



# Fairfield Farmers' Market

## Application for Membership

Office Use Only

Date Received \_\_\_\_\_

Amount Paid \_\_\_\_\_

\_\_\_\_Cash \_\_\_\_Check #\_\_\_\_\_

**Please read the market rules before filling out**

Name: \_\_\_\_\_

Farm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_ website: \_\_\_\_\_

Please give us an idea of what you plan to bring to market:

Y =Definitely (primary crop) M = Maybe (minor crop)

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Mixed Vegetables   | <input type="checkbox"/> Vegetable Seedlings | <input type="checkbox"/> Herbs          |
| <input type="checkbox"/> Sweet Corn         | <input type="checkbox"/> Flower Seedlings    | <input type="checkbox"/> Maple Products |
| <input type="checkbox"/> Potatoes           | <input type="checkbox"/> Hanging baskets     | <input type="checkbox"/> Eggs           |
| <input type="checkbox"/> Apples             | <input type="checkbox"/> Cut Flowers         | <input type="checkbox"/> Lamb           |
| <input type="checkbox"/> Other Tree Fruits  | <input type="checkbox"/> Annuals             | <input type="checkbox"/> Chicken        |
| <input type="checkbox"/> Cider              | <input type="checkbox"/> Perennials          | <input type="checkbox"/> Turkey         |
| <input type="checkbox"/> Strawberries       | <input type="checkbox"/> Dried Flowers       | <input type="checkbox"/> Beef           |
| <input type="checkbox"/> Raspberries        | <input type="checkbox"/> Baked Goods         | <input type="checkbox"/> Pork           |
| <input type="checkbox"/> Blueberries        | <input type="checkbox"/> Jams, Relishes etc. | <input type="checkbox"/> Goat Products  |
| <input type="checkbox"/> Honey              | <input type="checkbox"/> Dairy (Cow)         |   |
| <input type="checkbox"/> Other (list) _____ |  |   |

Help us Determine how many members will be at market throughout the season.

This is not a commitment, just an indication of when you expect to be attending

Wednesday markets are 2pm to 6pm and Saturday markets are from 9am to 1pm

|            | Wed   | Sat   |            | Wed   | Sat   |             | Wed   | Sat   |
|------------|-------|-------|------------|-------|-------|-------------|-------|-------|
| Early May  | _____ | _____ | Early July | _____ | _____ | Early Sept. | _____ | _____ |
| Late May   | _____ | _____ | Late July  | _____ | _____ | Late Sept.  | _____ | _____ |
| Early June | _____ | _____ | Early Aug. | _____ | _____ | Early Oct.  | _____ | _____ |
| Late June  | _____ | _____ | Late Aug.  | _____ | _____ | Late Oct.   | _____ | _____ |

On the back of the application please supply

1) a location map to your farm

2) a brief description of your farm(50 words or less) for the market brochure.

Agreement:

I have read and agree to abide by the rules of the market, as enumerated in the enclosed rules sheet. I realize that failure to do so may result in revocation of membership and attendance privileges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the form along with the \$25.00 Membership fee before April 15 to Peg and Doug Byrne 90 N. Dixmont Rd. Troy ME 04987. There is a \$10.00 late fee for those joining after April 15.

# Fairfield Farmers' Market

## Market Rules

2002 season

These market rules are to be followed by all those who participate in the Fairfield Farmers' Market.

### 1. ELIGIBILITY:

All farmers, gardeners, bakers and cooks who produce what they offer for sale are eligible for membership in the market.

No one will be accepted into the market without a completed application and payment of annual dues.

The deadline for joining the market is April 15<sup>th</sup>, 2002. A late fee of \$10.00 will be assessed after that date. Applications received after April 15<sup>th</sup> may not get their farms listed in the market's promotional brochure.

### 2. LOCATION AND TIMES:

The Fairfield Farmers Market will be located \_\_\_\_\_. The Market will be officially open on Wednesdays from 2pm to 6pm and on Saturdays from 9am to 1pm between May \_\_\_\_ and October \_\_\_\_\_. Members who are not present for 3 or more Market Days in the previous season will be considered new applicants and will require both a vote of the membership and a farm check to rejoin.

(The location and dates of the market will be finalized at the general membership meeting March 20<sup>th</sup>, 2002)

### 3. Dues:

Dues come in two parts, annual and daily. These funds are collected to cover market expenses, such as advertising.

Annual Dues: A non-refundable \$25.00 payable with your yearly membership application on or before April 15<sup>th</sup> a \$10.00 late fee will be assessed for those joining after April 15<sup>th</sup>.

Daily Dues: \$3.00 payable each day a member attends market.

