

Otis Farmer's Market

Rules and Regulations

1. Grower's Market ~ As a vendor, 75% of what you bring to the market needs to be grown by you. You will have to provide a crop plan, which will include all that you will be bringing to market. For vendors with greenhouses, you must have had your plugs in your possession for at least 30 days before selling for them to be considered "your own." To ensure that you grew it yourself there will be farm inspections repeatedly throughout the market season.

2. Resellers ~ As a 75% grower's market, there is a small percentage of 25% that allows goods to be bought by you and resold at market, with the market manager and the market's permission. This pertains to a product that is currently NOT sold at market and will not impede on another vendor's product. This percentage will be properly documented with a supply farmer's form, which will also be checked repeatedly throughout the season. Signage of these goods that states where they came from will be mandatory at your booth. The Market Manager has the right to pull product from your booth that has not gone through the proper channels. Failure to produce proper documentation will result in disciplinary action.

3. Signage ~ As a vendor, you are required to display signage listing your products or any supply farms' product and clearly price every item. If you are growing organically you may say that you're organic. Only if your farm is certified organic can you claim to be certified organic.

4. WIC ~ In order for a vendor to accept WIC coupons they must be WIC certified. For further information on becoming WIC certified, please see the Market Manager.

We encourage everyone to become WIC certified.

5. Health Certification ~ As a vendor who makes an edible product that is sold to the public, you will need to provide your Board of Health Certification with your application. This applies to any vendor who makes baked goods, jams, jellies, cheese, milk, etc. A new rule was put into place at the beginning of the 2014 season, which states that certified kitchens (businesses such as churches, schools, etc) that are not a part of your farm will not be accepted. If your farms strictly a produce farm then that is all you will be bringing to market. A separate application may

also be sent to you through the Town Of Otis' Board of Health, which will need to be completed by you and registered with the Town of Otis. The market holds no responsibility in your compliance of this form. A fee for non-compliance will be issued by the Town of Otis.

Cooperation is strongly encouraged.

6. Board of Health Inspections ~ The Board of Health randomly conducts checks during the market season. It is your responsibility as a market vendor to comply with their regulations. If you have questions regarding these regulations please contact your local Board of Health Agent.

7. Liability Insurance ~ The Otis Farmers Market will have liability insurance for the market itself. It is now mandatory that all market vendors who are selling a consumable good (be it produce or processed food) have liability insurance covering themselves, their products, and their displays. No liability insurance means no vending at the market. We prefer that ALL vendors have liability insurance, however, it is not yet mandatory for craft vendors.

All vendors will be required to sign a Disclaimer Form, however, if you are a full-time or a part-time vendor, you will be required to have liability insurance. The Disclaimer Form puts ALL responsibility on the vendor, and legally keeps the market clear of claims. Be advised, that if you do NOT have liability insurance and a claim is filed against your business, you WILL be held responsible for that claim.

8. Farm Inspections ~ Throughout the year farm inspections will be conducted randomly with proper notification, to ensure a member's production of what is being offered for sale. Please note that the products you bring to market will dictate when your farm inspection is done. For example, if you are making maple syrup, a farm inspection will be done while your sugarhouse is in operation. The same goes for gardeners with greenhouses, etc. Photos will be taken of your farm, which will be used in promoting our market through special events and advertising.

9. Market Hours ~ As a vendor you have agreed to our market hours, which are 9 am to 1 pm on Saturdays. We ask that vendors arrive a half hour early before the market opens for set-up. If you sell out before market ends you will be expected to remain at market until closing. We also ask that all vendors begin and end selling at the same time. No selling earlier or later (within a reasoning of 5 minutes). Vendors that arrive late to market will be tagged at the end, regardless if you have an

assigned space.

10. Market Set-Up ~ As it is customary for vendors to use tents to protect their product from rain and sun, we ask that these tents are firmly anchored to the ground in some manner. We experience a great deal of wind during the season, therefore reinforcements are necessary. If your tent is not firmly anchored to the ground and / or your vehicle, you will be asked to take it down. A tent that is not anchored down can cause damage, which in turn is a liability. You as the vendor are responsible.

11. Market Attendance ~ Proper notification is required if you are going to be late to market or unable to attend. A no call, no show is subject to a fine of \$20, which will be strongly enforced and collected within the market day. Rain does not cancel market. This is a rain or shine market. If you are unsure of what your market attendance will be that day, and have not cancelled with the Market Manager prior to market beginning, you will be expected to attend. You will be fined \$20 if you do not. We suggest that you create a "rainy day display" for such days as these. Only inclement weather will impact the Market Manager's decision to end market early.

12. Board Member Attendance ~ Board members are encouraged to attend market as often as they are able, depending on their vending status. If a board member is not a vendor, their presence will be encouraged more so at meetings, than at market. However, their support and encouragement is appreciated.

13. Meetings ~ As a board member you are required to attend mandatory meetings. These meetings include our Pre-Season and Annual Post-Season Meetings. If you are unable to make the meeting, you are responsible for finding a market member to fill in for you. If the market manager decides that it is necessary for there to be a meeting after market, you are also expected to attend. If you are unable to attend any of these meetings you are still responsible for making sure that any reports or concerns are dealt with on your behalf. Progress of these meetings will be shared with all market members, who are welcome to attend.

As a vendor in the market you are strongly encouraged to attend our two yearly meetings if you would like a say in the market structure.

14. Picking Up - It is a condition of our use of this site that the market will leave the lot exactly as we find it each Saturday. All trash generated by

the market must be cleaned up by the members. Everyone is responsible for their own area.

15. Dispute Resolution ~ Failure to abide by the rules will result in:

- * 1st offense: a verbal warning from the market manager
- * 2nd offense: omission from the following week's market
- * 3rd offense: participation cancelled for rest of the season

The Market Manager will have the final say in any dispute. There will be no refund on any fees paid.

16. Agreement ~ A completed membership form constitutes agreement to abide by and obey all rules and bylaws of the association known as The Otis Farmers Market Inc.

17. Mileage ~ The Otis Farmers Market Inc. definition of what local consists of a 30 mile radius,

"as the crow flies," from the market location.

Exceptions will be considered, but not necessarily agreed to. A copy of this map can be made available upon request.

18. Leash Law ~ Due to the high volume traffic in the parking lot, during our peak season especially, it is all of our responsibilities to ensure that dogs that come to market are leashed. You have the right to ask a customer to either leash their dog or keep their dog in their vehicle. The market as a whole will NOT be held responsible for any damage that an unleashed dog causes to your booth or product. Nor will the market be held responsible if an unleashed dog gets hit in the parking lot. If you have an issue with conveying this rule to a customer, please feel free to send them to the Market Manager.

19. Market Manager ~ The Farmers Market Manager's decisions are final on everything.

*If you need to contact the Market Manager, Jess Ripley, you may reach her at the following numbers:

* House Phone: 413-357-9919 (feel free to leave a message)

* Cell Phone: 413-233-7400 (texting is fine)