

## Skowhegan Farmers' Market Regulations (Updated March 2023)

These regulations are to be followed by those who participate in the Skowhegan Farmers' Market. SFM has historically operated with respect and consideration for other market vendors and the organization as a whole. Our strength in our community is showing that respect to each other and our citizens, both our customers and the greater public at large.

### 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. If the market has empty guest vendor spots, craft guests may exceed the 20%, if voted on by the members.
- A completed application is required to be considered for membership in the market. Upon a favorable vote of acceptance, the annual summer membership fee will be due prior to April 1st. Before December 1st for the winter market season.
- Seasonal vendors are defined by applying for full membership and voting power, but with a limited attendance. Guest vendors are at will and are not approved members until applying and becoming seasonal vendors.
- Each applicant for new membership will be required to make a presentation in person to the voting membership at the annual new applicants meeting held in March of each year.
- Each applicant for new membership will be reviewed and voted on by the current voting membership at the 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 for summer market (received after February 15) 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. Members interested in selling at winter market should commit by November 1<sup>st</sup>.
- Space is available for civic functions (non-profits, etc.), 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.

### 2. Location and Time:

- The Skowhegan Farmers' Market will be located at Maine Grains at the corner of High St. and Court St., adjacent to the Municipal Parking lot and behind Hight Chevrolet - from April through November. December through March the market will be held at Boynton's Greenhouse at 144 Madison Ave.
- The market is officially open every Saturday from the first Saturday in April through the last Saturday in November. Winter market is the first and third Saturday of the month starting in December and running through March. The market runs from 9am - 1pm May through October and 10am - 1pm November through March.

### 3. Dues:

- Annual Dues for Saturday Market Attendance- A non-refundable dues of \$250 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.
- Annual Dues for Winter Market Attendance- Non-refundable dues of \$150 due by November 1<sup>st</sup>.
- Daily- A 3% charge will be deducted from each vendor's total wireless card sales in order to help pay for the staff person who runs the machine for the market.
- Checks should be made payable to Skowhegan Farmers Alliance and given to the treasurer or mailed to PO Box 1134, Skowhegan, ME 04976.
- Seasonal Vendors attending 8 weeks will be charged \$150. Weeks do not have to be consecutive.
- Guest Vendors will be charged \$25/day for Saturday market attendance.
- If dues are not paid in full by date stated attendance from market will be revoked until dues are paid in full.

### 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 discouraged from missing 3 consecutive markets.
- Members are encouraged to send an email to the membership as soon as possible if they will not be attending market on a particular Saturday.

### 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.
- Market positions can be held by any interested party nominated by the current membership.

### 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 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.
- Value-added and processed items a vendor wishes to sell will be approved under consideration of the question: Is this product in the spirit of supporting primarily locally grown products and secondarily Maine grown products? Priority is given to applicants who produce value added products primarily supporting their own production or other local farmers' production.
- 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. 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.

### 8. 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 Maine Grains. This includes picking up your own area while selling and making certain the area is clean before you leave.
- Vendors are responsible for tying down their tents.

### 9. 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.
- Vendors should behave in a cooperative manner with other vendors.
- Vendors are expected to follow campus rules.

### 10. 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.
- Provisional members deemed in violation of any rules will be automatically provisional for a second year or may be voted out of the market entirely.
- Permanent vendors deemed in violation of any rules two times will be demoted to provisional status.
- Any of the aforementioned determinations will be made by a full membership vote.

### 11. 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.