

Policy Statement #1

TOPIC: Policy statements

DATE APPROVED: 8/17/17

1. The board of the Community Sustainability Project, the parent organization of the Goshen Farmers Market, may, from time to time, adopt policy statements on various topics. These policy statements shall serve as the rules for Farmers Market operations.
2. Prior to being formally adopted, any such policy statement must be considered at two board meetings and shared for comment with Farmers Market vendors and other who may be affected.
3. Once adopted, such policy statements shall be maintained in the organization's corporate records and shall be readily available to board members and any interested parties.
4. Given that it is not possible to know in advance what specific circumstance may be encountered, the Farmers Market and its staff shall be allowed flexibility in the interpretation and implementation of policy statements, with the overall strength and vitality of the Market to be considered overriding factors.
5. Any policy statement can be suspended by a vote of a majority of current board members.

Policy Statement #2

TOPIC: Vendor selection

DATE APPROVED: 9/21/17

1. As a general principle, the Farmers Market believes that it is good thing to have many vendors, even when multiple vendors may be selling similar products and be in "competition" with one another. This results in a bustling, busy market, with more customers than would otherwise be the case, with everyone benefiting as a consequence.
2. Consequently, when there are empty stalls available, any vendor who meets the criteria for being a vendor and who wishes to rent space, selling items consistent with the mission and policies of the Market, will be afforded the opportunity to do so, even when vendors offering similar products may already be part of the market.
3. When the number of potential vendors exceeds the available space and there is not room for all who are interested, the following criteria will be used to set priorities:
 - (a) Food vendors (especially local farmers) will be given priority over non-food vendors.
 - (b) Long term, committed vendors will be given priority over newcomers.
 - (c) Vendors whose offerings would increase the variety of goods and services.
4. Vendors wishing to return must be in good standing, with this understood to mean not having any unpaid financial obligations to the Marker, not having a history of disruptive behavior, etc.).

5. As an overall vision for the Market, a mix of approximately 60% food vendors and 40% others would be considered an ideal toward which we should be working and which should guide decision-making in regard to vendor selection. This goal may be adjusted as appropriate during the holiday season and winter months.
6. On those occasions when vacant market space is available, the Market Manager may approve additional vendors when the Market Manager determines that the additional of such vendors would enhance Market operations and/or strengthen the Market financially.
7. Parties wishing to become vendors shall apply to the market manager. The Market Manager shall evaluate the application and has the responsibility and authority to make a decision about the applicant's becoming a vendor and the relevant terms and conditions. The Market Manager may reject a vendor application if, in the Market Manager's judgment, the produce, goods or food items are not compatible with the overall concept of the Market, or the product mix currently offered at the Market.
 - (a) In the event of a disagreement about acceptance as a Vendor, an applicant may appeal the decision of the Market Manager to the board. Any such appeal shall be in writing and state in detail how the vendor believes that the decision of the Market Manager was inconsistent with this policy statement.
 - (b) The board shall strive to resolve such disputes in the timely manner and its decision shall be final.

Policy Statement #3

TOPIC: Rules and expectations for vendors

DATE APPROVED: 11/30/17

Market vendors must agree to honor the following rules and expectations, which shall be incorporated and/or referenced in the signed vendor agreements:

1. Vendors may sell only the following, responsibly sourced items: *
 - (a) Farm produce
 - (b) Flowers and plants
 - (c) Ready-to-eat foods
 - (d) Processed or value added foods such as vinegars, sauces, jellies, salsa, etc.
 - (e) Artisan items
 - (f) Wine produced under the auspices of an Indiana farm winery permit or its Michigan equivalent
 - (g) Specialized services which are consistent with the Market's goals and mission
2. Goshen Farmers Market strives to be a local growers' market. Farmers may sell produce and value-added food items procured from other producers, so long as those items were grown or made within 150 miles of Goshen Farmers Market.
 - (a) Purchasing from produce auctions or from commercial wholesalers is prohibited.
 - (b) Produce vendors must produce a minimum of 80% of what they sell and are encouraged to highlight this local element in their displays and marketing.
3. Artisan products sold by vendors must be handmade by the vendor selling them or, in the case of

* NOTE: Vendors who are offering items which may not be entirely consistent with this listing of appropriate products at the time this policy becomes effective may continue to sell these it items.

specialty items that are not local, responsibly sourced from artisans with whom the vendor has a personal connection.

