



2020 Arlington Village Farmers Market Vendor Policies

Market Selling Hours: 4:00-7:00 PM

Set-up: 3:00-3:45 PM Breakdown/Clean Up: 7:00-7:30 PM

The market is a “producer-only” market. It is restricted to vendors who are bona-fide growers and producers of homemade products. Franchised businesses are not accepted. Management has full discretion in making admission and dismissal decisions. Market Manager: Jessica Roberts

GENERAL

1. Regular Vendor fees must be paid ten working days prior to a vendor starting market sales. Vendors cannot switch, transfer, or “sublet” space without management approval. Day Vendors must pay their fee at the start of the market day.

2. Vendors are responsible for providing their own tent/canopy, tables, chairs, etc. No electric or water is provided. Vendors must properly secure their tents/canopies to the ground every market day to minimize the risk of danger to others from windswept tents with stakes or weights. Please watch for and report any safety concerns immediately to the Market Manager.

3. Vendors must contact the Market Manager at least 24 hours in advance of a known absence. If vendors are frequently late or absent, the manager may need to move their spot, or give it to another vendor, in order to maintain a vibrant market. The market has full discretion in responding to non-compliance. The market is rain or shine and vendors are expected to attend even on rainy days. In the event of dangerous weather, the manager will call vendors to notify them of cancellation.

4. Each vendor must be compliant with the laws of the State of Vermont including sales taxes (New York if applicable) in terms of their business, licenses, products and product labeling. Each vendor is responsible for any licensing or certification required for products sold. Collection of sales tax is the responsibility of the

vendor. The vendor is responsible for knowing and complying with all laws, regulations, permits, and license requirements, from federal to state to local, even if we provide information or technical assistance.

Non-compliance with law is a violation of the rules.

5. Sales must be made by people who participate in the business enterprise. Family members and non-family members who are employees or interns may sell at the market. The vendor is responsible for not only their behavior but also their employees, family members, and volunteers acting on their behalf.

6. Vendors must carry their own liability insurance. Please attach proof of insurance with your application or send it in at least ten days prior to the first market you attend.

7. Vendors are required to conduct themselves at all times in a manner that befits their status as market vendors. Vendors should 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. Courtesy, respect and tolerance are expected in all dealings with customers, market staff and fellow vendors. Concerns should be made immediately to the Market Manager including any safety issues; we require reporting of observed hazards.

8. Vendors must clean up their area before leaving the market. Our goal every week is to leave the grounds better than we found them. Vendors who leave refuse around their booth will be asked to provide additional trash receptacles. NEW: Hot food vendors (including community groups selling hot dogs and burgers) will always be required to provide additional trash receptacles, and are asked to also provide either seating or dining space so customers will not feel the need to use the inn's patio space.

9. Parking is to be reserved for customers. Vendors may park close to unload and load their tables, but then must move their vehicles during market open hours to ensure that customers have free and easy access to all the vendor tables. Specific to traffic risks, we require vendors to be completely set up and have vehicles in a permanent, pre-established location by 3:45. Do not begin breakdown and vehicle transportation until closing time, for safety reasons.

10. No part of any display can extend beyond the vendor's allotted area into the customer pathways. Cords across pathways, and other tripping hazards are not allowed. Please see the manager if another vendor is encroaching into your space.

PRODUCTS

11. Vendors must comply with the Vermont Regulations for Selling at Farmers' Markets; the links are at: <https://agriculture.vermont.gov/farm-stands-csas-farmers-markets>. The state and federal government have specific rules which have to be obeyed. All food must be prepped and labeled in accordance with the State of Vermont regulations.

12. All food serving containers, (cups, lids, straws, and flatware) used for onsite consumption should be compostable or reusable. Food vendors are encouraged to use environmentally friendly containers such as glass, paper, or compostable cornstarch materials. Those vendors using disposable containers and utensils for consumption (including tasting), must have a trash container available for their customers' refuse.

13. In the interest of safety, when handling food, we require the use of gloves; and for unwrapped samples to be covered for fly control.

14. Prepared foods must be made from “scratch”, never with pre-packaged “kits” and simply re-packaged in the vendor’s packaging. (i.e., pre-mixed cookies or fudge). Unless you hold the appropriate licensing, all preparing or processing of foods must occur off site (the State of Vermont considers even something like cutting a squash in half, “food preparation”, and it can not be done without a license). Again, please see the Vermont Regulations website, mentioned above.

15. Vendors selling by weight at the market, must provide their own certifiable scales.

16. No live animals can be sold or displayed at the market.

17. 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 vendors and families. With the exception of approved craft vendors, vendors should offer 80% food and no more than 20% non-food products. All non-food products must be handmade and produced at the farm or home of the vendor (ie: a sheep farmer selling sheep’s milk cheese and meat may sell sheep byproducts such as soap, lotions, yarn, etc.) Vendor applications are required to include photographs of any craft products for approval.

18. All craft/ artist offerings must show high quality workmanship, and be designed and executed by the artist. 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 artists using raw materials from local sources.

MISCELLANEOUS

19. No smoking/no marijuana use is permitted on the market grounds.

20. Alcoholic beverages are not permitted to be consumed except for approved and properly licensed tastings.

21. The market does not discriminate on the basis of race, color, national origin, age, disability, religion, sex, sexual orientation, gender identity or marital status.

22. This market is a fully volunteer run market. Please be kind to all volunteers - they are there to help. If you need something, please see one of us ASAP. We have no paid employees and the market is kindly hosted at no cost by the inn, so please be considerate of their parking restrictions (no parking in the driveway, ever) and keep their lawn looking nice. This helps us keep our fees low and we hope to grow in the years to come!

For more information, email arlingtonvillagefarmersmarket@gmail.com or call/text us at 802-430-3578