

Brattleboro Area Farmers' Market

2017 RULES

Presented to the BAFM Membership
by the BAFM Board

3/7/17

2017 MEMBERSHIP INFORMATION AND MARKET RULES

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I. THE MISSION

The Brattleboro Area Farmers' Market (BAFM) is a non-profit organization whose mission is to provide a means of getting locally produced agricultural products, prepared foods, and crafts to the customer for the benefit of both the consumer and the producer. The BAFM's goals are as follows:

- to further the local production of agricultural products, prepared foods, and crafts;
- to stimulate growth and variety of farm and homemade products;
- to educate the public about the value of local production.

II. MEMBERSHIP ELIGIBILITY AND RESPONSIBILITIES

- A. Membership is extended to any person age 18 or older or with written consent of guardian who resides and produces in Windham and Cheshire counties (or grandfathered member) who is interested in furthering the goals of the organization and willing to follow the mission and rules of the market. The BAFM Board has the discretion to accept out-of-county daily craft vendors for a one-year membership if the Board deems it would improve the market (as per by-law change at the January, 2012 Annual Meeting).
- B. Membership is annual, and can be renewed as long as the member is in good standing, as determined by the board, and returns the application form with membership fee by the application deadline reflected in the annual calendar. "Good standing" includes compliance with the stated mission and rules in a manner which shows good faith. New members will be admitted as space allows. New member applications are due according to the schedule reflected in the annual calendar.
- C. All new craft and prepared food member applicants, and agricultural vendors with value-added products, will be juried by the Jury Committee and be subject to board approval.
- D. All new eligible reserved-site agricultural applicants who apply by the application deadline according to the annual calendar will be accepted unless the board votes unanimously against acceptance.
- E. Nonprofit entities will be considered on an individual basis by the board.
- F. In accordance with Federal, State and U.S. Department of Agriculture policy, the Brattleboro Area Farmers Market does not discriminate on the basis of race, color, national origin, age, disability, religion, sex, sexual orientation, gender identity, and marital status.

III. MEMBERSHIP CATEGORIES AND RESPONSIBILITIES

A. Individual Membership

1. Is a reserved site vendor;
2. Pays annual membership fee of \$100
3. Has one vote and is eligible for election to the Board of Directors;
4. Is required to
 - a) Attend the Annual Meeting and attend and work at Site Day each year;
 - b) Contribute a minimum of 10 hours of work to the Market each season, which can include committee and Board of Directors service.

B. Group Membership

1. Is a reserved site vendor which is open to more than one person from the same household or business;
2. Pays annual membership fee of \$125;
3. Has two votes and two members are eligible for election to the Board of Directors;
4. Is required to
 - a) Send at least one group member to attend the Annual Meeting;
 - b) Send at least two group members to attend and work at Site Day;
 - c) Contribute a minimum of 15 hours of work to the market each season, which can include committee and Board of Directors service.

C. Daily Membership

1. Is a non-reserved site, non-voting vendor for those who are not planning to attend either of the two scheduled markets (Saturday or Downtown) on a regular basis;
2. Space availability and size of space are not guaranteed; site assignment is at discretion of Market Manager on a space-available basis;
3. Notified of space availability the day before each market;
4. Pays annual membership fee of \$50;
5. Is encouraged to attend Site Day and Annual Meeting; and, at the Manager's discretion, may participate in Market work;
6. Membership as a Daily is for one year only; requests to continue in subsequent seasons require new jurying. However, if a daily crafts vendor has been accepted for 2 years in a row, the jury committee may recommend acceptance for subsequent years without a repeat of the jurying process.
7. The Board does not generally accept agricultural vendors as daily vendors.
8. Fee structure for Daily memberships:
 - a) Annual Membership Fee is \$50;
 - b) Daily Fee to vend at Market is \$20;
 - c) 4% Commission on items sold at Market.

D. Supporting Membership

1. Designed for those who are interested in furthering the goals of the Market;
2. Is a non-vending, non-voting member who may join at any time;
3. Pays a membership fee of \$75;
4. Is encouraged to attend Site Day and Annual Meeting;
5. Receives newsletters;
6. May serve on committees.

IV. GENERAL RULES FOR VENDING MEMBERS

A. Rules

Following the rules in good faith is required to maintain a member's good standing in the market. Any concerns should be brought to the attention of the Market Manager or the BAFM Board.