4. Produce vendors are encouraged to grow and market organic products and to promote such in their displays.
5. All produce vendors agree to participate in the market's cooperative CSA and in its SNAP reimbursement program. A 5% fee will be deducted from CSA sales to cover administrative/promotional costs.
6. Food vendors must comply with all applicable Department of Health regulations, including securing required licenses and permits and providing copies of these documents to the Market Manager and/or board upon request.
7. Vendors selling items or services subject to Indiana sales tax shall secure a Registered Retail Merchant's Certificate (RRMC) and shall collect and pay the applicable taxes. Copies of the applicable documents shall be provided to the Market Manager and/or board upon request.
8. All produce to be sold in the Market will be sold by legal weights and measures. Vendors are responsible for having their scales certified for compliance annually. The use of a non-certifiable scale at the Market is a procedural violation. Vendors must post prices and scales must be visible to customers.
9. All food and food products offered for sale, shall be fresh, clean, and safe for consumption and shall be handled, stored, transported and offered for sale in a sanitary manner.
10. Vendors may unload at the back door as early as 7 a.m. on Saturdays and 2 p.m. on Tuesdays.
11. Vendors are expected to remain set up the full length of market.
12. Vendors are provided tables and chairs.
13. Vendors are responsible for table coverings/display materials.
14. Due to limited space and the market's desire to provide selling opportunities to as many vendors as possible, for market variety, booths are limited to no more than three spaces per vendor when rented annually.
15. Vendors are responsible for their own personal liability and business/product liability insurance. The Market encourages vendors to obtain personal liability insurance and to notify the Market of the carrier. The vendor shall be solely responsible for damages resulting from its Market operations, including the sale of unsafe or unsound goods. The vendor shall indemnify, hold harmless, release, waive and forever discharge the Goshen Farmers Market, its employees, agents and officers, and the members of the Market board, for all bodily and personal injuries, including injuries resulting in death, and property damage, claims actions, damages, liabilities and expenses, including reasonable attorney fees and court costs, which may occur as a result of the vendor's participation in the Market.
16. Vendors must clean their booths after every market. This includes sweeping and trash disposal. In addition, vendors are expected to participate in the fall and spring market clean up events.
17. Parking spaces behind the market are reserved for customers. After unloading merchandise through the south or west doors, vendors must move their vehicles to one of the nearby parking lots.

18.Vendors agree to not institute any action or suit at law or in equity against the Market or the Market's agents or employees as a result of operations under their Market agreement. Likewise, vendors will not aid in the institution or prosecution of any claim for damages, costs, loss of services, expenses, or compensation for or on account of any damages, loss or injury to person or property as a result of operations under their Market agreement.

19.The Market Manager has the authority to interpret and enforce these rules.

- (a) In the event of a disagreement, vendors (or potential vendors) may appeal decisions of the Market Manager to the board. Any such appeal shall be in writing and state in detail how the vendor believes that the decision of the Market Manager was inconsistent with this policy statement.
- (b) The board shall strive to resolve such disputes in the timely manner and its decision shall be final.

20.Violations of these rules will be evaluated on a case-by-case basis.

Policy Statement #4

TOPIC: Code of conduct

DATE APPROVED: 11/30/17

1. Vendors, board members and Market staff are expected to collaborate with each other to carry out the Market's mission and to do so in a professional manner which reflects their commitment to quality services, customer satisfaction and the wellbeing of our community.
2. Vendors, board members and Market staff shall not engage in disruptive conduct. Any disagreements shall be handled in a respectful manner away from stalls and customers.
3. No person at the Market shall refuse to comply with a direction of the Market Manager or interfere with the administration of the Market Rules as interpreted by the Market Manager or his/her designee.
4. Everyone is expected to treat fellow vendors, market employees, board members, customers and everyone in a courteous manner at all times.
5. The Market board shall strive to operate in an open and collaborative manner and to be fair and above board in its decision making. Vendors, staff and others with a stake in Market operations are expected to use these board sanctioned processes to bring ideas and/or concerns to the attention of the board in an honest and direct manner.

Policy Statement #5

TOPIC: General policies

DATE APPROVED: 11/30/17

1. Smoking is not permitted within the Market or on the Market grounds.

2. All are welcome at the Market; no discrimination is permitted.
3. Animals are not allowed within the Market, except for service dogs.
4. No person at the Market shall refuse to comply with a direction of the Market Manager or interfere with the administration of the Market Rules as interpreted by the Market Manager or his/her designee.
5. There are limited electrical outlets available. Who has access to these will be specified in the Vendor contracts, along with the additional charges to be assessed.
6. No firearms or other such weapons are permitted within the Market or on the Market grounds.
7. Keys to the Market building shall be issued at the discretion of the Market Manager. Persons having keys are to return them to the Market Manager at the time their involvement with the Market ends.
8. Only authorized persons, as determined by the Market Manager, are permitted to enter the Market's walk-in cooler.

