

MILLBROOK FARMERS' MARKET

Rules & Regulations

The Millbrook-Town of Washington Business Association (MBA) founded the Millbrook Farmers' Market to promote locally grown or produced products. The increased consumption of these local goods strengthens local farms, benefits the local economy, and brings enjoyment to local consumers. The rules that follow are designed to make clear the expectations of the MBA, the authority it has delegated to the Market Manager and the obligations of those who become members of the Millbrook Farmers' Market.

I. General

A. Sponsor

The Millbrook Farmers' Market is sponsored by the Millbrook-Town of Washington Business Association.

B. Powers and Duties of the Sponsor

The powers and duties of the Sponsor include, but are not limited to, the following:

1. Adopt and amend these Rules and Regulations of the Millbrook Farmers' Market.
2. Establish an operations plan, operating budget, and raise the necessary funds to support the operating budget.
3. Establish the requirements of membership in the Millbrook Farmers' Market.
4. Establish and collect annual membership dues and daily marketing fees.
5. Determine the operational schedule, special activities, size and location of the Market.
6. Appoint a Market Manager on an annual basis.
7. Establish and conduct an advertising and promotional program for the Market.
8. Establish such additional administrative and operational guidelines as may be required.

C. Membership

1. Membership in the Millbrook Farmers' Market is a prerequisite to selling any product at the Market. The selling of any product at the Market is limited to members in good standing as defined herein. Such members may be referred to hereafter as vendors.
2. Application for membership must be made annually to the Millbrook Business Association on an application packet provided by the Millbrook Business Association. Along with the application, the prospective member must include a valid and current certificate of insurance with product liability coverage and a signed "hold harmless agreement."

D. Responsibilities of Members

1. Members are required to pay annual membership dues of \$25 at the time they join the Millbrook Farmers' Market for the season. Dues will not be prorated.
2. Members are responsible to pay daily marketing fees at the beginning of each Market day. The space fee is \$25 for a 12' wide space; \$15 for each additional adjoining 12' space; \$10 for a third additional adjoining 12' space.

3. Members are responsible for and are encouraged to advise the Sponsor of any problems or concerns.

E. Suspension of Vendor Privileges/Termination of Membership

The Market Manager may suspend vendor privileges for any vendor violating these regulations and failing to comply after a warning. Repeated violations may lead to termination of membership for the balance of the season by the Sponsor on recommendation by the Market Manager.

F. Market Manager

The duties of the Market Manager include the following:

1. Assure the orderly and efficient operation of the Market.
2. Implement and enforce the Rules and Regulations of the Market.
3. Assign Market spaces to each vendor at the beginning of each Market Day.
4. Collect daily marketing fees from all vendors at the beginning of each Market day.
5. Inform the Sponsor of all problems and concerns, which may arise from either vendors or customers.

G. Operating Schedule The official operation schedule of the Millbrook Farmers' Market is as follows:

Opening Date — The Saturday of Memorial Day Weekend

Closing Date — The last Saturday in October

Opening Time — 9:00 a.m.

Closing Time — 1:00 p.m.

II. PRODUCT GUIDELINES

A. General

1. Only the following products are permitted for sale at the Millbrook Farmers' Market: **vegetables, fruit, grains, cheese, dairy products, meats, eggs, jams and jellies, coffee, tea, processed foods, prepared foods, fruit juices, cider, wine, baked goods, maple products, honey, plants, and flowers and select hand-crafted items.**
2. If a product produced on a local farm is not available at any time through a Market vendor, yet would enhance the variety and quality of goods offered, the Market Manager may grant permission for that product to be sold by a Market vendor. Such permission will be in writing and on the condition that not more than twenty-five percent (25%) of the goods offered per Market by weight or volume will be covered by this permission. Such permission is valid only for the current season and will be withdrawn at such a time as any other Market vendor offers that product in adequate quantity. The decisions of the Market Manager on these requests are final.
3. All applicable regulations must be adhered to when selling permitted products.
4. Goods offered for sale are expected to be of the highest quality. If, in the opinion of the Market Manager, a vendor offers inferior quality products, the vendor may be asked to withdraw the item(s).
5. Products should be priced clearly and displayed in a manner that does not mislead customers.

B. Agricultural Products

1. All agricultural products offered for sale must be produced by the vendor on lands or in production facilities owned or operated by the vendor.

2. The vendor's land or production facilities must be within a 90-mile radius of Millbrook.
3. Agricultural products must be free of visible defects, disease or insects, and should meet standards for quality, freshness, size, and grade.

C. Food Products

1. All food products offered for sale must be homemade goods produced by the vendor at home, on lands, or in production facilities owned or operated by the vendor.
2. Food products must be free of defects and meet standards for quality and grade.

D. Flower Products

1. Flower products offered for sale are not required to be produced by the vendor within a 90 miles radius of Millbrook.
2. Flower products must be free of visible defects, disease or insects, and should meet standards for quality, freshness, size, and grade. Only fresh flowers are permitted.

E. Crafts

1. Arts and crafts vendors are limited to 15% of total participating vendors.
2. Items offered for sale must be designed and executed by the vendor and chosen by the Board through a jury process—all potential craft vendors must present samples of their work for review by the Board.
3. Crafts that are farm related are especially encouraged.
4. Artisans are encouraged to include information about the source of their local materials and/or the history of their craft.

III. STATE AND LOCAL REGULATIONS

- A. Vendors selling taxable items must display a valid NYS Certificate of Authority.
- B. Vendors selling nursery and greenhouse crops must display a valid NYS Nursery license.
- C. Vendors selling processed foods, prepared foods, and other perishable items shall do so in compliance with the requirements of the Health Department and the Department of Agriculture and Markets.
- D. Vendors selling wine must display a valid NYS Winery license.
- E. Vendors selling by weight must have scales approved by the Dutchess County Sealer of Weights and Measures.
- F. Vendors selling by volume must use standard size containers such as pint, quarts, etc.

IV. GUIDELINES FOR SELLING AT THE MARKET

- A. Vendors must post a sign clearing showing their name and address.
- B. Vendors must bring their own facilities for displaying and selling their products. Such display facilities must be constructed in such a way as to pose no hazard to customers and to allow ease of access to goods on display.
- C. Vendors are required to keep their market space neat and clear of obstacles, litter, and debris.
- D. Vendors are responsible for bringing garbage containers for disposal of paper products, wrappers, and other debris for the convenience of their customers. At the end of the Market day, vendors must clean their space of debris and litter and take their bags of refuse with them.
- E. Vendors are encouraged to have business cards available for customers.
- F. Illegal discrimination is not permitted at the Market.
- G. Soliciting or promotion by political candidates or for-profit organizations is not permitted. Promotion by local civic or non-profit organizations is at the discretion of the Market

Manager.

H. Amplified music is permitted at the Market only as approved in advance by the Market Manager.

I. Reservation of Market spaces is not permitted. Spaces will be assigned on each Market day under the direction of the Market manager.

J. Vendors are required to have arrived, parked, unloaded, and displayed their products by one-half hour prior to the official opening time of the Market.

K. Vendors are required to remain at the Market for the entire Market day until the official closing time. Early closure due to dangerous or severe weather conditions shall be at the sole discretion of the Market Manager.

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Millbrook- Town of Washington Business Association, Inc.

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