B. Required Membership Events

1. **Site Day** takes place from 9-2 on the designated day as shown in the calendar below. It is an opportunity for all members to come together, working under the direction of the Board and committee chairpersons to prepare the market site for the new season. Saturday Market Vendor sites are assigned on Site Day in accordance with the Reserved Site Assignment Rules. All Saturday and Downtown (only) Market Vendors are required to attend Site Day. At

this Site Day gathering, the Saturday vendors must pay at least one-third of the reserved site fee, a \$100 ‘clean site fee’--(returnable upon completion of requirements) and a \$100 annual work fee (also returnable upon completion of requirements.) All checks should be made payable to BAFM.

2. **Annual Membership Meeting and occasional other membership meetings:** The annual membership meeting of the Brattleboro Area Farmers’ Market is held each year after the close of the market season, and no later than January 15 of the following year. The purpose of the Annual Meeting is to review the business of the preceding market season, to elect officers and members of the Board of Directors for the following year, and to take care of any business set by the President and Co-President, and for members to make recommendations to the Board for policy or procedural changes.

C. Insurance and Legal Compliance

1. It is the responsibility of the vendor to ensure that all products be sold in accordance with state and federal laws.
2. The BAFM does not carry product liability insurance. All vendors are responsible for carrying their own individual liability insurance.
3. All scales must pass Vermont State inspection annually.
4. The BAFM board expects vendors to follow the highest business and ethical standards at market. Fraudulent or dishonest practices are prohibited.

D. Market Day

1. Saturday Market vendors are expected to be set-up by 9:00 a.m. and Downtown Market vendors by 4 p.m.
2. Dogs, other than service dogs, are not allowed at the market. Any other animals brought to the site must be provided with adequate food, water and bedding.
3. Vendors must bring their non-recyclable, non-biodegradable waste home with them.
4. Goods offered for sale are expected to be of the highest quality unless otherwise marked.
5. A local non-profit organization may operate a fundraising or information booth at no charge, by pre-arrangement and at the discretion of the board. Raffle items may be exempted from market criteria by the board.
6. Vendors are responsible for the supervision of any child they bring to market.
7. The board may give special permission for the sale of “educational material” on “Special Days,” or for the sale of specialized accessories for the handling of a specific animal or product sold at market.
8. Excluding Rule #5 above, no soliciting by political, religious or other “special” cause groups or individuals, including by vendors, is permitted at the market.
9. Smoking of any type, at all times, anywhere on market grounds is prohibited for vendors and members of the public.
10. Vendors may not hawk their products at market.
11. It is expected that each member of the BAFM will display a cooperative, respectful and professional manner in interacting with other members and staff.

E. Work Hours

1. Work hours are earned through committee and Board work and any other work approved by the board or Market Manager.

2. Required work hours must be documented and submitted to the Market Manager using the form attached to these rules as shown in Appendix B. The work hour form must be submitted to the Manager on or before the deadline to remove structures on November 12, unless special arrangements have been made with the Manager, or unless future jobs have been planned with the Manager's approval.
3. All reserved site members of the BAFM (Saturday and Downtown Market) are expected to attend Site Day from 9:00a.m-2:00pm. Time spent during Site Day and Annual Meeting does not count toward work hours, except that on Site Day, any time spent before 9:00 or after 2:00 may count as work hours.

F. Reserved Site Assignment Rules

1. Saturday

- a) Reserved sites are selected on Site Day by those in attendance, based on the Site Point System outlined below and recorded and posted by the Manager.
- b) Priority for selecting reserved sites at both markets will be determined by the Site Point System with the exception of sites necessary for food vendors (Food Court Sites). Those sites necessary for food vendors shall be reserved for food vendors by the Board, Manager, and site committee as necessary to comply with state regulations. Vendors who prepare food (cook or heat) onsite will be consolidated into one or two food court areas determined by the Board in collaboration with the Jury and the Reserved Site committees. No food vendor will receive grandfather status. Food vendors will use their site points to choose a site within the food court area(s).
- c) Members who cannot attend Site Day may send a delegate to fulfill their Site Day work requirement and choose their space if they notify the Manager in advance. Otherwise they will be bumped to the bottom of the selection order.
- d) New vendors will select sites according to lottery. New agricultural vendors will select their sites before new craft and prepared food vendors.
- e) Reserved Site Committee has the final say at their discretion for filling the market site effectively, including designating sites for half-season vendors.

