

# West River Farmers Market

P.O. Box 608, Londonderry, Vermont 05148 phone: 802-379-2326 email:westriverfarmersmarket@gmail.com

## 2024 Summer Market Vendor Application

### Deadline Postmark 3/1/2024

2024 Market Operation: Saturdays, 9 a.m. – 1 p.m.,  
**Rain or Shine May 25 through Oct. 12 (21 weeks)**

*Please WRITE LEGIBLY!*

Location: Jct of Routes 11 and 100 Londonderry

**Business Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Cell** \_\_\_\_\_

**Email** \_\_\_\_\_

**Best form of Contact** \_\_\_\_\_

Website address (if you have one):  
\_\_\_\_\_

Would you like a link to your website listed on the WRFM website? \_\_\_\_\_

Type of goods to be sold: (approx. %)

**AGRICULTURE** \_\_\_\_\_

(Agricultural products; value-added products with majority of ingredients produced by vendor)

**PREPARED FOOD** \_\_\_\_\_

(Hot/cold food and beverage products; value-added products made with locally sourced ingredients.)

**CRAFT** \_\_\_\_\_

**Are you a returning Vendor?** \_\_\_\_\_ Yes \_\_\_\_\_ No, I am a new Vendor at the WRFM

Please indicate if you are applying for a full season space or a single day/substitute vendor space. **Day vendor spaces are not guaranteed on a given date and are filled at the manager's discretion.** Double spaces are limited to Agriculture vendors only and subject to availability.

For shared spaces, each vendor must submit individual applications.

**Full Season** \_\_\_\_\_

**Day Vendor** \_\_\_\_\_

**Double Space** \_\_\_\_\_

**Shared Space** \_\_\_\_\_

For Shared Space, List Partner(s) \_\_\_\_\_

*Note: All listed partners must also send in applications/application fee and list your business in their application as their shared booth partner. Listed partners are not automatically guaranteed, and will be confirmed upon the acceptance of your application.*



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## Business Name \_\_\_\_\_

I hereby apply to become a vendor in the West River Farmers Market for the current year.

As a vendor of the West River Farmers Market, I have read the 'Market Rules & Vendor Agreement' document and agree to comply with its provisions. I understand that I am responsible for any licensing or certification required for my products to be sold at the West River Farmers Market.

I further agree to pay the market both the annual application fee and the space rental fees as required.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Product Liability Release

The West River Farmers Market is covered by a limited liability insurance plan. The insurance does not cover product liability for individual vendors.

I understand the individual product liability is my responsibility. I do hereby release the West River Farmers Market, its Board of Directors and Market Manager from liability due to my product(s).

I have read and agree to the WRFM Market Rules & Vendor Agreement.

\_\_\_\_\_  
**Signature Date**

\_\_\_\_\_  
**Print Name signed above Business Name**

**Applications and non-refundable \$25 application fee must be postmarked by  
March 1, 2024**

**Mail complete applications with non-refundable \$25 application fee to:  
West River Farmers Market  
PO Box 608  
Londonderry, VT 05148**

**Make Checks payable to West River Farmers Market**

**\*Incomplete Applications will not be accepted\***

**Questions and more info contact the manager  
[westriverfarmersmarket@gmail.com](mailto:westriverfarmersmarket@gmail.com) or 802-379-2326**

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## 2024 Market Rules & Vendor Agreement

### Eligibility of Vendors:

- a. The by-laws of West River Farmers Market assign to the Board of Directors the responsibility of judging all applications for membership into the market on a year-to-year basis.
- b. The market accepts applications from vendors who produce agricultural products, prepared foods and crafts and those who provide services.
- c. Acceptance into the market is determined by the board. The WRFM Board of Directors reserves the rights to warn, suspend, expel or decline acceptance to vendors who violate market policy and/or undermine the reputation, welfare or community spirit of the market.
- d. Vendors found to be in continued violation of Market Rules will be asked to leave the market. No refunds will be given.
- e. Vendors are responsible for acquiring all state and federal insurances, licenses and permits. By signing the vendor application, you are agreeing to the compliance of all legal requirements.

### Eligibility of Products:

- a. All goods sold must be hand-made, grown or produced by the vendor.
- b. Approval of any and all products to be offered for sale at the WRFM is made at the discretion of the Board on an annual basis.
- c. All products must be clearly declared and described on the Vendor Application and be approved prior to display and sale at the market. Vendors wishing to add new items to existing applications must present the item(s) to the market manager for board approval at the next board meeting.
- d. All crafts must show high quality workmanship, designed and executed by the craftsperson. Commercially reproduced art work such as prints or photographs and goods made from kits of any kind are prohibited. Preference is given to craft vendors who use raw materials from local sources. Manufactured items may be incorporated into craft work, such as jewelry, furniture and basic notions, provided the majority of the product is handmade and reflects the skill of the craftsperson.
- e. The WRFM Board reserves the right to visit your farm, studio or production facility for observation.
- f. Agricultural vendors selling meat and eggs are required to own, manage and feed the animal for at least 75% of the animal's life.
- g. Agricultural vendors selling plants are required to have owned and managed the plant for at least 6 weeks prior to sale at the market.
- h. Vendors that use locally sourced ingredients will be given higher priority.

