



Island Pond Farmers' Market 2008 Vendor Agreement and Code of Conduct

Site fees are as specified on the vendor application form. There will be no refund of fees because of inclement weather or lack of business.

Any vendor who wishes to sell on a drop-in or daily basis must contact the market manager at least 24 hours in advance of that week's market. New drop-in vendors will be advised of market policies and must pay the site fee before setting up.

Vendors may use a substitute to cover their stand if necessary. Any person substituting for a vendor will be expected to follow all market policies.

The vendor **MUST** contact the market manager by 9:00 AM on market day if they are unable to attend the market that week. If the vendor has not called, and is not at the market 15 minutes before the start of the market, their space can be used by whoever the market manager decides for that day. No refunds will be made for missed days.

Set-up is to be completed by opening time; cars and trucks will **NOT** be allowed to drive through the market area during operating hours of the market. This is essential to ensure the safety of customers and vendors alike. Vendors are expected to remain on site for the duration of the market day. In the event that a vendor **MUST** leave (illness, emergency, etc.), they must speak with the market manager, who will determine if it is safe for a vehicle to leave at that time. Any vehicle leaving early must be escorted out of the market site.

Vendors are responsible for their own insurance for the safety of their products. IPFM will carry liability insurance that covers the market site and activities, but cannot provide insurance coverage for individual vendors or their products.

All goods sold must have been made, grown, or produced by the vendor. Non-Vermont vendors will be able to participate at the discretion of the IPFM Board of Directors.

All vendors are responsible for their own proper licensing and must be in compliance with all health regulations and state and federal regulations (i.e. scales, labeling, sales tax, etc.). Any vendor whose product, or its preparation, requires licensing, must provide IPFM with a copy of the appropriate license(s).

All vendors are required to report their weekly gross sales to the market management. All reports will be anonymous. Slips for reporting sales will be provided each week. Collected sales information will allow the market to gauge growth, effectiveness of advertising, and apply for grants in the future.

The use of alcohol and tobacco products at the market is prohibited.

All vendors will follow parking guidelines as specified by the market manager.

There will be NO automatic cancellation of the market due to inclement weather. All vendors are responsible for their own shade and rain cover. All vendors who set up a canopy are required to use anchoring weights or stakes. Cancellation of the market or early closure due to dangerous or severe weather conditions shall be at the sole discretion of the market manager.

The regular-season dates and location of the market are as specified on the vendor application form. Special market dates may be added throughout the year, and those dates may have separate fees.

The IPFM Board of Directors reserves the right to prohibit the sale of items it deems improperly prepared or incompatible with the intent of the Farmers' Market. During market hours, the market manager will make the determination regarding questionable items. Their decision may be appealed to the IPFM Board of Directors, whose decision will be final.

The Island Pond Farmers' Market will seek to maintain an overall ratio of 60% produce/40% baked goods and crafts. The number and type of vendors in attendance at each market may vary during the market season.

All vendors are expected to conduct themselves in a professional and ethical manner at all times during the market. Rude, abusive, or other disruptive or offensive conduct is not permitted. Conduct that is materially and seriously prejudicial to the reputation or operation of the market is prohibited. Discrimination in any form will not be tolerated.

All vendors are expected to be knowledgeable and able to communicate clearly to customers about their products and how they are used, grown, or produced.

Customer inquiries regarding pesticide use and other farm practices must be answered factually without misleading information. Vendors whose produce is certified organic or grown without pesticides or chemical fertilizers are encouraged to display this information at the market. Vendors who promote their produce as certified organic must provide a copy of their certification at their booth for public view.

Amplified music, unless specifically approved by market management, is prohibited.

Produce vendors are encouraged to enroll in the Farm-to-Family Coupon Program. Only vendors who are enrolled in the program may accept coupons, and only for eligible products as specified on the coupons. Participating vendors must comply with all requirements of the Farm-to-Family Coupon Program.

All vendors are responsible for the off site disposal of all trash generated at their booth. IPFM will provide trash cans for the use of customers, and will also provide collecting bins for compostable or recyclable waste generated at the market.

IPFM may, at the discretion of the Board of Directors, allow a food concessionaire to operate at the market. Only one concessionaire will be allowed to operate during normal market hours. During special events, additional food concessionaires will be allowed. All concessionaires will be expected to abide by all IPFM policies, as well as any and all applicable state and/or federal regulations. Concessionaires may only sell products approved by IPFM management.

Vendors who have reserved an indoor space for the entire season may, at the discretion of market management, leave equipment or non-perishable merchandise set up in their space during non-market hours. IPFM will take reasonable measures to ensure the security of the building, but will not be held responsible for damages or theft of equipment or merchandise left in the building.

Penalties for violation of market policies will be as described below. All rules and regulations will be enforced by the Market Manager or his/her designee, who has ultimate on-site authority. If a violation is deemed severe enough to pose a threat to the operation of the market or the safety of the public, an immediate suspension may be imposed by the Market Manager.

1. Verbal warning from Market Manager
2. Warning letter from Market Manager
3. Indefinite suspension or termination of vendor privileges

The Island Pond Farmers' Market reserves the right to cancel the privileges of any vendor who, in the opinion of the IPFM Board of Directors, has willfully violated the policies governing the market's operations.