

Downtown Waterville Farmers' Market Association

Market Rules

[Adopted April 2007, revised Jan. 2008, Jan. 2009, Jan. 2010, Mar. 2010, Mar 2011, Jan 2012.]

1. LOCATION AND TIME:

- a. The Downtown Waterville Farmers' Market (DWFM) is located in the Concourse Parking Lot in the northern corner of the area that directly abuts Main Street.
- b. The Market is officially open every Thursday from 2:00 PM to 6:00 PM from the third Thursday in April through the third Thursday in November.
- c. The market will be held rain or shine.
- d. Dates, times and locations may vary from year to year as decided by the membership.
- e. Winter Market will be held 2-4 PM on the third Thursday of December or as otherwise designated by the membership.

2. MARKET SPONSOR

- a. The DWFM will be sponsored by Waterville Main Street (WMSt), a nonprofit organization dedicated to the revitalization of Downtown Waterville.
- b. WMSt will serve as the liaison between the market and the City of Waterville to coordinate space arrangements, parking restrictions, and other logistical details.
- c. WMSt will provide General Liability Insurance to the DWFM. Individual vendors may wish to carry their own insurance in addition to the coverage provided by WMSt, but it will not be required.
- d. WMSt will contract for advertising and other services as approved by the membership.
- e. WMSt will establish a separate budget account for all funds collected from the DWFM and will expend these resources only with the approval of the DWFM membership.

3. MEMBERSHIP:

- a. The voting membership shall consist of one representative from each participating vendor. One vote per membership is allowed.
- b. All new members are subject to the approval of the current voting membership or a committee appointed by the membership.
- c. Application for membership is open to all Maine farmers; local meat, poultry and dairy producers; local fishermen or distributors of Maine seafood products; producers of fiber products; producers of value-added items such as baked goods and preserves; craftspeople, etc. Handicrafts vendors may not represent more than 20% of total market vendors.
- d. New applications will be reviewed during the Spring business meeting. The mandatory meeting for new applicants is part of the application process and new applicants must attend for their application to be considered. Applications may be accepted with the stipulation that certain products on the application are excluded from acceptance and may not be brought to market. New members will be provisional for at least their first year, without voting rights and subject to a vote on their acceptance into the market at a future Annual Meeting. Each Annual Meeting will consider all outstanding provisional members for full membership. Provisional members must be voted in or out at the end of their second year.
- e. Applications submitted by prospective members will be voted upon when there is sufficient space to allow an additional vendor. Late applications will be considered only if they would fill a Market Void.

- f. All continuing members will complete applications annually. The re-application deadline for members will be the Annual Meeting.
- g. Simple majority votes carry the motion.

4. ATTENDANCE:

- a. Members are expected to stay until close of market on each market day unless they are "sold out."
- b. Members may arrive up to one hour prior to opening time for the purpose of setting up their displays. Members should not arrive earlier than necessary for them to be ready for business at opening time (2 pm).
- c. Members are encouraged to attend all pre-season business meetings, which will be held in January and April.
- d. Members are encouraged to participate in all Market activities.
- e. If a member does not attend at least one market during the season, they will be considered as a new applicant the following year.
- f. Members are not allowed to make any sales before the official opening time of the market.

5. DUES:

- a. Dues include an annual fee of \$40, due by March 15 of the current market year, plus a \$5 daily fee for each market day attended, payable to the Market Manager on each market day.
- b. Checks should be made payable to "Downtown Waterville Farmers' Market" and mailed with applications to the address on the bottom of the application form.
- c. Dues for members are nonrefundable even if the member does not attend market. Dues for applicants are refunded if that applicant was not accepted.

6. STALLS:

- a. The number of available spaces will be determined annually by the membership.
- b. No more than 50% of spaces will be comprised of one type of product.
- c. Three quarters of the market spaces will be assigned by the Market Master to members who desire an assigned space, leaving the remainder of the spaces available to members who do not request an assigned space. Space assignments will be determined by the Market Master present at Opening Day, and if a Member is absent for Opening Day their assigned space (should they desire one) will be determined the first day they attend market of the season. If you have an assigned space and you cannot come to market, please notify the Market Manager so that your space may be filled in by others.
- d. Members are limited to one vehicle/booth per market.
- e. Members are expected to maintain a neat and tasteful display. Each member is required to clean up his/her space at the end of the market day. Trash is carry-in, carry-out.
- f. No vendor will bring his/her dog to Market.

7. PRODUCTS:

- a. All products, which include but are not limited to: vegetables, seedlings, herbs, preserves, fresh-cut and dried flowers, meats, poultry, seafood, dairy products, crafts, etc., sold at the DWFM must be grown or made by the vendor.
- b. Vendors wishing to bring new items must so state on their annual applications for review by the membership. Those wishing to introduce new products after the beginning of the season must notify vendors offering similar products and obtain membership approval.
- c. Farm visits will be made as need to ensure a member's production of what is being offered for sale. Every new member will have a farm visit. Also, one third of the membership will be visited each year to build neighborliness and to keep up to date with members changing and expanding products. The market will pay \$0.50/mile for gas for Farm Checks. If a member is also a member of another Farmers' Market and has already been inspected, then that inspection will also be acceptable by the Downtown Waterville Farmers' Market.
- d. Farm visits will be done by a designated person approved by the membership and will be

accompanied by at least one market member. Said designated person should be familiar with the Downtown Waterville Farmers' Market rules and with the products offered by the membership.

8. APPLICABLE STATE LICENSES & REGULATIONS:

- a. Knowledge of and compliance with all state regulations regarding the production, labeling, display and sale of all products at the Downtown Waterville Farmers' Market is the responsibility of the individual vendor.
- b. All members need to include their necessary licenses with their applications.

9. PRESENTATION:

- a. Vendors should present themselves in an appropriate manner and dress.
- b. There will be no alcohol consumption or any smoking on the Market premises by any member.
- c. There will be no unsportsmanlike conduct and no hawking of products.
- d. Vendors must display farm or business names and addresses in a prominent manner each market day.
- e. Vendors will provide some means of posting prices of all products offered for sale.

10. NON-COMPLIANCE:

- a. When two or more vendors on any market day believe that the selling practices of another vendor are detrimental to the Market, they may ask the Market Manager to address the issue with the vendor.
- b. If the situation cannot be resolved by the Market Manager, a special meeting of the membership shall be called. A majority of those present at that special meeting may require that the detrimental practices be changed to conform to membership standards. Failure to do so may be cause for immediate dismissal if so voted by a majority of all market members.

As revised and approved by the DWFM General Meeting.