Policy Statement #6

TOPIC: Vendor contracts

DATE APPROVED: 11/30/17

1. Prior to selling at the market, all vendors shall enter into a written agreement with the market manager acting on behalf of the market.
6. These contracts shall include the following, along with other necessary and appropriate provisions:
 - a. Identifying information about the vendor.
 - b. Identifying information about the space to be occupied.
 - c. The rate to be paid by the vendor.
 - d. The provisions of the market's policy statements, with specific reference to the policy statement dealing with "rules and expectations for vendors."
 - e. The applicable time frame.
 - f. Any expectation that the vendor will be returning on a seasonal basis.
7. The market manager has the responsibility and authority to interpret and enforce vendor contracts.
4. The market manager shall establish the specific rates to be paid by vendors, using guidelines established by the market board.
5. In the event of a material breach of a contract on the part of a vendor and the vendor's failure to correct the breach within a reasonable time, as determined by the Market Manager, the market may terminate the contract by so stating in a written notice to the vendor. Upon such notice, the vendor shall remove

personal equipment, clean the area, and vacate the market premises prior to the next time the Market will be open for business. The market may retain any rental fees prepaid by the vendor to offset costs incurred by the market that are associated with the vendor's departure.

Policy Statement #7

TOPIC: Community services organizations

DATE APPROVED: 11/30/17

1. Charitable, educational, or other community service organizations looking for a booth may apply for a free booth when space is available. Normally such organizations may be provided such space one time per month.
2. Free booth space is applicable for organizations with informational booths only. Charitable organizations selling items are required to pay the standard booth fee.
3. Applications must be submitted to the Market Manager for approval.
4. Charitable, educational, or other community service organizations are required to comply with market rules and shall be considered vendors.
5. The number of booths that will be made available to community services organizations shall be determined by the Market Manager and will be affected by how many vacant stalls (if any) may be available.

Policy Statement #8

TOPIC: Market staff

DATE APPROVED: 11/30/17

1. The board shall develop a job description and reimbursement arrangement for a Market Manager, who shall be considered an employee of the Market and shall be considered an exempt position for Fair Labor Standards Act purposes.
2. The Market Manager shall be selected and hired by the board to oversee Market operations and function as the primary staff person for the organization.
3. The board shall supervise the Market Manager and conduct performance evaluations on a regular basis, which shall be no less than annually.
4. The board may establish other staff positions as necessary and appropriate. These positions shall be filled and supervised by the Market Manager.

Policy Statement #9

TOPIC: Expectations for board members

DATE APPROVED: 11.30/17

Board members are expected to abide by the following:

1. Governance

(a) Duty of Care.

- i. *Be informed.* Be familiar with the Community Sustainability Project, its mission, its strategic directions, its activities, its financial status, and its bylaws.
- ii. *Participate actively.* Consistently attend board meetings and actively participate.
- iii. *Stay informed.* Review background materials for Community Sustainability Project meetings. Participate actively in committee work and board planning efforts.

(b) Duty of Loyalty.

- i. *Act in good faith.*
 - A. Exercise independent judgment;
 - B. Support decisions made by the board;
 - C. Give undivided allegiance to the Community Sustainability Project when making decisions affecting the organization.
- ii. *Avoid and disclose all conflicts of interests.*
- iii. *Avoid and disclose all conflicts of interests.*
- iv. *Avoid and disclose all conflicts of interests.*
- v. *Maintain confidentiality.*

(c) Duty of Obedience.

- i. *Internal oversight.* Ensure the Community Sustainability Project obeys and remains true to its central purposes as shown in its articles of incorporation, mission statement, bylaws, and other internal documents.
- ii. *External compliance.* Ensure the Community Sustainability Project complies with federal and state laws concerning transparency.

2. Finances

(a) Duty of Assistance.

- i. *Personal Contribution.* Provide annual financial support to the Community Sustainability Project
- ii. according to your ability to do so.
- iii. *Personal Involvement.* Actively assist with fundraising efforts.

(b) Duty of Oversight.

- i. Ensure that the Community Sustainability Project has the resources necessary to fulfill its mission.
- ii. Regularly review financial reports and understand the budget of the Community Sustainability Project, asking questions needed to help your understanding.
- iii. Ensure the administration of financial policies designed to be responsible stewards of the Community Sustainability Project's assets.

3. Leadership

(a) *Ambassador:* Serve as an ambassador for the Community Sustainability Project, actively seeking opportunities to introduce the Community Sustainability Project to potential resources

(b) *Personal.*

- ii. Participate in Board leadership positions as you are able.
- iii. Ensure there is a succession plan in place for Board and leadership.

- (c) *Talent Scout*: Participate in the identification and recruitment/cultivation of new Board members and committee members.
- (d) *Mentor*: Routinely and proactively support the development of volunteers, fellow Board members, and committee members.
- (e) *Trust-builder*: Always, consistently, and continuously work at building trust throughout the organization

4. Specific Skills for Ongoing Participation

- (a) *Comfort with Communication Technology*: The Community Sustainability Project uses, telephone, email, Google Drive and other forms of technology to facilitate communication.
- (b) *Ability to assist with recruitment to the Community Sustainability Project*: We ask board member to assist in recruitment of volunteers and supporters.
- (c) *Contribution of Time and Talent*: We ask board members to contribute 3-10 hours per month.