



2010 SPECIAL SHOWS RULES & REGULATIONS THE VERMONT FARMERS MARKET, INC.

These rules apply to all special shows. Your signature on your sign-up sheet acknowledges that you have read these rules and understand them. Your signature further signifies that you agree to abide by **ALL** of the following rules.

General Rules:

1. Anyone may participate who is actively producing and/or making quality produce, specialty foods/baked goods and/or handicrafts and meets the standards set up by the Board of Directors. **All** products sold must originate in Vermont or Washington County, New York.
2. Each agricultural vendor must produce at least 80% of the goods s/he sells. S/he may acquire up to 20% from another producer in Vermont or Washington County, New York. This includes plugs and plants, unless the vendor has put at least 6-8 weeks of his/her own labor into them.
3. The Vermont Farmers Market does not allow the sale of low acid canned goods, items made from kits, flea market items, or baked goods made from commercially prepared or frozen dough.
4. Each vendor must have registered as a member and paid the annual dues. They must also keep a copy of these rules and regulations in their possession.
5. It is the responsibility of each vendor to be properly licensed when required under state or city regulations, and to comply with state health regulations where applicable. All produce, food and body care product vendors are responsible for carrying their own product liability insurance. This is now mandatory, and you must present proof of same when you sign-up.
6. No vendor shall take the recourse of setting or dropping prices so as to hurt another vendor. The Special Shows Coordinator and/or the Board of Directors are responsible for maintaining adequate guidelines.
7. It is the responsibility of all vendors to notify the Special Shows Coordinator immediately of any discrepancies noticed at the show.
8. Each vendor must consent to a screening of goods and a possible visit by the Board of Directors and/or the Special Shows Coordinator who will establish what goods are suitable for sale.
9. **ATTITUDE** – Vendors should always have and display a positive attitude when at the show. It's necessary in dealing with the public, other vendors and show management. Vendors displaying an adverse attitude or becoming unruly with any of the above can risk losing their right to vend.

“In Good Standing” is defined as a fully-paid seasonal or half-seasonal agricultural vendor; a fully-paid seasonal craft or specialty food vendor; a daily vendor who has participated in at least fifty percent (50%) of a regular market; or a craft or specialty food vendor who has participated in a majority of the special shows.

Special Shows Rules:

1. Participation:

- a. **First:** Anyone who has been vending at an established show for one year or more. These vendors must be signed up before June 1st in order to reserve their space.
- b. **Second:** Seasonal vendors in good standing (see above). These vendors must be signed up before August 1st in order to reserve a space.

- c. **Third:** Non-seasonal vendors in good standing. These vendors must also be signed up before August 1st to reserve a space.
 - d. **Fourth:** Vendors who did not participate in any weekly Markets. These vendors must be signed up before September 1st in order to reserve a space.
 - i. **Exception** – Catastrophic, unexpected circumstances such as health or life & death situations, will be considered regarding your absence. Please notify the Special Shows Coordinator as soon as possible.
2. **Set Up:** All shows allow 1 ½ to 2 hours set up time. It is very important that you arrive early enough to be completely set up by show time. As you set up be sure that your booth layout is entirely within your designated space.
3. **Presence:** You are expected to be present for each show that you signed up and paid for, including both days of a 2-day show. If you are absent, you have forfeited your space and fee.
4. **Booth Appearance:** We expect that your booth will be set up uniquely and attractively, that it reflects your products' personality and that it blends well with the character of the special show. Your name, address and phone number shall be displayed at your booth at all times. No loud, noisy or flashy lighted booths are allowed.
5. **Booth Operation:** Be respectful of other vendors. No overly loud sale pitches which may distract from your neighbors' booths. Vendors are expected to carry out conversations in normal tones with customers that are directly at their booths.
6. **Vendor Parking:** As soon as each vendor is unloaded, and before the show starts, all vendors will have removed their vehicles from the unloading area and placed their vehicles in the designated vendor parking area, as provided. At sign-up all vendors are required to provide the show coordinator with the make, model and license number of their vehicle(s) present at the event.
7. **Vendor Pick-Up:** All vendors must remain set up until the conclusion of the event. ***Picking up before the advertised ending time of the show has passed will result in you forfeiting your space at the next year's show.*** At pick-up time we ask you to leave your space free of trash. If there is space marking tape on the floor please remove that too. You may move your vehicles back to the loading area at pick-up time only. ***You must wait until the show is officially closed.***
8. **Sales Reporting:** It is required that all vendors report their gross sales to the Show Coordinator at the end of the event. These totals are confidential and are used to record how well a show has done. The Coordinator will distribute small forms for you to record your sales on.
9. **Review Board:** If matters develop between the Show Coordinator and a vendor that cannot be resolved, the matter will immediately be turned over to the Special Shows Review Board. Their decision in the matter will be final.

The above rules must be followed to provide a harmonious event both for the customers and vendors alike, which will make for a rewarding day for all.

Our sincere thanks to all of you for participating!