



CAPITAL CITY FARMERS MARKET

◇ A Year-Round Market ◇ Downtown Montpelier ◇

◇ PO Box 515, Montpelier VT 05601 ◇

◇ www.montpelierfarmersmarket.com ◇

Capital City Farmers Market

Summer Market: Every Saturday, May-October, 9 a.m. - 1 p.m., 60 State St., Montpelier

Thanksgiving Market: Saturday before Thanksgiving, 10 a.m. - 2 p.m., Montpelier High School

Winter Market: 1st & 3rd Saturdays, December - April, 10 a.m. - 2 p.m., VT College of Fine Arts Gym

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.

For more information, call the Market President, Jaiel Pulskamp, 223-7594 or the Market Manager, Carolyn Grodinsky, 223-2958.

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 it closed, Montpelier did not have a market until 1977, prompted by a renewed interest in regional 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.

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2012 Rules and Policies

The following rules and policies apply to all markets. Rules and policies specific to the different market seasons can be found under—Summer Market, Thanksgiving Market, and Winter Market.

Application Process:

Due Date: Applications must be post marked on or prior to January 31st. Confirmation of space assignments will be e-mailed around February 15.

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

Membership Fee: The annual membership fee is \$40. Membership is open to participating vendors. Members gain voting rights by attending at least 6 of the markets in a given year, starting in May and ending at the end of April.

NEW applications for the Thanksgiving Market will only be considered if applicants currently vend at the Summer or Winter markets. All vendors (as of 2009) who participate only in the Thanksgiving Market will be grandfathered.

Note: *New substitute vendors are conditional upon review by the Board after attending their first market.*

Applicant Priorities and Criteria: Applications will be reviewed and prioritized according to the following priorities - the “point system” and the following criteria. Spaces are assigned according to vendor choice and board discretion.

“Central Vermont” means “within Washington County or the counties that border on Washington County.”

All items must originate from Central Vermont and be produced by the vendor.

Applications from vendors outside of Central Vermont will be considered on an individual basis. Priority will be given based on proximity to Montpelier and:

- CCFM farmer/grower;
- Non-CCFM farmer/grower;
- CCFM vendor using locally-grown products;
- Non- CCFM vendor using locally-grown products;
- CCFM vendor not using locally-grown products;
- Non-CCFM vendor not using locally-grown products.

Size and geographic scope of a business will be considered when reviewing applications.

Before admitting new vendors or allowing existing vendors to add products currently sold at the market, the Board will consult with existing vendors selling those products.

The market Board will periodically inspect vendors to insure they are growing their own food, using local foods in their food products, or making their own products.

No items may be bought for resale at the market.

Additional 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 & request;
- product contribution to market philosophy.

The final assignment will also take into account the total market plan along with consideration of vendor preferences.

Vendor Mix: In order to maintain balance in a full capacity situation, these guidelines will be followed:

- **for the summer market season** – farm products 60%, prepared foods and crafts 40% (percentage based on the number of vendors at the market)
- **for the winter market season** – farm products 70%, prepared foods and crafts 30%.

Vendors who sell in more than one category will be prioritized based on the predominant activity of their business as a whole.

Application Requirements:

All applications must include a complete list of items sold at the market. *No one will be allowed to sell without a completed and approved application on file.*

Prospective applicants may call the market president, Jaiel Pulskamp, at 223-7594 or manager Carolyn Grodinsky at 223-2958 to discuss their application.

Space assignments after selections are made 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.

Substitute 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.

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,
- consideration of product balance in the total market plan.

If a vendor wishes to add items to their applications, they may do so with approval of the market board.

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

Agricultural Products:

- Fresh produce, flowers, seedlings, honey, wool, eggs, meat, cheese and other farm products.
- Any purchased plugs or cuttings must be grown by the vendor for at least twelve weeks to be eligible to sell at the market.
- Vendors selling meat are required to own, manage, and feed the animal for at least the last 75% of the animal's life (except for poultry and laying hens, which must be raised for their entire life by the vendor)

Homemade baked goods and prepared foods:

Vendors offering prepared food for sale must feature at least three locally grown ingredients or at least 50 percent in at least one product they offer at market. Prepared food vendors will be prioritized based on the number and percentage of local ingredients used in their products.

Crafts:

- Handmade crafts (flea market items, antiques, second-hand clothes, and the like do not meet these specifications).
- The market prioritizes traditional crafts made from local materials.
- Crafters applying for the first time should also include pictures of their products.

Market Requirements:

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.

Food Producer Regulations: Prepared food vendors using a burner or heating device must bring a fire extinguisher to the market. Prepared food vendors are required to have signage of their local ingredients and the source of these ingredients used in their products.

Health Regulations: 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.

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

Cancellations:

- Vendors must notify the market manager by 6 pm 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.
- Vendors will not be reimbursed for cancellations, except at the discretion of the Board.
- One point will be deducted from a vendor for canceling after 6 pm Wednesday or “no-showing”, barring emergencies.
- Unannounced absences may result in a loss of vending space for the season.

- If a vendor is dismissed from the market, money paid for a season spot will not be refunded.

