

VTFMA Market Documents Project

With so many amazing Farmers Markets in our tiny state there's a pretty good chance that some of us are reinventing the wheel every time we undertake a new management task for our individual markets. There are a lot of resources out there and lots of folks you can turn to for questions, but you may not know them and you may just want to look at another market to see what they are doing. The VTFMA is attempting to collect these "best practices" from our member markets.

What are we looking for? We are asking all VTFMA member markets to contribute the following information:

1. **Market Guidelines/By-Laws/Rules and or Policies** that are used to govern the market
2. **Vendor Application** both for new potential vendors and for any forms for returning vendors
3. Form used to obtain **revenue figures** from vendors
4. A sample **budget** for the market
5. Any documents clarifying the **roles and responsibilities of your Board or Steering Committee**
6. Plus, two other documents that you use most frequently. These could be a copy of a newsletter you send to vendors, nonprofit application, revenue template that you fill out after each market, attendance sheet, etc.

It's the goal of the VTFMA that this information will all live on our website for all VT markets to access. The information will be listed by Market Name, not by type of documents so that you could go directly to a market that is similar in size to yours or has the same market make up that your market has or strives to be. Every market would have the first 5 standard documents to share and the other two would be additional items that you may find helpful.

A sample listing on our website might look like this:

Burlington Farmers Market

Chris Wagner, Manager

1. **Market Guidelines/By-Laws (Word Link)**
2. **New Vendor Application/Returning Vendor Product Information Form (Word Link)**
3. **Revenue Card (Word Link)**
4. **Fiscal Year Budget (Excel Link)**
5. **Steering Committee Roles and Responsibilities (Word Link)**
6. **Revenue Template (Excel Link)**
7. **Present Contract with The City of Burlington/Parks and Recreation Department (Word Link)**

Please send these 7 items electronically to: vermontfma@gmail.com with the subject line [Your Market Name] Market Documents, at your earliest convenience. If you have any questions at all, please email erin@nofavt.org or call 802-434-4122.