2. Downtown

- a) Sites for the Downtown Market will be determined at the Downtown Market Site Day-TBD. These sites are subject to change based on what is collectively decided as best by downtown vendors.

3. Planet Pop Up

See Appendix A

G. Cooperating Members

1. Separate member vendors cooperate by sharing one structure. This means that two vendors reserve one site and one shelter, share the fee, and determine how they will divide their spaces. Cooperating Vendors are jointly responsible for the total fee.
2. Each Cooperating Vendor is responsible for submitting their own membership fee and commission and fulfilling all membership obligations including attendance and work hours.
3. Both Cooperating Vendors agree to attend the market for the same period of time – committing together as either full season vendors or for the same half season (1st or 2nd half).
4. Cooperating Vendors shall mutually select a designated payer for the site fee and structure deposit and report this information to the market Manager.
5. To determine the order of site selection, the reserved site committee will average the accumulated points of the two vendors.

H. Site Point System

1. **3 points** for each Saturday market attended the previous year for Saturday Market vendors per Saturday Site Points document
2. **3 points** for each Downtown Market attended the previous year for Downtown vendors per Downtown Market Site Points document
3. **5 points for** for each year of market membership
4. **20 points** for board membership in previous year
5. **10 additional points** for service as a Board officer in previous year
6. **7 points** for attending and working at Site Day the previous year (14 if a group membership sends two people)
7. **12 points** per individual member for attending Annual Meeting the previous year, (18 points for 2 attendees from a group membership)
8. **4 points** for each committee the member worked on the previous year
9. **5 points** for documenting and submitting minimally-required work hours the year before. Thereafter, one additional point will be granted for every three hours of documented work to a maximum of 7 additional site points (for 21 additional documented work hours).
10. A vendor who takes a temporary leave (one year or less, pre-approved by the Board) will maintain previous 'years-at-market' points and may earn new points through participation on committees and attendance at Site Day and/or Annual Meeting.

I. Reserved Site Attendance

1. Reserved sites are a mutual commitment between the market and a vendor.
2. Saturday Market vendors are expected to attend all weekly markets. Vendors may miss up to 6 markets with proper advance notification to the Manager.
3. Downtown Market vendors are expected to attend all weekly markets. Vendors may miss up to 4 markets with proper advance notification to the Manager.
4. Half season vendors are expected to attend all markets during the half season and may miss up to 3 markets with proper advance notification to the Manager. Half seasons may occur at the first or second half of each season. Half season vendors should reference the annual calendar for relevant dates.
5. All vendors who exceed the number of allowed absences may lose their reserved site for the balance of the season at the discretion of the Board. The vendor may still attend as a daily if the reserved site is lost.
6. If a reserved site vendor plans to miss a market s/he must inform the Manager by Wednesday at 9 PM. The phone number for the market Manager is 802-254-8885 and the email address is <farmersmarket05301@yahoo.com>. The rights of the space for that week will revert back to the market. If a reserved site vendor is absent for any market, the market Manager is charged with offering those reserved sites to daily vendors as space allows. A vendor can request a sign be posted at their site. Missing a market without informing the Manager by Wednesday evening counts as 2 market absences. A vendor can appeal the use of more than the allowed number of absences to the Board.

J. Fees

1. No refunds will be given except in extenuating circumstances, at the discretion and approval of the board.

2. A commission of 4% is paid and income reported on the value of all goods passing from vendor to customer, including CSA and pre-orders, except that
 - a) Downtown Market vendors will not be required to pay a commission on CSA deliveries at the market for the first half of the 2017 season.
3. Sales Reports All vendors must complete and submit to the Manager an accurate sales report with their name on it and commission by 2:30pm each Saturday and by 7:15pm for the Downtown Market. This information is used to track market trends and will be held in confidence. Fees paid in cash may be rounded up, but not down.
4. Site Fees are described below for in Section V for each category of market.
5. Clean Site Fee - A \$100 Clean Site deposit must be submitted to the treasurer on April Site Day and will be returned at the end of Annual Meeting contingent upon all obligations being met at end of season. Clean Site deposits will not be returned if structures are not removed by **NOVEMBER 12, 2017**.
6. Work Hours Fee - A \$100 work deposit must be submitted to the treasurer on Site Day. The work hour deposit will be returned at the completion of documented work hours, or a prorated amount will be returned based on the number of hours worked.

