

2023 Arlington Village Farmers Market Vendor Policies

Dates: June 9th-Sept 9th, 2023

Note: Market will be held up the street at the Arlington Common/Arlington Inn on the TBD date of the Arlington Fireman's Carnival.

Location: The Arlington Recreation Park, 148 Rec Park Road

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

GENERAL

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.

VENDORS

Regular Vendor (seasonal) fees must be paid ten working days prior to a vendor starting market sales. Day vendors must pay at the start of the market day when space is available. Day Vendors must request a lot by Monday and will receive confirmation if a lot is open. Vendors cannot switch, transfer, or "sublet" space without management approval.

CONDUCT

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.

FEES

2023 fees are still \$15.00 per day (total \$210) for vendors who pay the total by May 1st, and \$20.00 per day (total \$280) for those who do not meet the early deadline. Regular Vendors must pay seasonally. Day Vendor fees are \$25 each day, payable before selling begins each Friday. Premium parking lot double spaces (allowing vehicles) are available on a limited basis.

PROVISIONS

Vendors are responsible for providing their own tent/canopy, tables, chairs, etc. No electricity 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 a Market Manager or AVFM Board Volunteer.

ABSENCES

Vendors must contact a Market Manager or the AVFM Board at least 24 hours in advance of a known absence. 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 notify vendors of cancellation. No refunds are typically offered in case of absence or cancellation but treated as an assumed risk.

ADDITIONS

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 the behavior of their employees or others acting on their behalf. Vendors who hire employees to staff their table must give the employee access to the weekly informational memo sent by the manager.

LOT CONCERNS

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. 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.

LAWS AND REGULATIONS

Each vendor must be compliant with the laws of the State of Vermont including sales taxes (NY 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. The vendor is responsible for knowing and complying with all laws, regulations, permits, and license requirements, from federal to state to local. Vendors must comply with the Vermont Regulations for Selling at Farmers Markets. The state and federal government have specific rules which must be obeyed. All food must be prepped and labeled in accordance with the State of Vermont regulations. Vendors selling by weight must provide their own certifiable scales. The food accessibility program, new to our market in 2021 but implemented in many markets across our state, has specific guidelines we must follow.

KIDS POP - POWER OF PRODUCE

When feasible, the AVFM runs a program for children, who win POP Bucks to be spent at the market. These POP Bucks or tokens should be redeemed from the Market Manager or AVFM Board Volunteer at the close of each market. Be aware, you can only sell fresh produce to children bearing these POP Bucks, ie: tomatoes, strawberries or even live herbs are acceptable; cupcakes, eggs, or crafts are not a proper use for this program.

SET-UP AND PARKING

Parking closest to the market is to be reserved for customers. 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. If the market is open and you're sold out, please remain at the market, visit with other vendors, and plan to carry more inventory for next time. Set-up is from 3:00-3:45, breakdown/clean up from 7:00-7:30.

FOOD QUALITY AND SAFETY

In the interest of safety, when handling food, we require the use of gloves; and for unwrapped samples to be covered for fly control. 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). Unless you hold the appropriate licensing, all preparing or processing of foods must occur off site. Baked goods should include a list of ingredients on the package or be available from the seller for allergen information.

RECYCLING/COMPOSTABLES

All food serving containers, (cups, lids, straws, and flatware) used for onsite consumption should be compostable, recyclable, or reusable when possible. 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.

NON-FOOD QUALITY

Products should be high quality, natural or organic, unique, made with local materials, and representative of the creativity of our vendors and families. Except for 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.) Crafter applications are required to include photographs of any craft products for approval. Preference is given to artists using raw materials from local sources.

MISCELLANEOUS:

No live animals can be sold or displayed at the market without prior authorization. No smoking/no marijuana use is permitted on the market grounds. Alcoholic beverages are not permitted to be sold or consumed at the market. Non-profit or community tables may not distribute free food at the market. Items they wish to distribute or sell for fund-raising must be included on their application. The market does not discriminate based on race, color, national origin, age, disability, religion, sex, sexual orientation, gender identity or marital status.

This market is supported by volunteers, and we encourage your patience and understanding if things go awry. We will make every effort to assuage any concerns brought to our board.

For more information, email avfmvt@gmail.com and a board member will respond to your inquiry. You can also call/text us at 802-430-9771. We can be message on our FB page as well at <https://www.facebook.com/AVFMVT>

Arlington Village Farmers Market Board of Directors

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