



CAPITAL CITY FARMERS MARKET

- **Every Saturday ◦ May – October ◦ 9 am – 1 pm ◦**
- **60 State Street ◦ Downtown Montpelier ◦**
- **PO Box 515, Montpelier VT 05601 ◦**
- **manager@montpelierfarmersmarket.com ◦**

Capital City Farmers Market

Every Saturday Rain or Shine! May-October, 9am-1pm, 60 State Street, Montpelier

Purpose The purpose of the Capital City Farmers Market is to provide area residents and visitors with a marketplace where they may purchase the freshest produce from local growers, thus directly supporting Vermont's agricultural economy. In order to provide a complete marketplace for the consumer, the farmers market includes other entrepreneurs that utilize farm products such as bakers and crafts people. **All vendors are expected to utilize farm products.**

For more information, call the Market President, Boots Wardinski- 584-3029, or the Market Manager, Jessie Schmidt- 685-4360.

Background Montpelier's first farmers market was held behind City Hall around 1900 and lasted a few years on an informal basis until Vermont's farm economy began to change. After its close, Montpelier had no market until 1977, prompted by a renewed interest in region self-reliance. Individuals, merchants, and agencies became active in helping Montpelier join 13 other Vermont cities and towns as host to a new farmers market. The Central Vermont Regional Planning Commission sponsored a CETA worker who steered the market through its first season. The following year the Northeast Organic Farming Association (NOFA) sponsored a VISTA worker to coordinate the market, and by the end of the third year approximately 125 vendors had participated in the market.

Rules and Policies

New Applicant Fee New applicants to the farmers markets must pay a non-refundable \$10 application fee. This is a one-time only fee.

Membership Fee The annual membership fee is \$30. Membership is open to participating vendors. Members gain voting rights by attending at least 5 regular season markets a year.

Vending Space To determine fees, vending space is defined by linear feet. A single space is 10 linear feet, large enough to fit a standard size canopy.

Additional area vendors may find adjacent to their defined space is considered "dead space" and may not be used for vending. Non-ag vendors can be assigned up to one space, agricultural vendors up to two spaces. Only vendors with grandfathered privilege may have 3 spaces.

Vending Fees Vendors can pay by the week or for the season. When comparing member and non-member rates take into account the fact that members also receive a discount for space at the Thanksgiving market. Space size indicates linear feet.

Daily Rates	Members	Non-Members
Double space (20 ft)	\$20.00	\$34.00
Single space (10 ft)	\$10.00	\$17.00

Season Rates Members only

Double space \$367.00

Space and 1/2 \$275

Single space \$184

(payment due by last May market)

•

Coupon Redemption Every month the market distributes coupons to the public that, when redeemed with any vendor at the market, provide a discount on any purchase. Vendors are reimbursed by the market for half the value of the coupons. Historically, the total all vendors' contributions to the coupon program has been approximately .1% of gross sales (on average one coupon for every \$500 in sales). Vendors are required to participate in the coupon program. Reuse of coupons is not allowed.

Advertising The market occasionally advertises in local newspapers. Contact the market manager if you would like to do some extra promotion of your products in conjunction with the market (sharing the expense).

Mailing List Prospective vendors are added to the mailing list when their applications are received. Vendors are kept on the mailing list only for the market year following their application.

Application Process

Vendors are urged to apply well in advance, as some markets will be full.

- **Applications post marked on or prior to February 4** will be reviewed and prioritized according to the "point system" and spaces assigned according to vendor choice and the following criteria.
- market attendance (previous years' and anticipated current year's attendance);
- level of participation in market activities;
- farm products;
- eye appeal of display / space requirements & requests;

- product contribution to market philosophy.
- The final assignment will also take into account the total market plan along with consideration of vendor preferences. A vendor who attends less than 10 markets during the season will not be given priority for space over a vendor who is attending more than 20 markets, regardless of points or “seniority”.

In order to maintain balance in a full capacity situation, these guidelines will be followed: farm products 60%, prepared foods and crafts 40%. Confirmation of space assignments will be mailed around February 15.

Applications after February 4. Prospective applicants may call the market president Boots Wardinski at 584-3029 to discuss their application and may call the market manager Jessie Schmidt at 685-4360 concerning which market days are most likely to be available. Mail the application in for final approval, or, if approval was given over the phone and your first market is soon, bring the application with you. No one will be allowed to sell without a completed and approved application on file.

Space assignments after February 4 are given on a first-come-first-served basis regardless of points accumulated. Whenever possible, the market manager will keep vendors in the same space week after week.

Waiting List applicants who have been accepted but market capacity has been reached in their category (i.e., the seventh vegetable producer where the market balance dictates a maximum of six) are put on a waiting list and must reapply each year by the deadline to maintain their position on the list.

Vendor Criteria. Vendor acceptance to the market is based on the origin of materials and ingredients, the amount of labor and value added to the product, availability of space, and consideration of product balance in the total market plan.

