



## **2020 Vendor Handbook and Market Rules**

### **Market Mission**

The Trumansburg Farmers' Market, a community organization, offers a friendly venue where area residents and visitors can purchase goods from local farmers, food producers, and crafters while enjoying music, cultural, and educational programs.

**2020 Market Manager ~ [tfm.mktmgr@gmail.com](mailto:tfm.mktmgr@gmail.com)**

Natalie Baris

**2020 Board Members ~ [tfm.board@gmail.com](mailto:tfm.board@gmail.com)**

Evangeline Sarat (President)

Maggie Kirincic (Secretary)

Jill Farnham (Treasurer)

Margaret Shepard (Sage Hen Farm)

Debbie Biltonen (Know Your Roots)

Robert Walton

Don Schlather (Sommarstuga Gardens)

**Vending:** Individuals interested in becoming a vendor at the Trumansburg Farmers' Market must complete an application form and submit it to the Farmers' Market Board. Applications are available at <http://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 for vendor selection and for assigning pavilion spaces. Pavilion vendors who have satisfied all conditions will retain their booth the following season.

**Fees:** Pavilion Vendor: \$130/season (26 markets @ \$5 per market); Tent Vendor: \$104/season (26 markets @ \$4 per market); Day Vendor: \$10/day (\$110 maximum) . Season vendor electric: \$15/season. Fees are due by May 1, 2020, to the Village of Trumansburg. Please do not pay your fee before you have confirmed acceptance to the 2020 market. Vendors who do not submit payment on time will jeopardize their spot and may be replaced by a vendor from the waitlist.

**Market Days:** Wednesdays, 4-7 PM, May 6 to October 28, 2020 (26 market days).

**Attendance:** Market success depends on having vendors who show up for their customers. All vendors (pavilion and tent) **must** notify the Market Manager of a known absence as soon as possible, but **no later than 2 pm Tuesday before market day** to allow the Manager to fill their empty spot. Season vendors are allowed up to 5 absences other than emergencies.

**Vendor Meetings:** Vendors are welcome to attend board meetings and are encouraged to attend the April vendor meeting to stay informed of policy changes, to learn more about the market, and to voice concerns or suggestions.

**Board of Directors:** The Trumansburg Farmers' Market Board consists of up to 9 members, including both vendors and community members. Contact a board member or the Manager to learn about serving on the board or assisting with various projects: we need you!

**Vendor Conduct:**

- **Courtesy and professionalism:** Vendors should be professional, treating customers, other vendors, and the Manager with courtesy and respect.
- **Non Discrimination:** No discrimination is permitted at the market.
- **Smoking:** Smoking is not permitted on the grounds.
- **Dogs:** Dogs must be leashed, well behaved, and may be removed at the Market Manager's discretion.
- **Neutral Behavior:** The Market is not a venue for expressing vendors' political or religious views.

**Vendor Rules:**

1. Everything offered for sale must be grown, produced, or handmade by the vendor within 30 miles of the Trumansburg Farmers Market.
2. Vendors wishing to add products not listed on their application must contact the Market Manager for Board approval prior to market day.
3. Ideally, the producer should be present at every market, but at least once a month during the season. Vendors must ensure any employees selling at market understand and follow all Trumansburg Farmers' Market rules.
4. Produce vendors must accept FMNP checks and SNAP tokens or coupons.
5. Items offered for sale must be of good quality and condition and in compliance with relevant state and federal regulations. Any required certificates must be clearly displayed.
6. Prices cannot be lower than wholesale and should be comparable to supermarket prices (preferably no less than 10% below normal retail prices based on NYS regs). It is suggested that the price of each product be prominently displayed.

7. Vendors must display their business name and sign at their booth.
8. 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 pm. Avoid driving vehicles on the market green, including the space behind pavilion booths and tents, during market hours.
9. Vendors are expected to be set up and ready to sell from 4:00 to 7:00 pm, with no sales before the 4:00 pm gong. Vendors are responsible for cleaning up their sales area after market close. Sales may continue beyond 7:00 pm if customers are still active.
10. Vendors who need to leave early must talk to the Market Manager.
11. The Market Manager assigns vendors to their selling space, approximately 10' x 10'.
12. Vendors are responsible for bringing all sales equipment including tables, chairs, tents, and signage.
13. We want customers to be able to park nearby. Tent vendors may use Rte 227 for loading before and after market, but must park elsewhere between 4:00 and 7:00 pm. Vendors (pavilion and tent) on the west side of the Market may load at their site but should park at the far edge of the lot or the lot across Rte 96 between 4:00 and 7:00 pm.
14. Vendors selling by weight must have scales approved and checked annually with Weights and Measures.
15. The Market Manager has final authority at the Market.

**Sale of product from another business:**

To expand the available products at market, rules were changed in 2018 to allow two vendors to share one spot for two full fees. At least one vendor or employee must be present during Market.

1. All products must be approved by the Trumansburg Farmers' Market Board and Manager; they should not duplicate products already provided by other vendors.
2. The business must be within 30 miles of the Trumansburg Farmers' Market.
3. All products in the shared space must be clearly identifiable to each separate business.
4. Each business represented must pay the applicable market fee (tent or pavilion).
5. The Market Manager must receive consent from all involved parties.