

## **Guide to Participation in the Brattleboro Area Farmers' Market (BAFM)**

**SEASON:** The Saturday Market runs from the first Saturday in May to the last Saturday in October from 9AM to 2PM at its site on Route 9 in Brattleboro. The Downtown Market is held on Tuesdays from 4 to 7PM at the New England Youth Theater in downtown Brattleboro and runs for 20 weeks from the Tuesday after Memorial weekend to the holiday weekend in October. Half-season (first or second half) participation is allowed for both markets.

**MEMBERSHIP:** Participation in the markets is only open to vendors who live and produce in Windham County, Vermont and Cheshire County, New Hampshire. An exception can be made for craft vendors on a one-year basis.

**MEMBERSHIP CATEGORIES:** We have two membership categories: reserved site and daily. Reserved site members have booths at the market for the duration of the market season, either full-season or first- or second-half season. Daily members come as space allows, and are invited to vend on a rotating basis. The market generally does not accept agricultural vendors as daily vendors.

**PROCESS FOR NEW MEMBERS:** Prospective new vendors must mail an application with their membership fee only. Vendors who are not accepted to the market will have their membership checks returned. New vendors (with the exception of those selling straight agricultural products) must jury their products in late March. After the jury, the board will vote on the jury committee's recommendations, and prospective vendors will be informed of the board's decisions in early April. Daily vendor applicants are juried throughout the season--first at the end of March, and then on a monthly basis once the Saturday Market begins.

**INSURANCE REQUIREMENT:** As of 2018, all vendors are required to carry their own product liability insurance, provide proof of such coverage, and name BAFM as additionally insured.

**ABSENCES:** Full-season Saturday Market vendors are allowed no more than 6 absences during the season, 3 for half-season vendors. Full-season Downtown Market vendors are allowed no more than 4 absences, 2 for half-season vendors.

**WORK REQUIREMENTS:** Each reserved site member is required to perform 10 hours of work (15 for group memberships) and to join and perform work for at least one committee. Work hours can include committee meetings, board participation, and market-day work (such as picking up trash). There are many options available for completing work hours; contact the manager for details.

At Site Day, members are required to pay a \$200 work hours deposit. This check is not deposited and will be shredded if work hours are completed by the end of the year.

**BOOTH REQUIREMENTS:** The BAFM rules have very specific requirements for booth construction at the Saturday market; please read the rules for details. At Site Day, Saturday Market reserved site members are required to pay a \$100 "clean site" deposit. This deposit will be returned if booths are removed by the date stipulated in our calendar, usually two weeks after the last Saturday market.

**FEES:** The fees required for reserved site members are an initial membership fee (\$100 for an individual or \$125 for a group), a booth fee, which is based on footage, and a 4% commission on

sales, payable at the end of each market day. Reserved site vendors must also pay the clean site deposit of \$100 and the work hours deposit of \$200 on Site Day. (These will be returned upon completion of requirements.) Daily vendors pay a \$50 membership fee, \$20 each day they vend at the Saturday or Downtown markets, and a 4% commission on sales.

**REQUIRED EVENTS:** Both Saturday and Downtown Market reserved site vendors must attend Site Day, which is typically held 2 weeks before the opening Saturday market and is the day when the site is cleaned and booth spaces are assigned. All reserved site vendors must also attend the annual meeting, which is held on a Sunday in early January and is when board members are elected and other organizational business is conducted.

**MARKET DAY:** Saturday Market vendors are required to be set up at the site by 9AM and stay until 2PM. Commission slips/token reimbursements must be turned into the manager by 2:30PM. Downtown Market vendors are required to be set up at the site by 4PM and stay until 7PM. Commission slips/token reimbursements must be turned into the coordinating vendor by 7:15PM.

**FORMS OF PAYMENT DURING MARKET DAYS:** The market has equipment that enables customers to obtain market tokens using their EBT, credit, and debit cards. Vendors accepting tokens for payment (all vendors must accept debit/credit tokens, while there are stipulations regarding who can accept EBT tokens) will be reimbursed by the market for tokens collected. There can be a one- to two-week lag time between the time vendors submit a reimbursement form and when they receive a check.

**MARKET RULES AND BYLAWS:** All vendors, new and returning, are expected to familiarize themselves and act in accordance with the annually updated market rules and BAFM bylaws.

For questions or to receive an application packet, contact the market manager, Meghan Houlihan, at (802) 254-8885, [farmersmarket05301@gmail.com](mailto:farmersmarket05301@gmail.com). Application materials are available via our website at [www.brattleboroareafarmersmarket.com](http://www.brattleboroareafarmersmarket.com) and can be downloaded and mailed to PO Box 1057, Brattleboro VT 05302.