

# BANGOR-BREWER FARMERS' MARKET ASSOCIATION, INC.

## MARKET RULES

The market rules are to be followed by all those who participate in the Bangor-Brewer Farmers' Market.

### 1. ELIGIBILITY

Any home gardener or farmer qualifying with Maine homegrown produce shall be eligible for membership in the organization by agreeing to abide by the by-laws and established rules of operation.

### 2. MEMBER SELECTION PROCEDURE

**a. Prior Year Members:** All members who have attended the previous year will be given preference. For past members, to have your application accepted, you must have complied with the Market Rules during the previous season.

**b. New Members:** Preferences will be given to any potential new member who would fill a market void by offering products currently needed at the market, or who plans to attend on weekdays. When new members apply, farmers will be given preference as specified in the Association's lease with the City of Brewer.

**c. Short Season Members:** A provision for growers with short season crops is made for those who wish to join the market for any contiguous three week period. This allows the market to fill the same slot with more than one grower over the season and opens the market to more growers to participate.

**d. Completed Application:** No one will be accepted into the market without a completed application.

**e. New Members: Procedure:** New member applications must be submitted to the secretary for distribution to the entire membership for consideration and a vote of the membership will be taken by mail.

### 3. LOCATION AND TIME

The location of the Bangor-Brewer Farmers' Market will be at the Brewer Auditorium, along Wilson Street in an area agreed to by lease with the City of Brewer. It will be officially open from 8:00 a.m. to 1:00 p.m., or such hours as agreed to by lease with the City of Brewer, Tuesday through Saturday, from the first market day in May to the last market day in October.

### 4. DUES

**a. Annual Dues, Regular:** A nonrefundable annual dues of \$35.00 is payable with your application. Checks may be made payable to "Bangor-Brewer Farmers' Market" and mailed to the Treasurer.

**b. Annual Dues, Short Season:** A nonrefundable short season dues of \$20 for a three week short season crop is payable as above. A grower may be admitted to the market for a short season crop even if there is not space available for a regular annual membership.

c. **Annual Dues, deadline for renewal**: Application for membership renewal and dues are due at the annual meeting but no later than February 1.

d. **Daily Dues**: Daily dues charged for each market day attended shall be established for the following year by the membership at the annual meeting. Market dues are reviewed each year in light of the market's finances and adjusted if needed. Each farmer is responsible for paying the daily dues to the Market Manager or to his/her assigned representative at the beginning of each market day.

## **5. HANDICRAFTS & Value-Added Farm Products**

Value-Added farm products are any product made from basic ingredients derived from raw materials produced on the farm. (Examples include processed foods such as jams, jellies, and salsas, cheeses, fudge, and other dairy-related products, creams, soaps, and related products from honey, milk, etc., wreaths and floral arrangements, yarn and fiber products from wool, mohair or other livestock products.) Value-Added farm products are encouraged.

Handicrafts are any product not derived from raw materials produced on the farm. Examples include knitted and crocheted items such as dish cloths and mittens, artwork, prints, note cards, etc.) Handicrafts may be sold, providing that the major portion of the farmer's display is farm produce and/or baked goods. Handicrafts must be made by the seller.

## **6. LICENSES, PERMITS AND STANDARDS**

All producers of home-processed items such as maple syrup, honey, jams, jellies, relishes and home canned goods are required by law to obtain the proper licenses from the Department of Agriculture and/or the Maine Department of Human Services.

All producers of live plant materials offered for sale at the market are required by law to obtain the proper greenhouse license.

Sellers of maple syrup must obtain a syrup producer license.

Vendors must comply with state labeling and packaging laws if products are packaged for sale.

Any other state or federal rules and regulations that may apply now or in the future to a product offered for sale at the market shall be adhered to.

All vendors selling products for which a license is required must be able upon request to show proof of license. It is advisable for each vendor to keep a copy or facsimile of the license(s) required in their vehicle, cash box, or other convenient location in order to avoid any question about the legitimacy of the products they have brought to market.

A state scale inspector may visit the market during the season to check the accuracy of your scales.

## **7. NO-BUY RULE**

In order to ensure the freshest and highest quality produce at the farmers' market, and to ensure the customers they are dealing directly with the farmers and not with peddlers, members must sell only products they grow or make themselves. Buying products for resale at the market will not be allowed, except from another member attending the market that day. The farm owner, family member, paid employee or an apprentice are considered part of the farm for purposes of selling a member farm's product at the market. A ghost member is a member who does not attend the market nor do they send a representative of their farm. "Ghost" members are

not allowed. Items offered for sale must be fresh and of high quality. Remember, YOU ARE THE FARMERS' MARKET, and the reputation and success of the market and your farm depends upon what you display.

## **8. FARM CHECKS**

Farm visits by member volunteers will be made periodically and as needed, to ensure a members' production of what is being offered for sale. Please include a map and/or directions to our farm if you are submitting an application for the first time.

