

Skowhegan Farmers' Market Regulations **(Updated December 2010)**

These regulations are to be followed by those who participate in the Skowhegan Farmers' Market.

1. Membership Eligibility:

- All Maine food producers who produce what they offer for sale are eligible for membership in the market. Farm-related handicrafts vendors may not represent more than 20% of the total market vendors.
- A completed application is required for to be considered for membership in the market. Upon a favorable vote of acceptance, the annual membership fee will be due prior to the start of the market.
- Each applicant for new membership will be required to make a presentation in person to the voting membership at a meeting for new applicants on March 20, 2010 at 2:00 pm.
- Each applicant for new membership will be reviewed and voted on by the current voting membership at new applicants meeting.
- Voting is limited to one vote per membership. The voting member must be the vendor, spouse, or an employee of the farm. Simple majority votes carry the motion.
- Late applications (received after February 28) will be reviewed only in order to fill gaps identified by the membership. They will be processed within one month of receipt including voting and notification.
- Space is available for civic functions, pre-approved in advance, at each market day.
- Priority will be given to certified organic and organically produced food items. Exceptions will be given for items not available chemical free in Maine and to non-edible items.
- New vendors will be considered provisional their first year. Permanent membership and voting privilege are earned in the second year, provided a favorable review and second vote of acceptance by existing members.
- Each member must attend at least two markets during the season or will need to reapply as a new vendor the following season unless under special circumstances.

2. Location and Time:

- The Skowhegan Farmers' Market will be located at the Somerset Grist Mill at the corner of High St. and Court St., adjacent to the Municipal Parking lot and behind Hight Chevrolet.
- The market is officially open every Saturday from 9:00 a.m. to 1:00 p.m. from May 7th to October 29th and every Wednesday from 2:00 p.m. to 6:00 p.m. from June 4th to October 29th.

3. Dues:

- Annual- A non-refundable dues of \$100 is payable upon notification of acceptance into the market and due by April 1, which will cover stall fees for the summer and the application fee.
- Daily- There will be no daily dues.
- Checks should be made payable to Mike Vermette and mailed to 212 Nate Richards Rd., St. Albans, ME 04971

4. Attendance:

- Members are expected to stay until close of the market on each market day unless they are “sold out.”
- Members are encouraged to attend all pre-season business meetings and to participate in all market activities. Members in attendance to meetings will have one vote per membership.
- Members are expected to be at every market during the season applicable for their product.

5. Market Positions:

- The membership will appoint a Market Manager, Assistant Market Manager, Secretary, and Treasurer at the annual meeting.
- The market manager will oversee implementation of these rules, act as market spokesperson, run business meetings, and make any on-site decisions relating to market management when need arises. Any such decisions are subject to review by the membership in a timely manner.

6. Items for Selling:

- All products for sale at the Skowhegan Farmers’ Market must be grown or made by the vendor. Exceptions include specific Maine grown or Maine-made products that are not provided by any other member. Prior approval by majority vote is required. When possible, vendors should submit their request to sell “bought-in” products with their applications.
- Products of handicraft vendors must be 75% farm created. Any ‘gray’ areas will be discussed and approved by the farmers’ market members.
- Vendors wishing to bring new items must so state on their annual applications for review by the membership.
- Knowledge of and compliance with all state regulations regarding the production, labeling, display, and sale of all products at the Skowhegan Farmers’ Market is the responsibility of the individual member.
- Copies of all appropriate licenses and permits for each member operation should be submitted with the application. Licenses and permits should be on vendors at market hours.
- Individual farmers are responsible for obtaining approval to accept WIC.
- Non-vending displays will be individually reviewed and permitted by permission of the market members.
- A state certified scale is required for selling vegetables and other products by weight.
- All vendors are responsible for having a liability insurance policy for their product(s).

7. No Buy Rule:

- In order to ensure the freshest and highest quality produce at the farmers’ market, and to assure customers they are dealing with the farmer, market members must sell only products they themselves grow or make. The stand may be staffed by an employee provided the person is a regular employee of the farm. Buying products for resale at the market will not be allowed unless approved by the membership. “Ghost” members (growers who themselves do not attend, but join the market for the sole purpose of supplying another market member) are not allowed.
- Items for sale must be fresh and of high quality. We each are the Farmers’ Market and the reputation and success of the market and your operation depend on what each farmer offers for sale.

- Farm visits will be made as needed to ensure a member's production of what is being offered for sale. All new members will have a farm visit. Existing members will be visited to keep up with change in products.

8. Signs:

- All farmers will have signs that display their name and address in a prominent manner at every market.
- All products for sale will be labeled and priced.

9. Setting up at the Market:

- Displays should be neat and tasteful. Set up location is reviewed at annual meetings.
- Customer Walkways- Maintain a clear walkway for customers to move from one vendor to another without obstruction. Space for each vendor is at least 12' x 12'.
- No overnight parking is permitted.
- Hawking and false advertising is forbidden.
- General cleanliness of the market area is everyone's responsibility. It assures customers a pleasant place to shop and keeps us on good terms with Skowhegan Savings Bank. This includes picking up your own area while selling and making certain the area is clean before you leave.

10. Presentation:

- Any attempt to mislabel items for sale will be considered an attempt to defraud the public and may result in barring from the market. Non-satisfactory items returned by consumers must be refunded or exchanged by the vendor.
- Vendors should present themselves in appropriate manner and dress. Shirts are required.
- Alcohol consumption and smoking by members at the market is prohibited.
- Members should behave in a cooperative manner with other members.

11. Violation of the Regulations:

- Upon determination that a market regulation(s) has (have) been violated, the offender will be given a verbal warning. Further violations will be brought before the market members, who, after due consideration, may enforce corrective action or cancel the offender's membership to the market, with forfeiture of dues.

12. Special Circumstances:

- These regulations may be temporarily modified to address unanticipated circumstances not covered in this. Any modifications will be made only after a majority vote of the full market membership and shall state the reason and the specific duration of the modification.

