

Pittsford Farmer's Market – Winter Craft Show Vendor / Member Information 2013

Location: Lothrop School Gym, Rt 7 , Pittsford, Vermont.

Schedule: Saturdays, December 7 & 14th, 9 am – 2 pm, 2013

Board / Directors

Secretary - Kelly Connaughton 802-483-6351 802-770-4767 kfield16@yahoo.com
President - Beth Richards 802-773-2843

Market Managers: Kelly Connaughton, Beth Richards

Website: <https://sites.google.com/site/pittsfordfarmersmarket/> and 'like' us on Facebook: *Pittsford Farmers Market, Inc.*

Policies

1. The Products sold must be produced by the vendor and grown or produced within 120 miles of Rutland County or adjacent – for temporary , inordinate crops – See By-laws. Products which may be sold at the market are allowed as follows:

a. **Grown goods** and home prepared foods or animal products. Prepared foods must be properly labeled and follow local, state and federal regulations.

b. Products may be juried by Market Managers.

c. A vendor can sell a product for another only if that person joins the market and has the approval of market managers.

d. Any vendor may designate a proxy on behalf of their membership on dates they are unable to attend themselves. Please notify the market managers of any changes.

e. If a vendor wishes to sell a product that they did not grow, it can only be acquired from another grower when the vendors product is sold out, crop loss, or the product is not available.

f. Local non-profit organizations, civic and/or youth groups may set up to sell products and/or share information about their organization with approval of the market managers.

g. Any artisans or food producers should contact the Market manager for any new or additional categories of products that are not listed on their original Membership registration, each market week.

2. Anyone wishing to sell at the market must join as a member of the Pittsford Farmer's Market.

a. Vendors under 18 must have a guardian signature.

3. Payment of annual dues and space fees are due prior to the first market attendance or may be collected the morning of the market. See the Vendor application for costs.

a. New vendors may join anytime throughout the summer by contacting the Market Managers.

4. The market is combined effort of all vendors and we value the skills and input of our membership to make the market success.

5. All vendors must be properly insured and licensed, as required under state regulations.

5a. Each vendor is responsible for considering aesthetics of their display, ensuring that his/her products are of high quality, and conform to applicable Vt. State Health/Vt. Dept. of Taxes regulations, and Farm to Family coupons. Contact the Vt/ Dept. of Taxes and/or the Vt. Dept. of Health, or VT Dept. of Agriculture to learn of the basic regulations regarding your products and for other related assistance.

6. Each vendor is required to report total gross weekly sales to the market manager according to the recording system that the management implements, for insurance purposes and market growth analysis. Slips will be provided to the vendors the morning of the market. No vendor name is required on the slip as this information remains confidential and is not shared with other vendors or any governmental agency.

7. Sat. Market hours are from 10 am – 2:00 pm. Set up at the market commences no earlier than one hour prior to Market opening. Take down must not begin before Market closes. Market managers request vendors' cancellations by 7 PM by Friday evening (see contacts above). No refunds will be issued upon cancellations. Vacant spaces may be reassigned to another vendor.

8. Vendor spaces will be assigned by the Market Manager.

9. Vendors are strongly urged to have a tent to protect themselves/products during inclement weather. We remain open if it rains, vendors can choose to leave if it thunders/lightnings/strong winds. All tents and umbrellas must be staked or anchored for safety.

10. Spaces are sold in a maximum of 12' x 12' increments. Your purchased space is your maximum allowable selling area. See registration form for fee's.

11. Vendors are responsible for keeping their area clean and free from litter and hazards that may pose safety issues.

12. The committee of Market Managers supervises the orderly conduct of activities at the market site. If problems or conflicts arise during Market hours, the Managers will be responsible for their arbitration, and will have final say on decisions/conclusions.

13. Vendors may not bring their pets to the market.

14. Vendors are responsible for all children in their care while at the market.

15. Vendors are encouraged to attend and vote at the Annual Fall member meeting.

16. Failure to abide by the above written policies may result in termination from the Pittsford Farmer's Market. Any vendor who has difficulty meeting these requirements or has a grievance with any rule should make an appeal in writing to the Board.

17. By-laws are available upon request.

Any questions, please contact anyone on the Board above.

PITTSFORD FARMER'S MARKET

2013 Vendor Application

Submit w/fees no later than November 25th
PO Box 28, Pittsford, VT 05763 Attention: Treasurer

Please read the market **'Information and Policies'** page before filling out the following application.
This application covers returning and prospective new vendors.

General Information

Business Name: _____
Name: _____
Mailing Address: _____ Town: _____ Zip: _____
Phone(primary): _____ Alt.phone: _____
E-mail: _____ Website: _____

Do you give Pittsford Farmer's Market permission to release your name, address, phone number, email, and website address for marketing purposes on the web or through customer contacts? YES NO

Additional description/info you would like included on PFM website: (include additional information on separate sheet)

Please check primary vendor category *and* list all products you intend to market (please describe your products and attach any business cards / flyers/ etc and additional information about your products with your application submittal to tell us about you).

- Agriculture
- Prepared Food
- Craft
- Service

Please indicate requested dates below.

Please circle dates you request to attend the Pittsford Farmer's Market. If/when your business is accepted to vend, you will receive notice of when there is space available for you to attend, based on the following requests.

December 7 _____ December 14 _____ _____ Day Vendor, I choose to vend only once/twice this season.
 Enclosed is my membership fee of \$15.00
 Enclosed is my 10'x10' space fee (\$ 10 / week attending)

If you are coming another day not originally marked below, Notify Treasurer/ Market manager and bring your space fee on day attending.

Membership Fee \$ 15 Space Fee: \$ _____ Total Enclosed \$ _____
Make Check payable to: Pittsford Farmer's Market – mail to address above , Attention:Treasurer

____ (initial) I have read the market 'Information and Policies' set forth by Pittsford Farmer's Market and agree to abide by them. I release the Pittsford Farmers Market, Inc. and the Lothrop School from any and all liability for any incidents occurring during my attendance/participation in the craft show.

Signature of Applicant: _____ Date: _____
(if under 18, please have Guardian sign)
Signature of Guardian: _____ Date: _____

Thank you!

last update 8/26/13 KC