### 4. HANDICRAFTS, PROCESSED FOOD, SCALES:

Handicrafts and like items may be sold, provided that the major portion of the members' display is farm product.

Non-vending displays will be individually reviewed and permitted by permission of the Market Steering Committee, provided the display meets the market purpose as stated in the Market By-laws.

All producers of home processed items such as maple syrup, honey, jams, jellies, relishes, baked goods, and home canned goods are required by Maine law to obtain the proper licenses from the Maine Department of Agriculture. Licenses must be displayed at the vendor's stand.

A State Scale Inspector may visit the market during the season to check the accuracy of your scales.

Individual farmers are responsible for obtaining approval to accept WIC and food stamps, if they choose.

### 5. NO BUY RULE:

In order to assure the freshest and highest quality produce at the Farmers' Market, and to assure customers they are dealing directly with the farmer and not with peddlers, market members must sell only products they themselves grow or make. The stand may be staffed with an immediate family member or an employee provided the person is a regular employee of the farm and on the farm payroll. Buying products for resale at market will not be allowed. "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 offered for sale must be fresh and of high quality. Remember, You Are The Farmers' Market, and the reputation and success of the market and of your farm depend upon what you offer for sale.

Farm visits will be made to assure a member's production of what is being offered for sale at Market. Each member will receive a farm check at the time they apply for membership and then after every 3 years.

### 6. SIGNS:

All farmers will have signs that display their name and address in a prominent manner every day they are at market.

### 7. SETTING UP AT MARKET:

General: All displays should be neat and tasteful. Only one vehicle per member is allowed to set up at one time. Set up is on a first come first serve basis.

Customer Walkways: Maintenance by members of a clear walkway for customers to move from one vendor to another without obstruction is important and will be enforced by the market manager.

Spacing of Vehicles: Members must park their vehicles in a safe and space efficient manner. Generally it works best to leave enough space between your setup and the adjacent stand so that customers do not become confused as to whose goods are whose. An exception to this is when two members wish to set up one large display for any reason, such as sharing a canopy. There is no maximum allowed distances between members, but remember that many customers often will not want to walk the extra distance to a lone display.

Space Restrictions: From time to time during the season, space restrictions may require the market manager to direct that less space than usual be taken up by each member. This will most often be due to an anticipated exceptionally high attendance by members, such as in late August or early September. Your cooperation at such times is appreciated.

No Overnight Parking is allowed by market members in the locations used for set up. Any disabled vehicle must be removed from the immediate setup area by the end of the market day.

**8. PRODUCT REPRESENTATION:**

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.

**9. PRESENTATION:**

Members should present themselves in an appropriate manner, dress and state of cleanliness. Shirts must be worn. The market manager may mention to members if their appearance or manner could be deemed offensive to customers. Members should behave in a cooperative manner towards other members. Bathroom facilities are available at the community center.

**10. ALCOHOL:**

Consumption of alcoholic beverages by members at the market is prohibited.

**11. PICKING UP:**

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 the town. This includes picking up your own area while selling and making certain the area is clean before you leave.

**12. PRODUCT DUMPING AND HAWKING:**

Predatory pricing or pricing products far below the cost to produce them will not be allowed. Competition is good for everyone, but throat cutting could destroy the entire market. Please take the time to know your production costs and set your prices at a fair market value. The market association will attempt to have current supermarket produce prices available each week to help guide vendors. No hawking or calling out to attract buyers is permitted.

**13. VIOLATION OF THE RULES:**

Upon determination that a market rule(s) has (have) been violated, the offender will be given a verbal warning. Further violations will be brought before the market steering committee, who, after due consideration, may enforce corrective action or cancel the offender's membership to the market, with forfeiture of dues. Any Member may, and should inform the market manager of any failure to comply with the market rules.

**14. SPECIAL CIRCUMSTANCES:**

These rules may be temporarily modified to address unanticipated circumstances not herein covered. Any modification will be made only after a majority vote of the full membership (polling by phone is permissible), and shall state the reason and the specific duration of the modification.

These rules have been adapted from the rules of other markets, where they have been developed in cooperation with many farmers' market members for over a decade. Their purpose is to minimize disputes between vendors and keep the high standards our members and customers have come to expect.

# Fairfield Farmers' Market Association, Inc.

## Association By-Laws

### ARTICLE 1 – Name

This organization shall be known as the Fairfield Farmers' Market Association.

### ARTICLE 2 – Purpose

To improve the production and marketing of local farm and garden products in the Fairfield area, and to educate and stimulate public interest and awareness in the consumption of local farm and garden products, thereby supporting, preserving, and improving the quality of rural life in this area.