## **9. SIGNS**

All farmers will have signs that display the name and address of the farm in a prominent manner every day they are at the Market.

## **10. SETTING UP AT MARKET**

**a. General:** All displays should be neat and tasteful. Only one vehicle per member is allowed to be set up at a time.

**b. Customer Walkway:** Maintenance by members of a clear walkway for customers to move from one vendor to another without obstruction is important and will be enforced by the Market Manager.

**c. Spacing of Vehicles:** Members must park their vehicles in a safe and space efficient manner. Generally, leave enough space between your set-up and the next member so that customers do not become confused as to whose goods are whose. An exception to this occurs when two members wish to set up one large display for any reason. There is no maximum distance between members but remember that many customers will often not want to walk an extra distance to a lone display.

**d. Space Restrictions:** From time to time during the season, space restrictions may require the Market Manager to direct that less space than usually be taken up by each member. This will most often be due to an anticipated exceptionally high attendance by members, such as on Saturdays in August and early September. Your cooperation at such times is appreciated.

**e. No Overnight Parking:** Overnight parking is not allowed in the locations used for set-up. Any disabled vehicle must be removed from the immediate set-up area by the end of the market day.

## **11. PRESENTATION**

Farmers should present themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn. The Market Manager may mention to members if their appearance could be deemed offensive to customers. Members must behave in a cooperative manner with other members.

## **12. ALCOHOL**

Consumption of alcoholic beverages by members at the market is prohibited.

## **13. PICKING UP**

General cleanliness of the market area is everyone's responsibility. It assures the customers a pleasant place to shop and keeps the Market on good terms with our landlord. This includes picking up your own area.

#### **14. HAWKING**

No hawking, or calling out to attract buyers to your goods is permitted.

#### **15. BATHROOMS**

When the Brewer Auditorium is open, the bathrooms in it may be used by market members. Portable toilets are also available for public use at the athletic field to the left of the Auditorium. Persons found using the grounds for bathroom purposes will be expelled from the market.

#### **16. VIOLATION OF THE RULES**

Upon receiving a complaint that a member has violated the rules about buying produce to resell at market, or any other rule, the President of the Steering Committee shall appoint three members to investigate the complaint. If these members find that a violation has occurred, the Steering Committee, a quorum of which shall be considered to be four of its members, shall meet to consider the report of the investigating committee. If the Steering Committee, by a majority of those present, finds that a violation has taken place, it may cancel the membership to the accused, with forfeiture of dues. Any member subject to such action shall be notified and given opportunity to answer the charges at the meeting of the Steering Committee called to consider such charges. A pattern of action which is harmful to the market and its members will also be considered a violation of market rules.

Note: Any member may (and should) inform a Steering Committee member of any failure to comply with these rules. They have been developed in cooperation with the many farmers' market members for over a decade, and their purpose is to keep the high standards our members and customers have come to expect.

**revised, adopted January 20, 2011 (sec. 3. Location and time, sec. 4. c. Daily Dues)**

**revised, adopted February 8, 2005 (sec. 2 Member Selection Procedure)**

**revised , adopted Nov. 17, 2012 (sec 2. e. New member procedure, sec. 5. Handicrafts and value added farm products)**

**revised, adopted Nov. 8, 2014:**

**sec. 3 Location and Time: advisory sentence at end deleted.**

**sec. 4 Dues: part b language inconsistent with By-laws prohibiting voting privileges to short season members is deleted.**

**sec. 4 Dues: add new part c. Annual Dues, deadline for renewal (former part c. daily dues becomes part d)**

**sec. 7 No-Buy Rule: Ghost member is clarified.**

## **ANNUAL MEETING**

The Brewer Farmers' Market holds an Annual general membership meeting after the market season is over, usually in Mid-November or early December. Notices are mailed out to all members. Contact the Market Manager if you have not received a notice by November 1.

At the annual meeting, the Steering Committee positions listed in the by-laws are filled, the past year reviewed, and issues of concern to membership are brought up for discussion. The floor is open to all members to bring up rule changes and subjects they wish the meeting to consider by submitting topics to the Market Manager or Steering Committee at least two weeks before the annual meeting. The market secretary will mail copies of the meeting notice and agenda, including topics requested by members at least a week before the meeting.

Most of the market rules listed here, for example, have been formulated to satisfy the stated needs of members over the past years. The remainder are the result of the terms of our use of the parking lot.

Although Steering Committee members have informal communications among themselves throughout the season, the Annual Meeting is the formal method by which decisions are made and member needs affect the operation of the market for the coming year. It is through the Annual Meeting that the general market membership gives direction to the new Steering Committee's work over the winter season. The Steering Committee meets regularly through the winter months to prepare for the coming season.

We look forward to discussing with you at market any aspect of the market operations and hope to see everyone at the Annual Meeting in November.