K. Payment Schedule

1. Each member agrees to pay all required fees. All payments – membership, site fees, and commissions – must be made promptly to the Manager or treasurer. Failure to pay by deadlines may result in loss of reserved sites and potentially remove a member's good standing status, at the discretion of the Board.
2. Any vendor over 2 weeks in arrears on any fee will be assessed an additional \$25. Any vendor over 4 weeks late on any fee must pay all remaining fees to be allowed to continue to vend at the market to remain a member in good standing.
3. **Membership Fees** for all vendors are due with the application (If the applicant is not accepted, the fee will be returned).
4. **Site Fees:**
 - a) **Saturday Market** Site Fees are payable in thirds: 33 1/3% by Site Day; 33 1/3% on June 10, 2017; and 33 1/3% on July 29, 2017. Vendors who pay the entire site fee by Site Day can deduct a 2% discount.
 - b) **Downtown Market** Site fees are payable 1/2 by **May 30, 2017** and 1/2 by **August 1, 2017**.
5. **Clean-Site Fee** deposit (Saturday vendors only) is due on April Site Day.
6. **Work Hours Fee** deposit is due on April Site Day.

L. Use of Facebook and Email for Market Purposes

1. All posts to the BAFM Facebook page should reflect market or vendor news.
2. All posts should be framed within the context of the Brattleboro Area Farmers' Market, such as "BAFM vendor news" and so forth.
3. The Manager has the right to remove a post if it does not fit the mission, rules or spirit of the market.
4. It shall be the Manager's responsibility to respond to messages sent to BAFM via the market Facebook page. Other page administrators should not open or respond to messages.
5. Email communications between and among members of the market shall not be considered confidential unless they are clearly designated as such.

V. THE MARKETS

BAFM runs three regular season markets, Saturday, Downtown, and Pop-Up.

A. Saturday Market

1. The Saturday Market for the 2017 season is on Route 9 in West Brattleboro, 9-2, from the first Saturday in May through the last Saturday in October.
2. Saturday reserved site members may reserve for full or half season.
3. All booth displays and structures must be safe and well-secured, and are subject to the approval of the Manager.
4. Members may not use boards or other building materials that obstruct views to neighboring booths, or build their booths in such a manner that roof lines create dripping water issues for neighboring vendors.
5. All signs and voice advertising related to a vendor's booth and display will be restricted to that vendor's site.
6. Because of flood plain restrictions, structure posts must be buried a minimum of eighteen (18) inches in the ground. All tables and structure accessories must be securely attached to the structure. No solid vertical panels or walls can be within eighteen (18) inches of the ground. Fabric panels are acceptable. No loose objects (e.g. cinder blocks, fixtures, tables, tarps and any other loose items) may be left on site between markets. Between markets, if an object is not embedded in the ground, it must be secured to the structure. All materials put up for the season must be securely attached (i.e. tarps).
7. All structures must be completely removed by two weeks after the last market—November 12, 2017.

SATURDAY MARKET SITE FEES (2017)

Site fees are assessed as follows per linear foot circle frontage. Half season vendors pay half of their frontage fee.

FOR THE 2017 MARKET, the FEES are as follows:

6'- \$50/ft, \$300 season	12'- \$54/ft, \$648 /season
7'- \$50/ft, \$350 /season	13'- \$56/ft, \$728 /season
8'- \$50/ft, \$400 /season	14'- \$58/ft, \$812 /season
9'- \$50/ft, \$450 /season	15'- \$60/ft, \$900 /season
10'- \$50/ft, \$500 /season	16'- \$62/ft, \$930 /season
11'- \$52/ft, \$572 /season	17'- \$64/ft, \$1088 /season
	18'- \$66/ft, \$1188 /season

B. Downtown Market

1. Downtown vendors are subject to all the General Rules except as otherwise noted.
2. Downtown Market for the **2017** season is located at **The Biologic Lot on Flat St. in Brattleboro**. The market will be held May 30th thru Sept 26th from **4pm to 7pm** as long as there are at least 3 vendors attending, at least one being agricultural. Downtown Market Site Day will be announced at a later date.
3. No structures may be left at the Downtown Market site. No materials may be left at the site when you leave the market each week.
4. All vendors must abide by the rules of the Downtown Market locale.
5. Vendors are responsible for picking up all their own trash and vacating site by **8PM**.
6. Acceptance to attend Downtown Market will follow the general rules with the addition that priority will be given to vendors applying for the full season.

