

The following descriptions, rules and regulations shall be approved and amended by a majority of the CSP board members.

**A. Vision Statement**

To create a viable market for locally-grown and crafted products in order to promote and educate about agricultural, environmental, economic and community sustainability.

**B. Purposes**

The purposes for which CSP Mill Race Farmer's Market is formed and for which it shall exist include the following:

1. **Community:** To provide a local, year-round source of wholesome, health-promoting, regionally-grown products to the consuming public.
2. **Vendors:** To provide a viable market to local growers and artisans.
3. **Economy:** To stimulate the local economy and nurture the downtown area of Goshen.
4. **Education:** To provide education and information about organic, local, and sustainable food production.

**C. Provisions for Regulation and Conduct of Affairs**

Goshen Farmer's Market is a program of the Community Sustainability Project, Inc., a 501(c)3 not-for-profit corporation. The CSP Board is responsible to cause to be Managed the day-to-day operation of the Farmers' Market. The Market Manager's responsibilities include, but are not limited to:

Vendor application acceptance and review.

Funds management, including:

- Handling of vendor fees and other income (including grants, donations, and other sources.)
- Appropriate and timely payment of expenses (including but not limited to lease, insurance, and utilities.)
- Reporting and filing of taxes.

Advertising and promotion.

Property maintenance.

Liaison with property owner, health department, vendors, etc.

Calling and organizing vendor meetings.

Other tasks as required.

**D. Conflict Resolution**

Any grievance regarding the lease disagreements, vendor violations, pricing habits, displays, or conduct should immediately be directed to the market manager. If the market manager cannot settle the grievance, the vendor can submit a written request for an opportunity to present their grievance to the board for discussion and vote. All decisions voted upon by the board are considered final.

**E. Rules for Vendor Participation**

1. All vendors must be producers of a product or products for sale at the market.
2. All products sold at the market shall be of the highest quality. Market management reserves the right to review product quality, and may require, at any time, removal of any item found to be objectionable or not in keeping with these policies.
3. Vendors selling products which are processed or require health department certification, beyond that which has been acquired by the market, are responsible for obtaining all necessary approval on an individual basis.
4. Vendors are responsible for filing and paying all sales tax incurred from sale of non-food items at the market.
5. Farmers may supplement their sales by selling of fruits and vegetables which are procured from other growers, provided that they are grown within 150 miles of Goshen Farmers Market, and they are purchased directly from the farm which produced them. Absolutely no purchasing of produce from auctions, wholesale outlets, brokers, or retail stores will be allowed for Market sales. Items procured from other growers must be clearly labeled with the origin of the product. Ideally this would be the farm name, but at a minimum the state where the product was grown must be provided. Organic growers must clearly label any non-organic products they purchase from other growers, so that customers are aware they are not buying organic.
6. Farmers may purchase a small percentage of value-added "resell" foods from wholesale outlets or distributors. These items may make up no more than 20% of a farmer's gross sales. All items purchased at wholesale must be produced within 150 miles of Goshen Farmers Market. Examples of acceptable items for wholesale purchase include (but are not limited to) popcorn, flavored syrups, teas, and salsa. Produce, flowers, maple syrup, honey, and apple cider are specifically excluded from this list
7. No statement about the organic nature of a product will be allowed unless the vendor is a certified organic grower.
8. Vendors must supply their own signage and appropriate information about their products. They are strongly encouraged to create attractive and informative displays.

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9. Attending vendors are asked to have their spaces set up by the time the market opens on each market day.

### F. Application Process

1. Anyone interested in becoming a vendor at the market will be required to fill out an application. All participation is subject to market management approval.
2. Applications will be reviewed based on the following criteria:
  - uniqueness and variety of product offerings.
  - organic certification; any certified organic products will receive priority over all other products of a similar nature, and "organic growing practices" designation will receive priority over conventionally produced products of a similar nature
  - geographical proximity to the market; local growers will receive priority.
  - length of commitment to market:
    - annual lessors will receive first priority in both approval for participation and booth/space selection;
    - seasonal vendors will receive second priority, and may not be placed in the same location from year to year, though booth placement will remain constant throughout a given season;
    - weekly or occasional vendors will be accommodated as space allows, with no guarantees as to booth selection/placement.
  - prior Mill Race Center Farmer's Market participation.
3. Vendor spaces will be reserved by an in-advance lease payment, per the fee schedule for the selected lease period. Unleased spaces will be allotted on a first-come, first-serve basis, in accordance with the remainder of these policies.
4. Vendors selling craft items will be subject to the same review process as those selling food and plant-related items. Crafts which are plant derived, created from local materials, and emphasize functionality will receive priority over other craft items.
5. Vendors may share or co-op a market space with another **approved** vendor; fair division of lease fees shall be determined by the two parties involved.
6. A file will be maintained of all vendor applications, with an "on-call" list developed for use in filling in spaces throughout the season.
7. A vendor contact list will be maintained and distributed for the convenience of all market participants. To facilitate this list, vendors are requested to update their contact information if any changes occur.