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. Sellers having difficulty meeting these requirements can appeal to the manager or the board of the association. When actions of a vendor are not in the best interest of the market, the market has the right to exclude the vendor.

Market Programs:

The market operates the following programs at market, which, if applicable to their product, all vendors must agree to participate in.

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

Gross Sales Reporting: 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 returning the information to the manager after their last market or if they anticipate absences of a month or more.

Farm-to-Family: The Summer Market participates in the Farm-to-Family program. The State of Vermont distributes coupons to low income families which are used to purchase produce during the

summer. Vendors are reimbursed 100% for all coupons redeemed. To apply, please contact the Department of Children and Families before the Summer market begins. 802-241-2458, Mary.carlson@ahs.state.vt.us.

“Market Cash”: The market has a wireless EBT (food stamp) and Debit card machine. Customers who use this service are given “market cash” in the form of wooden \$1 and \$5 tokens. Vendors are reimbursed 100% for all tokens accepted.

NOFA - Harvest Health coupons: a \$2.00 discount coupon administered over the summer season.

Capital City Farmers Market Cash Discount Coupons: \$2.00 discount coupons for purchases of \$10 or more in EBT tokens.

Demos: The market encourages vendors to host a demo of their craft or product. Vendors can earn volunteer points by doing so.

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) or if you have other ideas for promoting the market.

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 most recent application.

Market Contact Information:

Capital City Farmers Market, PO Box 515, Montpelier, Vermont 05601-0515
manager@montpelierfarmersmarket.com, (802) 223-2958

Capital City Farmers Market Board:

Jaiel Pulskamp, President	223-7594	jjaiel@yahoo.com
Alan LePage, Vice-President	479-9701	lepagefarm@yahoo.com
Kevin Thompson, Treasurer	223-1703	plantstarter@gmail.com
Barbara Tonnissen, Secretary	223-2456	woolshed@comcast.net
Lila Bennett, Member-at-Large	229-4776	ttfarm@yahoo.com
Carolyn Grodinsky, Manager	223-2958	manager@montpelierfarmersmarket.com

Summer Market:

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. Using existing applicant priorities and criteria, non-ag vendors can be assigned up to two spaces at the discretion of the board. Only vendors with grandfathered privilege may have 3 spaces.

Vending Fees: Except with special permission from the Board of Directors, all vendors accepted for a full or partial season vending space at the winter market are required to pay 50% of their season’s fee by the end of February and 50% by the end of June. These member fees only apply if members have volunteered or attended the annual meeting, and if they are paid before June 30th. Fees are non-refundable.

Market Day Obligations:

Set up times: Market hours are 9:00 am to 1:00 pm. Everyone must be in place during these hours, even if you sell out 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, behind Chittenden Bank 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 8:30 am and 1:00 pm.

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 walkway (or such as to discourage walkway 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.

What to Bring and Other Information:

The Market provides space, promotion, and coordination. There are no phones 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. ***VENDORS MUST ADEQUATELY SECURE AND ANCHOR ADEQUATE WEIGHTS ON TENTS AND UMBRELLAS AT ALL TIMES.*** The Market encourages each vendor to carry liability insurance for market sales.

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.

Thanksgiving Market:

NEW applications for the Thanksgiving Market will only be considered if applicants currently vend at the Summer or Winter markets. All vendors (as of 2009) who

participate only in the Thanksgiving Market will be grandfathered.

Vending Space: A single space is 10 linear feet, a mini-space is 6 linear feet. Spaces are approximately 6.5 feet deep. Additional square footage is available to vendors as space allows.

Market Day Obligations

Set up times: Market hours are 10:00 a.m. to 2:00 p.m. Everyone must be in place during these hours, even if you sell out or the weather is inclement (There should never be any question in the minds of market customers whether or not the market is open.) Agricultural vendors can set up the evening before at a time set by the market manager.

All vendors may drive into the adjacent parking area or to the front of the gym to unload their product. Given the limited space for unloading, vendors must unload into the building and move their vehicle before they begin set-up inside. All vehicles must be off the front lot by 9:30 am to make room for customers. Vehicles must be parked behind the Montpelier High School gym or at the far end of the side parking lot unless special permission granted by the market manager.

Any spaces still vacant after 9:30 are available to the market manager to assign as needed.

Set up rules: To discourage congestion, goods for sale oriented toward the pedestrian walkway must be located a minimum of 1 foot inside the end of the vending space line. Goods for sale can be placed up to the line if oriented away from the aisle (or such as to discourage

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.

What to Bring and Other Information: The Market provides space, promotion, and coordination.

Vendors will want to bring tables, cloths, shelves, chairs, signs and labels, scales, broom, tape, pencils and paper, vendor fee and sufficient change. The Market encourages each vendor to carry liability insurance for coverage on market days.

Vendors may not use the dumpster in the 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 gym is a privilege we want to retain.

Winter Market:

Vending Space: A single space is 8 linear feet by 8 feet deep, large enough to fit a standard folding table. Additional area vendors may find adjacent to their defined space is considered “dead space” and may not be used for vending.

