance of the meeting. If a member cannot attend, a member may send a written proxy form to the Market Manager for By-Law changes, only; otherwise, the member can send a general proxy (person) with prior written **notice** given to the Market Manager in advance of the meeting. The Proxy can only represent one member at the meeting. A member may be a proxy for one other member only.

#### 2) Attend Site Day

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 Saturday Market site for the new season. Saturday Market vendor sites are assigned on Site Day in accordance with the Siting Protocol as laid out in IV G. All Saturday reserved-site vendors are required to attend Site Day. At this Site Day gathering, the Saturday vendors must pay at least **one-half** of the reserved site fee, a **\$100** 'clean site fee'— (returnable or destroyable upon completion of requirements) and a **\$200** annual work fee (also returnable or destroyable upon completion of requirements.) All site fees shall be paid by cash or check, and checks should be made payable to 'BAFM'.

#### 3) Special Meetings

Special membership meetings may be called by the Board of Directors or by written demand of at least 15% of the voting membership.

### D. 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. Vendors are required to submit copies of their insurance to the Market Manager.
- 3) It is the responsibility of all agricultural and food vendors (both prepared and specialty foods) to follow all applicable state and federal requirements for Safe Food Handling Procedures. Care should also be taken to use effective personal hygiene practices in handling food. The comprehensive FDA set of guidelines provides a full understanding of safe food handling procedures. You can go to the following FDA website to see the guidelines. <https://www.fda.gov/media/110822/download>.
- 4) All scales must pass Vermont State inspection annually.
- 5) The BAFM board expects vendors to follow the highest business and ethical standards at market. Fraudulent or dishonest practices are prohibited.

#### E. Market Day

- 1) Saturday Market vendors are expected to be set-up by **9:00 a.m.**
- 2) Dogs, *other than service dogs which must be on a leash*, are not allowed at the market.
- 3) Vendors must take all waste home.
- 4) Vendors are responsible for the supervision of any child they bring to market.
- 5) Excluding Rule #5 e. no soliciting by political, religious or other “special” cause groups or individuals, including by vendors, is permitted at the market.
- 6) Smoking or vaping of any type, at all times, anywhere on market grounds is prohibited for vendors and members of the public.
- 7) Vendors may not hawk their products at market.
- 8) **Unless previously grandfathered in, members may not use generators on site.**
- 9) It is expected that each member of the BAFM will display a cooperative, respectful and professional manner, personally **and professionally**, in interacting with **customers**, other members and staff.

#### F. 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 13** unless special arrangements have been made with the Manager, or unless future jobs have been planned with the Manager’s approval.
- 3) Time spent at Annual Meeting and **Site Day** does not count toward work hours.
- 4) **Refer back to Section III. Membership Categories, for reference to required work hours.**

#### G. Reserved Site Assignment Rules for Saturday Vendors

The protocol detailed below is used to site vendors in the year beginning in **2022**.

##### 1) **General Rules for Siting Protocol**

- i. The Board has, in its discretion, the final authority on all site placements.
- ii. The Board will review all applications in March or early April.
- iii. Half-season vendors may not necessarily receive the same half-season site from year to year.
- iv. **Reserved site vendors from 2019 who chose not to vend in 2020 or 2021 will be guaranteed a reserved site in 2022. Those who choose not to vend in 2022 will need to re-apply for subsequent market years.**
- v. **For the time being, due to Covid, the 2019 siting policy is no longer in effect. The Reserved Siting committee will site vendors.**

##### 2) **Procedures for Returning Vendors**

- i. Returning members will be sited as close to their **2021** site as possible. The Reserved Siting Committee will mark your site.
- ii. Returning Members to the market will indicate their requested site footage on the application.

##### 3) **Procedures for Returning Vendors**

- i. New vendors will be sited at the discretion of the siting committee.
- ii. New Members to the market will indicate their requested site footage on the application.

