



2018 Vendor Handbook

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Market Rules

Mission: The Trumansburg Farmers' Market, a Neighborhood Farmers' Market, is organized to offer a venue where local farmers, food producers and crafters can sell their goods to community residents.

2018 Board Members

Kathi Colen Peck
Margaret Shepard (Sage Hen Farm)
Don Schlather (Sommarstuga Gardens)
Evangaline Sarat
Jill Farnham

2018 Market Manager

Elaine Springer
706-371-4034
elainespringboardcreative@gmail.com

Vending: Individuals interested in becoming a vendor at the Trumansburg market must complete an application form and submit it to the manager. Applications are available at tburgfarmersmarket.com or at the Trumansburg Village Offices at 56 East Main Street.

Seniority, attendance record, products sold, adherence to rules, and meeting the application deadline are the basis not only for vendor selection, but also specifically for the assigning of pavilion space. Pavilion vendors who have satisfied all conditions will retain their booth the following season. The applicant must meet all state regulations pertaining to sale of products. All required certificates must be prominently displayed.

Fees: pavilion vendor: \$90/season; tent vendor: \$75/season; day vendor: \$20/day up to \$80. Season vendor electric: \$15/season. Fees are due by May 3rd to the Village of Trumansburg. Please do not pay your fee before you have received confirmation of your acceptance to the market for 2018. Vendors who do not submit payment on time will be replaced from the waitlist.

Market Days: Wednesdays, 4-7 PM, May 9 - October 24, 2018 (25 market days)

Attendance: All vendors must notify the Market Manager of an absence by 9pm Tuesday before market day. Season pavilion vendors are allowed up to 8 absences to retain pavilion booth. Failure to notify the market manager of an absence on time will result in a \$15 fine payable before attending the next market.

Vendor Meetings: Vendors are urged to attend the fall and spring meetings to stay informed of policy changes, to learn more about their market, and to voice their concerns.

Board of Directors: The TFM board consists of up to 9 board members, split between vendors and community members. Contact the market manager or a board member to learn about serving on the board.

Vendor Conduct:

- **Courtesy and professionalism:** Vendors are expected to conduct themselves in a professional manner. Customers and other vendors are to be treated with courtesy and respect.
- **Non Discrimination:** No discrimination is permitted at market.
- **Smoking:** Smoking is not permitted on the grounds.
- **Dogs:** Vendors, while vending, are not allowed to bring dogs to market.
- **Neutral Behavior at Market:** The market is not a venue for expressing the political or religious views of vendors.
- **Attendance:** Vendors that fail to notify the MM of their absence will be fined. Please notify the MM of your non-attendance of market by 9pm the evening before market day, or as soon as possible.
- **Tip the Musicians:** Vendors are encouraged to tip musicians with either product or cash

Sale of product from another business:

To expand the available products at market, the rules regarding businesses selling only their own products have been changed. This will allow the market to add locally produced goods that it lacks due to the business being unable to staff their market booth. This is typically true of businesses that bring a very limited product line and would not gross enough during market to justify paying an employee to be there.

Priority will always be given to vendors that can be present to sell their own products, although vendors will never be removed midseason due to this. This rule change is being made in order to increase the variety available at market and make the market a more approachable venue for local businesses.

As of 2017, vendors may have their product sold at market by another vendor if:

1. The product is accepted by the TFM board and manager
2. The business is located within a 30 mile radius of the TFM
3. The product is clearly marked as being from a different business
4. No other vendor at market is already selling a very similar product
5. Each business represented must pay the applicable market fee (tent or pavilion)
6. Market manager receives consent from all involved parties

Vendor Rules:

1. Everything offered for sale must be 100% grown, produced or handmade by the membership within 30 miles of the TFM.
2. Vendors wishing to add products not listed on their application must get permission from the market manager.
3. Space sharing is allowed on a case by case basis, and each business pays the full day-vendor fee. Both vendors must be present.
4. It is desirable that the producer be present at market at least once a month during the season. Vendors must ensure any employees selling at market understand and follow all TFM rules.
5. Produce vendors must accept FMNP coupons.
6. Items offered for sale must be of good quality and condition and be in compliance with relevant state and federal rules and regulations pertaining to the sale of the product being offered. All required certificates must be prominently displayed.
7. Prices cannot be lower than wholesale and should be comparable to supermarket prices (preferably no less than 10% below normal retail prices). It is suggested that the price of each item be prominently displayed.
8. Vendors must display their business name and sign at their booth.
9. Vendors may start setting up as early as needed on Wednesday and must be unloaded and have their vehicles off the green by 3:45. If possible, avoid driving vehicles on the market green, including the space behind pavilion booths and Rt. 96, during the market.
10. NO SALES BEFORE 4 PM gong. Each vendor is responsible for cleaning up his or her sales area after market. A \$10.00 late fine may be charged to vendors not set-up by the start of the market day for repeated tardiness.
11. All vendors should plan to stay until the end of each market day. Vendors who need to leave early must talk to the Market Manager.
12. The Market Manager assigns vendors to their selling space. Each selling space is approximately ten feet by ten feet in area.
13. Vendors are responsible for bringing all sales equipment including tables and tents. After offloading, all vendors must park in the designated vendor parking area. **You may not park on Route 227, this area is designated as customer parking as suggested by the village. This area may be used for offloading. Vendors are encouraged to park in the lot across Route 96.**
14. Vendors are not allowed to bring dogs to the market.
15. Members selling by weight must have scales approved and checked annually with weights and measures.
16. Market Manager has final authority.
17. If you have questions, please contact:

TFM Market Manager, Elaine Springer
elainespringboardcreative@gmail.com
706-371-4034