The following items, which are produced on your farm or residence, may be sold at the market:

- Fresh produce, flowers, seedlings, honey, wool, eggs, meat, cheese and other farm products.
- Homemade baked goods and prepared foods that make use of ingredients from the local agricultural economy.
- Handmade crafts (flea market items, antiques, second-hand clothes, and the like do not meet these specifications).

All items must originate from Central Vermont and be produced by the vendor. No items may be bought for resale at the market.

Any purchased plugs or cuttings must be grown by the vendor for at least twelve weeks to be eligible to sell at the market.

“Central Vermont” means “within Washington County or the counties that border on Washington County.” Applications from vendors outside of Central Vermont will be considered on an individual basis.

Having the producers of the products sold at the market present on a weekly basis is important to the character of the Capital City Farmers Market. The vendor/ producer is defined as a person or persons with an ownership interest in the business and direct involvement in the daily operations of said business. You, as the producer of the products, must attend and vend at the market. Substitutes (for selling your products) are allowed, up to 50% of the markets you attend.

All applications must contain a complete list of items sold at the market. **Crafters applying for the first time should also include pictures of their products.** If a vendor wishes to add items to their applications, they may do so with approval of the market manager or market president.

Produce sellers must use scales inspected by the State of Vermont. Sellers of prepared foods must follow State health laws and should not handle food with bare hands; State health regulations require that prepared food be covered and that any perishable food be kept adequately chilled or heated. Sellers of non-food items must follow State sales tax procedures. Call the Vermont Department of Agriculture for more information.

Vendors will be given a vendor gross sales reporting form at each market to complete and give to the market manager at the next market. Vendors are responsible for getting the information to the market manager after their last market or if they anticipate absences of a month or more.

Vendors are encouraged to contribute time and effort in helping the market prosper.

Capital City Farmers Market reserves the right to sell items for fund raising purposes.

Any exceptions to the above rules may be made at the discretion of the market board or market manager and will be reconsidered each year. When actions of a vendor are not in the best interest of the market, the market has the right to exclude the vendor.

Sellers having difficulty meeting these requirements can appeal to the manager or the board of the association.

Vendors must be willing to accept visits from the market board or the market manager as necessary for rule enforcement.

Market Day Obligations

Set up times

- Market hours are 9am to 1pm. Everyone must be in place during these hours, even if you sellout or the weather is inclement (There should never be any question in the minds of market customers whether or not the market is open.).
- All vendors may drive into the market area to set-up. **However, all vehicles must be off the lot by 8:30.** Vendor vehicles must be parked in the parking area

across from the bus terminal, unless special permission granted by the market manager.

- Any spaces still vacant after 8:30 are available to the market manager to assign as needed.

Set up rules

No vehicles except those given special permission will be allowed on the lot between 8:30am and 1pm.

To discourage congestion, goods for sale oriented toward the pedestrian walkway must be located a minimum of 1.5 feet inside the end of the parking space line. Goods for sale can be placed up to the parking space line if oriented away from the sidewalk (or such as to discourage sidewalk congestion). **Vendors are encouraged to set-up their display in a way that draws customers into their space, utilizing the entire space front to back.**

Vendors whose items tend to produce trash at the market (primarily prepared food vendors) are required to provide trash receptacles for customers.

Cancelations

- **Vendors must notify the market manager by 6pm the Wednesday before market regarding any change in planned attendance.** One absence without notice may result in a change of space assignment. In case of emergency, a late call is better than no call.
- If a vendor cancels after Wednesday at 6 pm or is a “no-show”, the vendor is still responsible for the weekly fee.
- One point will be deducted from a vendor for canceling after 6 pm Wednesday or “no-showing”, barring emergencies.
- **If a vendor misses a market without notifying the manager, the vendor is automatically moved the waiting list for the next market s/he is scheduled for. To regain a space at the market, the vendor must call the manager by 6 pm the Wednesday preceding the next market.**
- Three unannounced absences will result in a loss of vending space for the season.
- If a vendor is dismissed from the market, money paid by the vendor for a season spot will not be refunded.

What to Bring and Other Information

The Market provides space, promotion, and coordination. There are no phones, trash receptacles or restrooms provided by the Market.

Vendors will want to bring tables/cloths, shelves, chairs, trash receptacle, signs and labels, scales, broom, tape, pencils and paper, vendor fee and sufficient change. As you are required to stay the duration of the market, be prepared to protect yourself and your products from rain, snow, and strong winds. **The Market encourages each vendor**

to carry liability insurance for coverage on market days.

Vendors may not use the dumpster in the Church parking lot. Before you leave be sure your space is properly cleaned up.

Vendors are expected to conduct business in a professional manner. The use of the parking lot is a privilege we want to retain.