#### H. 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. If a member misses a Market without notification to the Manager, this absence will count as two Markets missed.
- 3) 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.
- 4) 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.

- 5) If a reserved site vendor plans to miss a market, they 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.

#### J. Cooperating Members

- 1) Separate member vendors cooperate by sharing one structure. This means that two vendors reserve one site and one shelter, share **the reserved site** 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 years at market of the two vendors.

#### K. Schedules and Fees

- 1) The **2022** Market will run from **May 7 to October 29 2022**.
- 2) Half season vendors will vend (1<sup>st</sup> half) **from May 7-July 30** and (2<sup>nd</sup> half) from **August 6 to October 29**.
- 3) Work Deposit (\$200) is due with application. Clean Site deposit (\$100) is due before a structure is built, payable to BAFM and given to Market Manager. Clean Site deposit and work deposit **fees** will be destroyed unless a return is requested with a SASE (self-addressed stamped envelope). The actual work hour fee that will be returned will be prorated based on hours worked.
- 4) A commission of 4% is paid and income reported on the value of all goods passing from vendor to customer, including pre-orders. Commissions and site fees may be paid via cash, check, Venmo, tokens, Crop Cash, or Farm to Family coupons.
- 5) 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. 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.
- 6) No refunds will be given except in extenuating circumstances, at the discretion and approval of the board.
- 7) **The Board will also consider extenuating circumstances with regard to the schedule of fee payments.**
- 8) **Those who pay their fees in full on Site Day will receive a 2% reduction in the total fee.**

#### L. Saturday Market Site Fees (2022)

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

**FOR THE 2022 MARKET, the Saturday Market Fees are as follows:**

<b>6': \$50/ft = \$300/season</b>	<b>11': \$52/ft = \$572/season</b>	<b>16': \$62/ft = \$992/season</b>
<b>7': \$50/ft = \$350/season</b>	<b>12': \$54/ft = \$648/season</b>	<b>17': \$64/ft = \$1088/season</b>
<b>8': \$50/ft = \$400/season</b>	<b>13': \$56/ft = \$728/season</b>	<b>18': \$66/ft = \$1188/season</b>
<b>9': \$50/ft = \$450/season</b>	<b>14': \$58/ft = \$812/season</b>	
<b>10': \$50/ft = \$500/season</b>	<b>15': \$60/ft = \$900/season</b>	

#### M. 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.

- 2) 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.
- 3) Full season vendors may pay in two installments: by Site Day, 1<sup>st</sup> half of payment and by July 16 for the second installment. Half season vendors are expected to pay their full site fee on site day.
- 4) Any vendor over 2 weeks in arrears on any fee will be assessed an additional \$25.
- 5) 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'.
- 6) Membership Fees for all vendors are due with the application (If the applicant is not accepted, the fee will be returned).

#### N. Use of Social Media and Email for Market Purposes

- 1) All posts to the BAFM social media sites should reflect market or vendor news. Each member agrees to pay all required fees.
- 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 social media sites. 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 **will run two markets in 2022**, Saturday and Pop-Up.

#### A. Saturday Market

- 1) The Saturday Market for the **2022** season is on Route 9 in West Brattleboro, from **9-2**, beginning 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 will adhere to Covid Rules, must be safe and well-secured, and are subject to the approval of the Manager. If there are concerns about Covid Rules relative to structures, please check in with the Reserved Site Committee.
- 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 13, 2022**.

#### B. 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 and Site Day during the market season (**May 7 – October 29**).
- 4) **No plowing of snow will be allowed.**
- 5) Vendors who use the Pop-Up site are required to secure the chain fence upon their departures.

## VI. VENDOR CATEGORIES

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

### A. Agriculture

#### 1) **Definition and Regulations:**

- i. 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.
- ii. It is the responsibility of all agricultural and food vendors (both prepared and specialty foods) to follow all applicable state and federal requirements for Safe Food Handling Procedures. Care should also be taken to use effective personal hygiene practices in handling food.
- iii. 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.
- iv. 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*.

