

Danville VT Farmers Market Rules

Business

- Scales, if used, must be inspected per law.
- Must have all necessary licenses and permits for products that are regulated.
- Liability/general liability insurance for your business is strongly recommended.
- If your goods are subject to Vermont sales, meals and/or local tax, you are responsible for collecting and reporting those taxes.
- Upon approval, all vendor fees must be paid in full **on or before your first market date**. Payment may be made by cash or check payable to **Danville Farmers Market**. Checks can be mailed to: **PO Box 253, Danville, VT 05828**. Credit card payments are also accepted; however, an additional processing fee will apply.

Vendor Products

- If you and your “family” (including apprentices, interns, and farm workers) grow it, raise it, harvest it, bake it, or make it within Vermont or within 30 miles of its borders, it is eligible for sale at the Market.
- Vendors must produce at least 80% of the products they offer. Up to 20% may be sourced from another producer within the same geographic area. This includes plants and plugs, unless the vendor has contributed a minimum of six weeks of their own labor in their cultivation.
 - *Exception: Vendors may resell bottled water and canned beverages for convenience.*

Market Days

- **No sales until the bell rings at opening time - 3:30pm.** All displays must be set up prior to opening time and vendors must stay until closing time.
 - All vendors must be fully set up by **3:15pm**. To ensure a full and vibrant market, the Market Manager will begin reassigning any unoccupied spaces to floaters or fill-in vendors starting at **3:00pm**. *Vendors wishing to retain their assigned space should plan to arrive and check in prior to that time.*
 - Everyone must be in place during all of the Market hours to allow customers to shop despite the weather. The market runs rain or shine unless severe weather occurs. The committee will decide if the market closes early or is canceled. As inclement weather has become more severe in recent years, we will need to remain flexible to adjust to situations as they arise. Vendors will be notified in a timely manner.
 - If a vendor sells out prior to 7:00pm, all tables, tents, and displays **must remain in place** for the duration of the market. Vendors wishing to leave early for any reason must receive approval from the Market Manager on-site. Unauthorized early departure will result in a **\$20 fine**.
 - Vendors must make themselves available **10 minutes prior to bell ringing for a pre-market vendor circle**. This is a time for vendors to get to know each other and share what they are selling that day. The Market Manager for that day will also share any important logistical information, updates, and reminders for post market vendor tasks.
- Vendors are responsible for removing all trash and debris generated within their booth space. Please plan accordingly, as there is no on-site trash collection available. We ask that all vendors leave their space—and the Green—cleaner than they found it.
- **Parking on the Green is not permitted.** Vendors may access their space to unload materials; however, all vehicles must be moved off the Green to the designated parking area by **3:15pm**.

Tent Safety

All vendor tents must be properly secured at all times. Each leg must be anchored with a **minimum 10” stake** and weighted with **at least 20 lbs** using tent weights specifically designed for this purpose.

The Danville Green is subject to occasional strong winds, making proper tent anchoring essential for the safety of vendors, customers, and the overall market environment.

Booth Space & Setup

Standard vendor spaces are 10' x 10'. Vendors may reserve multiple spaces, with each space subject to the same fee structure. All products, displays, and equipment must remain within your designated footprint. Please be mindful of your space and respectful of neighboring vendors to ensure a safe and comfortable market environment.

Electricity & Generators

- A limited number of spaces have access to electricity. If you require power, please indicate this on your application. Electricity is available for a **seasonal fee of \$15**.
- Generators are permitted; however, you must notify the market at the time of application so we can accommodate appropriate placement.

Vendor Tasks

All vendors are expected to contribute to the success of the market by assisting with a designated task. Vendors may choose from pre- or post-market responsibilities, which may include setting up signage, transporting children's activity materials and outdoor games to and from storage, assisting with trash and general clean-up, and other light operational needs.

Reporting

You will receive a weekly reporting email, you are required to enter your estimated gross sales for that market by category. This record of sales is used as information in our grant application processes, SNAP/EBT reporting & application, NOFA-VT annual reporting and for our own analytics to better understand our market performance. It is important that we all do this to help the market get the proper coverage and grants.

Communications, Cancellations, Market Fines

The market committee will send a weekly check-in to confirm your attendance for the upcoming week. Vendors are expected to respond by **5pm Sunday confirming your attendance**.

If you do not respond, your spot may be forfeited and you'll be subject to cancellation fees as follows:

1st Occurrence - \$25.00

2nd Occurrence - \$50.00

3rd Occurrence - Subject to review by the committee/market manager.

If you receive a fine, it must be paid before you can attend/set up at the next market.

All communication must be sent **in writing** to our email at danvillevtfarmersmarket@gmail.com, **no verbal or call/text communication**.

If you observe any activity or situation at the Market that appears inappropriate, unsafe, or inconsistent with market guidelines, please notify the Market Manager or a member of the Committee immediately so it can be addressed promptly.

Placement Guidelines

- The market reserves the right to limit the number of vendors in each product. Agricultural and food items receive priority.
- Market committee members may recommend vendors of products not currently in the market to be moved up on the waiting list for placement to promote diversity of the market.
- Local vendors receive priority over those out of the local area.
- All decisions of the committee are final.