### **G. Quality Control**

Vendors are expected to supply only the highest quality produce to the market. High quality shall be interpreted as fulfilling the following criteria:

1. All food items should be fresh, or, if preserved, prepared from only fresh ingredients.
2. All perishable produce should be picked no earlier than one to two days prior to market.
3. All perishable items shall be kept appropriately cool, whether with refrigeration, ice or coolers.
4. All prepared foods should be wrapped, labeled with ingredients, weight, name of the producer (or the market) and address.
5. Ready-to-eat foods and drinks should be served in paper rather than Styrofoam, in order to support the Market's mission of sustainability.
6. All meat and meat products will require appropriate county and state approval, arranged by individual producers.
7. All vendors should be properly licensed to sell the product they supply.
8. Any product labeled "organic" will require vendor proof of organic certification and display of certificate.
9. Any vendor selling products which do not fulfill quality requirements of the market, or who violates the intent of this document will be asked, verbally and in writing, to correct the infringement. If a second violation occurs, the vendor may be asked to leave. Any disruption of the vendor lease can be appealed by calling a vendor meeting to review the violation.

### **H. Handcrafted Products**

Craft items sold at Goshen Farmers Market must be both hand-made and home-made. All prospective artisans must either send pictures or samples of their work. The market policies require handcrafted items to be produced locally and to meet at least three out of four criteria:

- Crafted product should be produced from plant or naturally-derived materials (no plastics, synthetics, etc.)
- Crafted product should be unique in design, not based on prefabricated models, patterns or mass-produced parts
- Crafted products should be unique in conception and represent original work which offers an alternative to commercial products
- Crafted products should show a high level of craftsmanship, unusual in technique, skill required for production, or represent a "lost art"

Preference will be given to the following categories:

- Represents a multi-cultural presentation
- Offers a unique product to the market

**I. Days of Operation**

The Mill Race Center Farmer's Market shall be operated year-round on Saturday mornings, and one afternoon/evening per week during the summer season.

The market schedule will be established by the CSP board in consensus with Vendors and reevaluated on an annual basis.

**J. Hours of Operation**

Market hours are Saturday, 8:00 AM to 1:00 pm;

During the months of May through October, Market Hours are extended on Tuesday from 3:00 pm to 7:00 pm.

**K. Selling space**

The Mill race market leases space by the linear foot (frontage) and by the season.

Space availability is limited for each product category. The market reserves the right to select vendors based on need for the products they have available.

Vendor displays may include free-standing components if the component – display rack, shelving, divider/display wall, etc. – does not extend higher than five feet, nor protrude into the space of another vendor, or market "common areas" (for example, isles).

All vendors are responsible for keeping their spaces clean and presentable.

Annual lease-holders have full use of their spaces throughout the year, and as such are encouraged to set up attractive, semi-permanent merchandising displays. Seasonal vendors have full use of their assigned space during their season, and may leave their signage & portable merchandising displays in place during the course of their season. Weekly and occasional vendors are required to remove all product and display items at the end of each market day. All vendors should be aware that the market building is occasionally used for non-market functions, and displays sometimes need to be moved to accommodate these rentals. Vendors should expect to temporarily move/remove their displays three or four times per year. Every effort will be made by the market manager to provide notice at least four weeks advance of a planned event date.

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**Fees**

	<b>Starts</b>	<b>Ends</b>	<b>Fee/8' table</b>	<b>No. of Tables</b>	<b>Total</b>
<input type="checkbox"/> <b>Annual lease</b> <i>January 1, 2011</i> <i>December 31, 2011</i>			\$ 780.00	<input type="text"/>	\$ -
<input type="checkbox"/> <b>Summer lease</b> <i>May 1, 2011</i> <i>October 31, 2011</i>			\$ 769.60	<input type="text"/>	\$ -
<input type="checkbox"/> <b>Holiday lease</b> <i>November 1, 2011</i> <i>December 31, 2011</i>			\$ 98.00	<input type="text"/>	\$ -
<input type="checkbox"/> <b>Winter lease</b> <i>January 1, 2012</i> <i>April 30, 2012</i>			\$ 128.00	<input type="text"/>	\$ -
<input type="checkbox"/> <b>Daily lease: May - December</b>	<i>Saturday 8:00 AM</i> <i>Saturday 1:00 PM</i>		\$ 15.00	<input type="text"/>	\$ -
	<i>Tuesday 3:00 PM</i> <i>Tuesday 7:00 PM</i>		\$ 10.00	<input type="text"/>	\$ -
<input type="checkbox"/> <b>Daily lease: January - April</b> <i>Saturday 8:00 AM</i> <i>Saturday 1:00 PM</i>			\$ 10.00	<input type="text"/>	\$ -

**Grand Total:**

**L. Signature of Agreement**

Each vendor must read and sign these operating policies and procedures.

I have read and understand the policies and procedures outlined in this document. I agree to abide by the policies outlined within

Signed \_\_\_\_\_

Date \_\_\_\_\_

Mail to:            Goshen Farmers Market  
                       P.O. Box 1031  
                       Goshen, IN 46527-1031

Please address any questions regarding Farmers Market policy or this document to: Manager, Goshen Farmers Market via phone (574-533-4747) or email (info@goshenfarmersmarket.org).