7. **Site Fees - See the Fee section in General Rules for other fees.**

- a) **Site fees are \$20/ft.** per season, payable in two installments – 1/2 by **June 11** and 1/2 by **August 1.**

C. Planet Pop-Up Market

1. Use of Planet Site for Pop-Up Market--Please reference the guidelines in Appendix A of this document for vending at the Planet Site.
2. Booths and tents: It is absolutely vital that vendors adhere to the ‘No digging’ rule on the Planet Site. Tents or other display areas should be secured with weights, only.
3. Both daily and reserved site vendors are allowed to vend at the Pop-Up Market, but different fees apply. Please reference the guidelines in Appendix A.

VI. VENDOR CATEGORIES

Vendors apply under one of the three categories defined below: Agriculture, Prepared Foods and Crafts. Vendors may not incorporate new or non-juried products without the express permission of the BAFM Board.

A. AGRICULTURE

1. An agriculture vendor grows, harvests, or raises agricultural products including produce, plants, or animal products on land that the producer owns or rents in Windham or Cheshire Counties.
2. Agricultural vendors must produce everything they sell. If a vendor shares production of crops with another grower, (e.g. as a sharecropper or partner, not an employee), both must be accepted members.
3. An agricultural vendor may apply to bring a value-added product to market but must be approved by the jury committee and the board prior to sale. An application for a value- added product is required when an agricultural vendor sells something which is not completely processed by that vendor or when 100% of the agricultural ingredients in a processed product(s) are not produced on the vendor’s farm.

JURY CRITERIA FOR AGRICULTURAL VENDORS:

- a) Who processes the value-added product?
- b) Location: As close to home as possible: on the home farm > same community/town > in tri-county area > Vermont > New England/NY > far away.
- c) Ownership: Independent as possible: a family farm or a farm cooperative > small family business > larger family-held business > public corporation
- d) Ingredients/Content: As much of the raw product is from the home farm as possible--all of it > most of it > some of it > little of it > unknown
- e) Off-farm ingredients are from as close to home as possible from home farm > same community/town > in tricounty area > Vermont > New England/NY > far away
- f) Extent of change in the raw product: as little as possible>hardly transformed > somewhat transformed > greatly transformed > raw product is not recognizable in final product

DOCUMENTATION OF VALUE-ADDED PRODUCTS:

- a) Honest and obvious labeling required - on the product and in the stall, showing what is in the product, where it comes from, where it is processed, and by whom.
- b) A paper trail is required to document the above submitted to the board prior to desired date to start selling the value added product.
- c) All applicable local, state and federal rules and regulations regarding the value added product must be followed.

B. PREPARED FOODS

1. A prepared food is defined as a ready to eat product which has been significantly altered, reflecting the skill and creativity of the vendor. The major portion of the food must be made by the vendor. No mixes or instant foods are allowed. Vendors are encouraged to use local products whenever possible.
2. All food vendors must be licensed by the States of Vermont or New Hampshire and follow all applicable Health Department rules for food vendors. Licensure is the full responsibility of the individual food vendor, not of BAFM.
3. All food service products, including containers, cups, lids, straws, and flatware, that are used for onsite consumption must be compostable or reusable. Food vendors are encouraged to use re-usable, environmentally friendly containers such as glass. Styrofoam-polystyrene containers are prohibited.
4. The Board reserves the right to jury and approve food service products based on the criteria above. Food vendors are expected to work with the Food and Waste Committee and the Board on waste reduction and management, as needed.
5. Gas and charcoal grills are allowed. Wood-fired cooking is allowed. Vendors are responsible for eliminating any smoke nuisance. If a nuisance persists, the vendor may be asked to change fuel or cooking systems, or be asked to move to a different location at the market.
6. Lighter fluid and/or fluid-soaked charcoal are prohibited.

JURY CRITERIA FOR PREPARED FOOD VENDORS:

- a) Good Quality
- b) Less Processed Wholesome Foods
- c) Local Source of Raw Ingredients when feasible
- d) Presentation
- e) Different From Other Items at Market
- f) Packaging (recyclable, low impact)
- g) Appropriate for Market

C. CRAFTS

1. All crafts sold at BAFM must show high quality workmanship, designed and executed by the craftsperson member. Items assembled from kits may not be sold. Basic patterns may be used. Copies of another's work or design are not acceptable.
2. Craft vendors are encouraged to use raw materials from local sources. Manufactured items may be incorporated into the craft work, such as jewelry findings, furniture hardware, and basic notions, provided the majority of the product is handmade and reflects the skill of the craftsperson. All potential craft vendors must present samples of their work for acceptance by the jury committee at least 2 weeks before they intend to sell. Applicants will be notified by mail or phone of the jury results.