#### 2) **Criteria For Acceptance of Value-Added Products**

- i. Who processes the value-added product?
- ii. Location: As close to home as possible: on the home farm > same community/town > in tri-county area > Vermont > New England/NY > far away.
- iii. Ownership: Independent as possible: a family farm or a farm cooperative > small family business > larger family-held business > public corporation
- iv. 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
- v. Off-farm ingredients are from as close to home as possible from home farm > same community/town > in tri-county area > Vermont > New England/NY > far away
- vi. 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

#### 3) **Documentation Of Value-Added Products**

- i. All applicable local, state and federal rules and regulations regarding the value-added product must be followed, including honest and obvious labeling.
- ii. 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) **Definition and Regulations:**

- i. 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.
- ii. It is the responsibility of all agricultural and food vendors (both prepared and specialty foods) to follow all applicable state and federal requirements for Safe Food Handling Procedures. Care should also be taken to use effective personal hygiene practices in handling food.
- iii. All food service products, including containers, cups, lids, straws, and flatware, must be compostable or reusable. Only **compostable or re-usable containers, silverware, and/or coverings are allowed to be used at Market. Recyclable containers are allowed for tastings at booths in which a vendor collects the containers** at the booth after the tasting. Food vendors are encouraged to use re-usable, environmentally friendly containers such as glass. Styrofoam-polystyrene containers and **plastic wrap** are prohibited.
- iv. The Board reserves the right to jury and approve food service products based on the criteria above.

- v. Prepared Food vendors are **required** to work with the Food and Waste Committee and the Board on waste reduction and management, as needed, **and are expected to attend a short meeting on Site Day.**
  - vi. 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.
  - vii. Lighter fluid and/or fluid-soaked charcoal are prohibited.
- 2) **Jury Criteria for Prepared Food Vendors:**
- i. Good Quality
  - ii. Less Processed, Wholesome Foods
  - iii. Local Source of Raw Ingredients when feasible
  - iv. Presentation
  - v. Different From Other Items at Market
  - vi. Packaging (recyclable, low impact)
  - vii. Appropriate for Market

C. Specialty foods

- 1) **Definition and Regulations:**
- i. 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.
  - ii. It is the responsibility of all agricultural and food vendors (both prepared and specialty foods) to follow all applicable state and federal requirements for Safe Food Handling Procedures. Care should also be taken to use effective personal hygiene practices in handling food.
  - iii. 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 reasonably possible.
- Jury Criteria for Prepared Food Vendors:
- 2) **Jury Criteria for Specialty Food Vendors:**
- i. Good Quality
  - ii. Less Processed, Wholesome Foods
  - iii. Local Source of Raw Ingredients when feasible
  - iv. Presentation
  - v. Different From Other Items at Market
  - vi. Packaging (recyclable to the extent that it is reasonably possible, low impact)
  - vii. Appropriate for Market

D. Crafts

- 1) **Definition and Regulations:**
- i. 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.
  - ii. 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.
- 2) **Jury Criteria for Specialty Craft Vendors:**
- i. Quality workmanship
  - ii. Aesthetic
  - iii. Functional
  - iv. Durable
  - v. Different from other items at market
  - vi. Appropriate for market

## VII. COMMITTEES, BOARD INFORMATION, MARKET CALENDAR

- A. The BAFM is a member-owned and operated organization. It is expected that each member contributes to the work of the BAFM and fully participate in at least one committee. A calendar for the **2022** season along with a list of committees and current participating members for **2022** 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.*
- B. 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: Work Hours Tally Sheet

Appendix C: Committees and Board Contact Information

Appendix D: 2022 BAFM Calendar

## Appendix A: Guidelines for Vending at The BAFM Planet Pop-Up Site

**2022**

**The same Covid Rules apply to Pop-Up Markets.** The Pop-Up Market is available to Reserved and Daily Vendors every day but Saturdays and Site Day 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. Vendors who use the Pop-Up site are required to secure the chain fence upon their departures.
11. 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 the Market Manager at 802-254-8885 or [farmersmarket05301@gmail.com](mailto:farmersmarket05301@gmail.com)

Appendix B: Work Hours Tally Sheet

This document must be submitted to the BAFM Manager by **NOVEMBER 13, 2022**. Work hours deposit checks will be destroyed if work hours are completed. Partial work hours will be prorated.

