**Goshen Farmers Market**

**Policies Regarding Day-to-Day Market Operations**

**I. Mission:**

1. To provide consumers with locally-grown or raised, farm-fresh products and homemade goods throughout the Market Season. Goshen Farmers Market (GFM) runs from 1st week in July through end of October.
2. To create an opportunity for a small-town involvement which benefits and maintains the goodwill and social richness of the community.
3. To provide area farmers & artisans with the opportunity to market their products in a Certified CT Grown Farmers Market.
4. To promote any locally-produced seasonal item as stated above with the goal of increasing both the “Go Green in Goshen” and “Shop Local” prospects for a healthier and more environmental-friendly existence within the community.

**II. Board of Directors/ (Officers)**

Officers:

Market Manager (President)

VP/ Onsite Market Coordinator

Marketing Manager / Treasurer

Safety Liaison (Safety Officer)

These positions must be held by vendors, (full-time members of the GFM) unless agreed upon by the BOD, and will be elected at the beginning of or prior to the beginning of the Market season.

• The Market Manager (President) shall chair meetings, maintain up-to-date By-laws, record and post minutes, bring issues to the attention of vendors as needed and/or required, and oversee conflict resolutions.

• VP/ Onsite Market Coordinator shall maintain up-to-date Market Policies, coordinate with Market Manager and Marketing Manager/Treasurer regarding BOD meetings, signage, promotion of community involvement with the GFM, provide written documentation for various GFM requirements, and be responsible for day-of-market activities, assigning of specific tasks for vendors w/r/t specific market needs.

• Marketing Manager/ Treasurer shall coordinate the promotion of the Goshen Farmers Market, , be the main contact person for vendors (both existing and new), collect fees, apply for grants, suggest avenues for expansion/improvement regarding Marketing, creation of budget/expenses sheets, pay bills, and keep financial records.

• Safety Liaison shall deal with food safety rules current with CT State Regulations for Certified Farmers Markets and make available such information/practices regarding.

**III. Membership / Organization**

1. Members (active as a vendor and/or Board member) must be from NW CT.

2. GFM fiscal year shall run from March 1st through March 1st

1. GFM membership fees shall be set by the BOD at the start of each season (March 1st of given year) and shall be made payable on set date of given year.

 4. Voting rights shall be delegated to the BOD regarding new vendor applicants, current vendor participation, and the evaluation of membership regarding both within the established agreed-upon By-laws of the GFM.

 5. Organization of GFM is meant for the enjoyment and benefit of vendors and patrons, and focuses solely on the promotion of locally-produced goods. Any entertainment provided for the GFM as well as any participating vendors therein must not engage in the promotion of any type of political or religious agenda.

 **Membership:**

Full Membership -

* Completes GFM Application Form/ Crop Plan for State of CT and submits to Marketing Manager along with membership fees paid in full.

• Payment is made in full on or before date set by BOD at the start of each new season.

Full Membership includes:

Assigned preferred space for all weeks of market. Farm/Business name listed website, farm “features” and event listings on FB/website, promotional material such as lawn signs, business cards, flyers, t-shirts.

 Associate Membership –

* Completes GFM Application Form / Crop Plan for State of CT – indicating dates attending -- and submits to Marketing Manager along with membership fees paid in full.
* Payment is made in full (for weeks indicated on Application Form) on or before the date set by BOD at the start of each season.

Associate membership includes:

Choice of any number of and specific dates of markets within the scheduled season. Receives benefits of marketing and advertising, website, and Facebook.

**IV. Market Operations:**

* Vendors shall indicate the products they plan to sell on an application form to be submitted at the start of each Market Season.
* Vendors must arrive early enough and be ready to sell at the official opening time: 10:00 AM and remain until the closing time of the market – 1:00 PM

a) Onsite Market Coordinator reserves the right to ask vendor not to set up if unable to meet official opening time.

* Vendors have the right to operate market stand (regarding selection, quality, pricing, merchandising, stands, services, etc.). However, activities which exceed normal sales practices can be challenged by the BOD. Such exceeding practices may include but are not limited to:

* 1. Unsafe conditions or hazards at market stand.
	2. Consistent pricing of products well below conventional market levels.
	3. Market stand that impedes access to other vendors.
	4. Stand or products which detract from the Market’s appearance and/or reputation.
	5. Noncompliance with State of CT regulations cited in membership application provided at start of each season.
	6. Noncompliance with organization rules (III: 5.) regarding soliciting of political or religious agenda.

* + - Produce vendors are encouraged to describe their growing practices and make available to the Market and its patrons via label or signage.
		- Vendor stands will be assigned at the beginning of each Market season by the BOD

 **V. Product Guidelines:**

* All products displayed must be grown/ raised/ produced by the vendor who sells them.
* All products for sale must comply with all State of CT Certified Farmer’s Market regulations.

The following products at the Goshen Farmers Market may be sold:

**Vegetables, Fruits Honey, Maple Syrup**

**Baked Goods Eggs**

**Meat and Poultry Dairy (milk, yogurt, cheese)**

**Herbs Wool, Fleece, Yarn**

**Cut Flowers Soaps**

**Relishes, Preserves, Jams and Jellies Homemade Crafts**

**Products Sold at the GFM: re: quality standard**

* To maintain the quality of the market, the adherence to the GFM Mission and compliance with the State of CT Regulations for Certified and CT Grown products must be significant.
* The use of locally-grown and/ or obtained ingredients is advocated when possible.
* The BOD reserves the right to question and/ or consider the degree to which the products sold adhere to quality standard.