JURY CRITERIA FOR CRAFTS VENDORS:

- a) Quality workmanship
- b) Aesthetic
- c) Functional
- d) Durable
- e) Different from other items at market
- f) Appropriate for market

VII. COMMITTEES, BOARD INFORMATION, MARKET CALENDAR

1. The BAFM is a member-owned and operated organization. It is expected that each member contribute to the work of the BAFM and fully participate in at least one committee. A calendar for the 2017 season along with a list of committees and current participating members for 2017 is included in APPENDIX C. As stipulated in the Bylaws as amended at the Annual Meeting in 2017: *If a Committee does not include a Board member, each Committee Chairperson/Facilitator will serve as a liaison to the Board for communication purposes and will attend Board meetings upon request.*
2. A member may sign up for committee work by volunteering at the January Annual Meeting and by speaking with the market Manager in advance of or during the market season (in person, by email, or telephone) at any time. For a description of each committee's charters and tasks, please speak to the market Manager.

VIII. APPENDICES

Appendix A: Guidelines for Vending at the BAFM Planet Pop-Up Site

Appendix B: Hours and Site Points Tally Sheet

Appendix C: Committees, Board Contact Information, and 2017 Calendar

APPENDIX A

Guidelines for Vending at the BAFM Planet POP-UP Site

April 2017

During the 2017 season (May to October), vendors are invited to set up booths in the Planet site parking area with their market-approved products on Sundays, Mondays, Wednesdays, and Thursdays. Following are guidelines for vending there:

1. Use of the space is open to reserved site and daily vendors only.
2. Space will be available only during daylight hours.
3. Vendor spaces will have a 10-foot frontage limit.
4. A maximum of 8 vendors will be allowed at any time.
5. The cost to vend is \$15 per day for reserved site vendors and \$25 per day for daily vendors.
6. Vendors should deposit their site use checks at the shed on each day they vend.
7. Vendors must follow all farmers' market rules.
8. Please carry in and carry out. Everything must be removed from the site, including trash, at the end of the vending day.
9. Nothing can be driven into the ground, including stakes, lawn signs, etc. This is of utmost importance. Please bring appropriate weights to secure your tent, if you are using one.
10. The water source at the main market site is turned on for Pop-Ups vendors' use.

Participation in the pop-up markets is available on a first-come, first-served basis. Vendors should park along the back of the lot, leaving the front parking areas open for customers. Should more than 8 vendors want to set up, only the first 8 to arrive will get space. If this becomes a problem over the course of the season, we will devise a scheduling system via the Manager or an online calendar.

Please note that the market does not have funds designated for advertising the pop-up markets. Vendors wishing to set up are encouraged to conduct their own publicity.

For questions and problems, please contact Meghan at 802-254-8885 or farmersmarket05301@yahoo.com

APPENDIX B: HOURS AND SITE POINTS TALLY SHEET

This document must be submitted to the BAFM Manager by **November 12, 2017**. Please note that you will receive 5 site points for completing and submitting this document by the deadline.

YOUR NAME: _____

WORK HOURS (10 hours per individual membership, 15 per group. Do not count Site Day work conducted between the hours of 9AM and 2PM. Acceptable forms of work include emails and phone calls used to conduct market work, time spent at committee meetings, at-market jobs approved by the Manager, committee work, etc. If in doubt, please contact the Manager.)

DATE	DESCRIPTION OF WORK	HOURS
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Please continue on the back of this sheet if necessary.

TOTAL NUMBER OF WORK HOURS: _____

SITE POINTS (This information will be compared with the Manager's records)

How many markets attended? _____
 (3 points for each market, absences not called in by deadline lose double site points)

Are you a board member? _____
 (20 points)

Are you an officer on the board? _____
 (10 points)

Did you serve on and perform work for a committee? Please explain: _____

 (4 points per committee, committee work should be documented above)

Did you attend the 2017 Site Day? _____
 (7 points for individual, 14 points for 2 from group)

Please note that you will receive site points for attending the required 2018 Annual Meeting.
 (12 points for individual, 18 points for 2 from group)

APPENDIX C
Committees, Board Contact Information, and 2017 Calendar

COMMITTEES

The BAFM is a member-owned and operated organization. It is expected that each member contributes to the work of the BAFM and sign up for and participate in the work of at least one committee. Following is a list of committees and current members as of January, 2017. A member may sign up for committee work at the January Annual Meeting or by speaking with the market Manager in advance of or during the market season (in person, by email, or telephone) at any time. For a description of each committee's charters and tasks, please speak to the market Manager.