**YOUR NAME:**

**WORK HOURS DOCUMENTATION**

**Minimum:** 10 hours per individual membership, 15 per group. Do not count Site Day work. 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

<u>DATE</u>	<u>DESCRIPTION OF WORK</u>	<u>HOURS</u>

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

**TOTAL WORK HOURS:** \_\_\_\_\_

## Appendix C: Committees and Board Contact Information

### COMMITTEES

The BAFM is a member-owned and operated organization. Each member is expected to contribute 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 members as of February 2022. 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 at any time. For a description of each committee's charters and tasks, please speak to the market manager.

**Emergency Management:** *Lisa Barry, Susie Parke-Sutherland*

**Food & Waste:** *Kelsey Baumgarten, Kanha Crofter, Julie Fraser, Jessica Kull, Susan Tondreau*

**Jury:** *Taylor Acquaviva, Lisa Barry, Franklin Chrisco, Susan Dunning, Lucia Magee, Rosie Schulick, Trish Thomas, Rachel Ware*

**Marketing:** *Rosie Schulick*

**Operations:** *Open*

**Personnel:** *Susan Dunning, Read Miller, Ingrid Chrisco*

**Reserved Site:** *Emily Amanna, Allie Dercoli, Susan Dunning, Mary Ellen Henry, Susan Tondreau Cathi Wilken, Ingrid Chrisco*

**Rules:** *Roz Buckley, Ingrid Chrisco, Kate Dodge, Susan Dunning, Malah Miller, Read Miller*

**Site:** *Franklin Chrisco, Mike Collins, Noah Elbers, Bonnie and Mark Kimball, Read Miller*

**Website:** *Kobey Shwayder, Chris Thomas*

**BAFM BOARD AND STAFF****EMAIL****PHONE**

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Johanna Gardner (President)	johannagardner@gmail.com	802-365-7635
Jerry Smith (Co-president)	jerrysmithmaple@gmail.com	802-254-3540
Susan Dunning (Secretary)	swdpotteryworks@gmail.com	802-228-3230
Lisa Barry (Treasurer)	lcbarry@comcast.net	802-257-4365
Nate Brown	northwindfarmvt@gmail.com	802-689-0937
Ingrid Chrisco	info@truenorthgranola.com	802-254-5806
Kate Dodge	putneywinery@gmail.com	802-579-7464
Malah Miller	dmorchards@gmail.com	802-254-9635
Kobey Shwayder	kobey@shwayder.org	248-229-8227
Meghan Houlihan, Manager	farmersmarket05301@gmail.com	802-254-8885

## Appendix D: 2022 BAFM Calendar

### January

1/28 Committee budget requests due

### February

2/14 Board votes to approve rules

2/18 Applications sent to returning vendors

### March

3/6 Returning vendor applications due (includes work hours deposit and membership fee)

3/18 New member applications due

### April

4/2 Jury

4/3 Jury Rain Date

4/7 Board meets to vote on new members

4/23 Site Day: First 1/2 site fee due plus work hours deposit and clean site fee; full reserved site fee due for half-season vendors

4/24 Site Day rain date

### May

5/7 Opening market

### July

7/16 Second half site fee due

7/30 Last day for half-season vendors

### August

8/6 Second-half-season Saturday vendors begin

### October

10/29 Last Saturday market

### November

11/13 Structures down by dark, work hours forms due

### January 2023

1/8/23 Annual Membership Meeting