This Association is responsible for setting market rules and guidelines for farmers participating in the Fairfield Farmers' Market.

### ARTICLE 3 – Membership

Any home gardener, farmer, or producer with Maine homegrown products shall be eligible for membership in the organization by agreeing to abide by the by-laws and established rules of operation. Members will be allowed to sell after paying membership fees. The right to vote on any matter shall be restricted to members in good standing with this Association.

### ARTICLE 4 – Officers and Steering Committee

The membership of the Association will elect from within the membership a Chairperson, Secretary, Treasurer, and Market Manager and at least three (3) but no more than five (5) members-at-large to serve on the Steering Committee. Officers shall be elected annually at the annual membership meeting.

Steering Committee – The Steering Committee is responsible for overseeing the operation of the market, and setting policy for the Association.

- The Steering Committee shall meet as necessary on the call of the Chairperson, or in their absence, the Market Manager. The Steering Committee shall arrange for all meetings, and have general charge of the Association's activities, including power to authorize the Treasurer to pay bills approved by the Steering Committee.
- The Steering Committee may appoint an interim member to a vacancy on the Steering Committee between annual meetings, after notifying the full membership.
- The Steering Committee is responsible for advertising and promotion by newspapers, radio, television, or other means and may request support from various municipalities for promoting the successful operation and expansion of the market.
- At the request of the Market Manager or other market member, the Steering Committee shall investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, they are authorized to immediately enforce corrective action, or cancel the offender's membership.
- The Steering Committee shall appoint a farm visit committee and may appoint other committees as needed.

Duties of the officers are as follows:

Chairperson – the chairperson shall:

- set the agenda and preside at all meetings of the Association and Steering Committee, and shall have general supervision of the business of the Association.
- request the secretary to call regular or special meetings and attend to all duties expected of such an officer.

Market Manager – The Market Manger shall:

- be in charge of collecting daily market fees and maintaining records of attendance;
- handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints.
- ensure the market area stays clean and vendors abide by market rules;
- assist vendors in compliance with all State and Federal rules and regulations;

- be authorized to make deposits and write checks in the absence of the Treasurer.
- in addition, at Steering Committee meetings the market manager shall attend to the duties of the Chairperson in his/her absence.

Secretary – the Secretary shall:

- keep record of all meetings and send out meeting notices, minutes, and other information to the general membership as directed by the Steering Committee;
- be responsible for polling members by phone when such votes are necessary;
- perform other duties as directed by the Steering Committee.

Treasurer – The Treasurer shall:

- have custody of all funds of the Association;
- receive and give receipts for all monies due and payable;
- keep a record of all dues and other money received from the market operation;
- record any money paid out and report on the foregoing, whenever requested;
- deposit, in a timely manner, all monies received in a bank account authorized by the membership;
- be able to sign checks only upon authorization of the Steering Committee.

## ARTICLE 5 – Full Membership Meeting

There shall be an annual meeting of the full Association membership, at which time new officers will be elected and the market rules and Association By-Laws may be reviewed and/or amended.

This meeting shall be held in the late fall, after the end of the market season.

Notice of the meeting and a meeting agenda, including all proposed amendments, must be sent so that members receive notice at least two (2) weeks prior to the meeting.

All matters brought before the Association at a duly authorized meeting shall be decided by a majority vote. A quorum of at least 25% or three (3) persons, whichever is greater, is required. Votes shall carry by a simple majority of those present at the meeting. The Chairperson shall not vote unless there is a tie, in which case, the chairperson will cast the deciding vote. Members in good standing shall have the privilege of voting at all association meetings. Each farm membership shall have one vote.

## ARTICLE 6 – Records

Each member shall have the right to examine, for any reasonable purpose, the books, records, roster of membership and other appropriate records of the Association.

## ARTICLE 7 – Dues and Liquidation

The fiscal year of the Association shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

Section 1 – The annual dues and daily market fees for the next market year shall be proposed by the Steering Committee annually and approved by the membership. In no case shall market members be allowed to attend market without having first paid their annual dues. Daily market fees shall be paid by the end of each market day.

Section 2 – In the event of liquidation or dissolution, all remaining funds in the Association's treasury shall be distributed to current members, regardless of chronology of such patronage, on the basis of respective patronage contributions as shown on the books and records of the Association, insofar as practicable, and after satisfying all debts and other obligations of the Association.

## ARTICLE 8 – Amendments

The articles and by-laws outlined may be amended in whole or in part by a simple majority vote of members present at any regular or special meeting, providing that the proper two-week advance notice of such revision or amendment was included in the call of the meeting.