Allocating Space: In allocating space, the Board will maintain the number of vendors as far as possible in the ratio of agricultural products 70%, prepared foods 15%, and crafts 15%. This ratio will be calculated using the number of vendors, not the linear feet occupied. 70% of the spaces will be reserved as “farmer first” spaces; any unfilled “farmer first” space may be filled by a non-ag vendor for one

year only. These spaces do not assure a non-ag vendor a spot at the market in subsequent years. However, once a farmer is able to fill that space, that farmer has the option to remain in that space for subsequent years.

Agricultural vendors have the option to share a vending space with other farmers at the winter markets. This allows farmers to participate even if they have only a few items to sell. The market manager can help farmers find partners. All vendors with product at the market are required to attend at least 50% of the markets where their product is sold, regardless of space sharing or quantity of product. The actual decision of who sells what and how people might share the job of selling at the market will be left to the vendors to decide cooperatively.

Market Day Obligations:

Be Prepared: at the end of the market season, if temperatures allow, the market may be moved outside on the Vermont College Green.

Set up times:

- Market hours are 10 a.m. to 2 p.m. Everyone must be in place during these hours, even if you sell out 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 adjacent parking area to unload their product. Given the limited space for unloading, vendors must unload into the building and move their vehicle before they begin set-up inside. All vehicles must be off

the lot by 9:30 am to make room for customers.

- Any spaces still vacant after 9:30 are available to the market manager to assign as needed.

Set up rules: To discourage congestion, goods for sale oriented toward the pedestrian walkway must be located a minimum of 1 foot inside the end of the vending space line. Goods for sale can be placed up to the line if oriented away from the aisle (or such as to discourage 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.

What to Bring and Other Information: The Market provides space, promotion, and coordination.

Vendors must take precautions to protect the gym floor. Plan to put protective material under your tables and any display materials resting on the floor.

Vendors may use the tables in the Vermont College of Fine Arts Gym on a “first come, first serve” basis. If using VCFA tables, vendors assume responsibility for returning the tables to their original location in a clean and working condition. Cost for any damage to the tables will be assumed by the vendor. Vendors will want to bring table cloths, shelves, chairs, signs and labels, scales, broom, tape, pencils and paper, vendor fee and sufficient change. The Market encourages each vendor to carry liability insurance for coverage on market days.

Vendors may not use the dumpster in the 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 gym is a privilege we want to retain.

Vehicles must be parked on College St., away from the gym, or in the CCV parking lot, unless special permission granted by the market manager.

Capital City Farmers Market Vendor Fees:

Summer Market Fees: Except with special permission from the Board of Directors, all vendors accepted for a full or partial season vending space at the Summer market are required to pay 50% of their season's fee upon acceptance into the market and 50% by the end of June. *These member fees only apply if members have volunteered or attended the annual meeting, and if they are paid before June 30th. Fees are non-refundable.*

Summer Market Season Rates: *(Members who provide at least 4 hours of volunteer time, and/or attend the annual meeting, and pay by June 30th pay \$450.00 for 10' of space.)*

Single space (10 ft) \$504.00
Space and ½ (15 ft) \$756.00
Double space (20 ft) \$1,008.00

Summer Market Daily Rates:	Members	Non-Members
Single space (10 ft)	\$21.00	\$28.00
Double space (20 ft)	\$42.00	\$56.00

Thanksgiving Market Fees: Vendors must pay for their space by September 30th. *In addition to this space fee, vendors are charged a fee of 2% of their gross sales payable at the end of the market.*

Rates: Fees will be based on square footage: \$0.60 per square foot (i.e. for a single space 10' X 7' = 70 sq feet X \$0.60 = \$42.00 fee) *Non-member vendors pay an additional \$10 non-member fee.*

Winter Market Fees: Except with special permission from the Board of Directors, all vendors accepted for a full or partial season vending space at the winter market are required to pay 50% of their season's fee by October 31st and 50% by February 1st. These fees only apply if paid before February 1st and they are non-refundable.

Daily Rates

Single space (8 ft) \$34.00
Space and ½ (12 ft) \$51.00
Double space (16 ft) \$68.00

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 farmer's 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. Points accrued by new vendors during their first year do not contribute toward seniority until the market board determines new vendors have met the board's expectations. Determination will be made by the board at the end of the season based on the existing criteria. A vendor does not have to be a member of the Capital City Farmers Market to accrue points. *Seniority is not transferable between market seasons.*

Points are awarded in the following ways:

- Attendance to weekly market: 1 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.

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

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, including suspension and permanent expulsion for serious infractions, will be decided by the board.

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 information that 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 develop a future for a diverse agricultural community in Central VT through direct marketing opportunities at Farmers Market, and to provide access to local farm products, crafts, baked and prepared foods to local people and visitors. All goods must originate from 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 (which include the summer, winter, and holiday market season) who have paid dues. Membership may meet 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 staggered 2 year terms, with the member-at-large serving a one year term. 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 meeting of the corporation shall be held in November, 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.

The Board shall schedule a special meeting of the membership when petitioned by a minimum of 20% of the voting members.

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.

IX. RULE BOOK

The board of directors will publish the rules and policies annually 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