2017 committees are as follows:

Operations	Franklin Chrisco, chair; Marisa Miller, John Singer, Dave Schoales
Site	George Dutton and Noah Elbers, co-chairs; John Richardson, Mark and Bonnie Kimball, Franklin Chrisco, Dan Tyler, Brad Dinwiddie, Neil Harley, Ron Minnes, Mike Collins
Downtown Market	Matt Crowley, chair; Marisa Miller, Jerry Smith, Ingrid Burrows, Basin Farm, Justin Nye, Amy Frost, Allison Korn
Education	Cathi Wilken, Justin Nye
Site Futures	George Dutton, Franklin Chrisco, Susan Dunning, Dan Tyler, Jerry Smith, Read Miller, Ralph Silva
New Member	Marisa Miller, Emily Amanna, Brad Dinwiddie, Malah Miller, Michelle Belville, Kate Dodge, Patricia Austin
Food & Waste	Adam Silver, chair; Sylva Sengaloun, Karyn Tyler, Emily Amanna, Varee Sankgasoot, Allison Korn, Susan Tondreau
Personnel	Susan Dunning, chair; George Dutton, Emily Amanna, Read Miller, Noah Elbers
Reserved Site	Susan Dunning, Ingrid Chrisco, Linda Akaogi, Neil Harley, Patricia Austin, Amy Frost
Rules	Ingrid Chrisco, chair; John Richardson, Linda Akaogi, John Singer, Malah Miller, Ingrid Burrows, Kate Dodge, Lisa Flanders, Amy Frost
Marketing	Lauren MacArthur, chair; John Richardson, Marisa Miller, Dar Tavernier-Singer, Olivia Winslow, Emily Amanna, Matt Crowley, Dave Schoales, Adam Silver, Chris Thomas, Trish Thomas
Website	Cathi Wilken, chair; Lisa Flanders, Brad Dinwiddie, Howie Prussack, Adam Silver, Chris Thomas, Dar Tavernier-Singer
Jurying	Peter Solley, chair; Sylva Sengaloun, Susan Dunning, Dan Tyler, Jill Green, Allison Korn, Franklin Chrisco, Ingrid Burrows, Lisa Flanders, Beth-Ann Betz
Archives	Kate Dodge, Howie Prussack, Emily Amanna, Michelle Belville, Joseph Sawyer

BAFM BOARD AND STAFF

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Meghan Houlihan, Manager	farmersmarket05301@yahoo.com	802-254-8885

2017 BAFM CALENDAR

JANUARY

- 1/28 Committee budget requests due
- 1/30 Board votes to approve budget and rules

FEBRUARY

- 2/10 Applications sent to returning vendors
- 2/28 Returning vendor applications due

MARCH

- 3/9 New member meeting, 6-8PM, Gibson Aiken
- 3/15 New member applications due
- 3/26 Jury at Dummerston Church
- 3/30 Board meets to vote on new members

APRIL

- 4/22 Site Day, first 1/3 of reserved site fee due, work and site fee deposits due
- 4/23 Site Day rain date
- 4/29 Site Day rain date
- 4/30 Site Day rain date

MAY

- 5/6 Opening market, Maypole
- 5/20 Kids' Day
- 5/30 Downtown Market begins, 1/2 Downtown Market site fee due

JUNE

- 6/10 Kids' Day, second 1/3 of Saturday site fee due

JULY

- 7/29 Last 1/3 of Saturday site fee due; last day for half-season vendors

AUGUST

- 8/1 Second 1/2 Downtown Market site fee due
- 8/5 Second-half-season Saturday vendors begin

SEPTEMBER

- 9/16 Kids' Day
- 9/26 Last Downtown Market

OCTOBER

- 10/28 Last Saturday market

NOVEMBER

- 11/12 Structures down by dark, work hours forms due

JANUARY 2018

- Date TBA Annual Meeting (possibly 1/7/18, snow date 1/14/18)