Market Contact Information

Capital City Farmers Market
PO Box 515
Montpelier, Vermont 05601
manager@montpelierfarmersmarket.com

Capital City Farmers Market Board

Boots Wardinski	584-3029
greenreaper@fairpoint.net	
<i>president</i>	
Alan LePage	479-9701
<i>vice-president</i>	
Paul Betz	456-8757
camstone@sover.net	
<i>treasurer</i>	
Anne Tondu	472-6944
astondu@yahoo.com	
<i>secretary</i>	
Randy George	244-0966
randy@redhenbaking.com	
<i>member-at-large</i>	

Market Manager

Jessie Schmidt 685-4360
manager@montpelierfarmersmarket.com

Capital City Farmers Market Point System and Seniority

A vendor's acceptance into the market, space assignment, and market attendance are all decided by the farmers market board with reference to the vendor's seniority. Seniority is based on the number of points a vendor has accrued by participating in market activities. All new vendors start with zero points. A vendor does not have to be a member of the Capital City Farmers Market to accrue points. Points are awarded in the following ways.

Attendance to weekly market: One point is awarded for every market a vendor attends.

Volunteering for the market: Opportunities exist to volunteer for the market. Chores that require weekly maintenance, such as putting away the farmers market signs, earn 4 points for the season. Smaller contributions, such as craft demonstrations, earn 1 extra point per season. Other volunteer opportunities are awarded points on a case by case basis. Inquire with the market manager if you are interested in volunteering and earning extra points.

Participation on the Farmers Market Board: Board members receive 4 points per season. The president and treasurer receive 6 points for their added responsibilities.

Being a farmer: Farmers receive a one time only award of 10 points for being a first year full-time vendor.

There are also ways to lose points.

Late cancellations or "no showing": A vendor who cancels after 6 pm on the Wednesday before market or does not show up to the market will have one point deducted from their total. (barring unforeseen circumstances or emergencies)

Breaking market rules: Vendors should be familiar with the rules and are responsible for following them. In general one point is deducted for breaking a market rule, such as leaving the market before it is finished or showing up late. Penalties for more serious infractions will be decided by the board. At the board's discretion, repeated rule breaking can lead not only to loss of seniority but also to permanent expulsion from the market.

Vendors can take a season's leave of absence without forfeiting their points. After one season's absence, a vendor's points will be reduced to zero, with board discretion given for extenuating circumstances.

The number of points a vendor has is available to all market vendors. For more information on the point system or to inquire about points, contact the farmers market manager.

Capital City Farmers Market Inc. Bylaws

I. NAME

The name of the organization shall be the Capital City Farmers Market, Inc.

II. PURPOSE

It is the purpose of this organization to operate a farmer's market in Montpelier to provide a sales outlet for central Vermont farmers and craftsmen, and an opportunity for local people and visitors to obtain fresh produce, baked goods, other farm products, and various handcrafts in congenial and pleasant surroundings. All goods must originate in and be produced by the vendor (or those in his/her employment) except as may be provided for in specific market rules. "Central Vermont" refers to Washington counties and the counties bordering thereon.

III. MEMBERSHIP

Membership consists of vendors accepted in participating in the Capital City Farmers Market who have paid dues. Membership meets semi-annually, and meetings must possess a quorum (defined in section VIII) to proceed.

IV. OFFICERS

The officers shall consist of a president, vice president, treasurer, and secretary, who with a member at large, shall be known as a "Board of Directors."

V. TERMS OF OFFICE

Officers shall serve one-year terms. They are elected at the fall annual meeting by a majority vote of a quorum of the members.

VI. DUTIES OF OFFICERS

The duties of the officers will be those customarily associated with their respective offices. The primary function of the board of directors will be to create and carry out policies of the market consistent with the directives of the membership, as formally adopted at duly notified annual meetings. It shall have the special responsibility of hiring and supervising the market manager and may dismiss the same for what it considers good and sufficient reasons.

VII. COMMITTEES

Committees will be appointed by the board on an ad hoc basis.

VIII. MEETINGS

The annual fall meeting of the corporation shall be held within six weeks of the season's final market day, and shall include reports of all officers and committees, market manager, and such other reports and information as shall be useful to the membership. Officers for the ensuing year will be elected and dues will be set. At the meetings, a quorum will require an equal number of board and non-board members, plus one additional non-board member to be present.

IX. RULE BOOK

The board of directors will publish a rulebook which states in detail the criteria for admission to the market. Rules may be made and/or changed at any regular (or special) membership meeting only by a majority vote of a quorum of the membership.

X. AMENDMENTS

These bylaws may be amended by a simple majority vote of the members' quorum present and voting at meetings, provided notice of proposed amendments in writing shall be mailed to all members two weeks in advance.

XI. INDEMNIFICATION

The Capital City Farmers Market shall indemnify and reimburse each former, current, and future board representative and officer for any claim or liability (including expenses and attorney fees actually and reasonably incurred) to which such person may become subject by reason of being a board representative or officer or by reason of his or her acts or omissions as a board representative or officer. Such indemnification shall be made only if it is determined by the board of directors that the board representative or officer acted in good faith and reasonable belief that his or her action was in the best interest of the Capital City Farmers Market. The foregoing shall not be exclusive of any other rights to which board representatives and officers may be lawfully entitled.