### Vendor Conduct:

- a. Vendors are required to conduct themselves at all times in a manner that benefits their status as vendors in good standing of the West River Farmers Market.
- b. It is essential that vendors act with honesty and propriety. Their duties should be carried out in a manner that preserves and enhances public confidence in their integrity and the integrity of the market.

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- c. Courtesy, respect and tolerance are expected in all WRFM interactions, including interactions between customers, board members, market staff and fellow vendors. Vendors are representatives of the market and therefore are expected to act as such.

## Conditions of sale:

- a. Products must be sold by the grower, producer, family-member or an employee directly involved in the production of the product. Products may not be sold by employees hired solely for sales.
- b. Vendors selling items by weight must provide their own certifiable scale
- c. Each vendor is responsible for any licensing or certification required for products being sold.
- d. Collection of VT sales tax if any is the responsibility of the vendor.

## Market Dates and Hours of Operations:

- a. The Market is open from 9 a.m. to 1 p.m. on Saturdays from Memorial Day Weekend through Indigenous People's Day Weekend.
- b. The market is Open Rain or Shine.
- c. There will be no automatic cancellation of the market due to weather. In the case of an emergency, the manager will notify vendors.
- d. Vendors must notify the Market Manager as soon as possible and at least by 9 a.m. on Thursday (48 hours before market) if they intend to be absent from the market. If a vendor cancels after this deadline or does not show up to the market and has not notified the manager, the vendor's standing will be compromised. Multiple absences with failure to notify by the deadline will result in the vendor losing their space for the current season and affect future applications
- e. Vendors must be set up and ready to vend by 9 a.m.
- f. For safety reasons, vehicles may not be driven through the market from 8:45 a.m. to 1:15 p.m.
- g. If a vendor is not in place by 8:45 a.m., the manager has the right to fill the vacancy.
- h. Vendor standing will be compromised if arriving after 8:45 and leaving before 1:15.
- i. Day Vendors who fail to arrive on a market day that they have committed to are still responsible for the \$35 day vendor fee.

## Allocation of Space:

- a. Spaces are allocated annually by the Board of Directors, in consultation with the Market Manager.
- b. In allocating space, the directors will maintain the number of vendors as best as possible with the ratio of 60% agricultural products, 20% prepared food and 20% crafts.

## Regulation of vending area:

- a. All booths and stands are subject to the approval of the board.
- b. Spaces are 10' x10'
- c. All booth fixtures are the responsibility of the vendor.
- d. No part of any display can extend beyond the vendors allotted area into the customer walking area.
- e. **You must stake or weigh down your tent.**
- f. Vendors must clean up their area before leaving the market at the end of day.

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## Fees:

- a. Vendor Fees are set annually by the Board of Directors, based on the annual budget.
- b. Fees are specified on the vendor application
- c. All fees must be paid by the assigned deadline as follows:
  - \$25 application Fee with application
  - ½ booth fee by April 15<sup>th</sup>
  - Final payment by June 24<sup>th</sup>.

## General Market Rules:

- a. Vendor Parking is not permitted in the main parking lot.
- b. Vendors with no parking assigned at their booth, or with extra cars must park at the Custer Sharp lot on Middletown Road.
- c. Smoking and Alcohol use are not permitted in the market.
- d. No dogs (other than service dogs) are allowed in the market space at any time.
- e. Each vendor must keep their stall space and surrounding area clean.

## Prepared Food Vendors:

- a. Vendors with food to be eaten at market **MUST** provide trash receptacles of at least 13-gallon capacity, outside of their booth for use by **ALL** market customers.
- b. Trash collected by vendors must be removed and disposed of off-site by the vendor.
- c. Food vendors are **highly encouraged** to use meaningful amounts of **at least 3 local ingredients**. Vendors who clearly meet this objective will be given **priority acceptance**.
- d. WRFM encourages the use of as many local ingredients as possible, especially from other WRFM vendors.

## Rule Violations and Disputes:

Process for Rule Violations is as follows:

- a.
  1. Verbal Notice and Correction from manager.
  2. Email Warning from manager - Notification to the board.
  3. Board determines consequences which may include expulsion from market.
- b. Any person is entitled to make a formal appeal or complaint in writing to the Market Manager. The manager will forward the notice to the board for consideration.
- c. Consideration may include a request to all involved to appear at a meeting with the board or an on farm, home or business visit. The board will determine a recommendation after review.

In accordance with Federal, State and U.S. Department of Agriculture policy, the West River Farmers Market does not discriminate on the basis of race, color, national origin, age, disability, religion, sex, sexual orientation, gender identity, or marital status.