

These basic rules are to be followed by those who participate in the Viles Arboretum Farmers' Market.

1. Membership Eligibility

- a. All Maine food producers who produce what they offer for sale are eligible for membership in the market. Farm-related handicrafts vendors may not represent more than 20% of the total market vendors.
- b. Vendor Application Process & Fees:
 - 1) Submit a completed application. This application can be found at the Viles Arboretum website or by writing to Viles Arboretum, 153 Hospital Street, Augusta, ME 04330.
 - 2) A fee of \$40 will need to accompany your application (please make checks payable to the Viles Arboretum). Upon acceptance, this fee will allow your participation in the market and membership to the Viles Arboretum. If your application is rejected, this fee will be returned. A \$5 market fee will also be assessed each day you are at the market during summer months.
 - 3) All vendors must submit an updated application on or before March of each year.
- c. Each applicant for new membership will be required to make a presentation in person to the voting membership upon their request.
- d. Each applicant for new membership will be reviewed and voted on by the current voting membership.
- e. Voting is limited to one vote per membership. The voting member must be the vendor, spouse, or an employee of the farm. Simple majority votes carry the motion.
- f. Applications will be reviewed when received and applicants notified soon after receipt of status.
- g. Space is available for civic functions, pre-approved in advance, at each market day.
- h. New vendors will be considered provisional their first year. Permanent membership and voting privilege are earned in the second year, provided a favorable review and second vote of acceptance by existing members.
- i. Each member is expected to attend each market unless they have no products for sale.

2. Location and Time

- a. The Viles Arboretum Farmers' Market is located at 151 Hospital Street, Augusta, ME
- b. May to October: Vendors will set up in the parking lot within view of road.
November to April: Vendors will move inside during winter season.
- c. The market is officially open every Friday from 2:00 to 5:00 p.m.

3. Dues

- a. Annual: A non-refundable fee of \$40 is to be paid at the time of the application. It will be deposited upon acceptance into the market.
- b. Daily: There will be a fee of \$5 per market, collected at each market by the manager during summer months.

4. Attendance

- a. Members are expected to stay until close of the market on each market day unless they are "sold out."
- b. Members are encouraged to attend all pre-season business meetings and to participate in all market activities. Members in attendance to meetings will have one vote per membership.
- c. Members are expected to be at every market during the season applicable for their product.

5. Market Positions

- a. The membership will appoint a Market Manager and an Assistant Market Manager.
- b. The market manager will oversee implementation of these basic rules, act as market spokes-person, run business meetings, and make any on-site decisions relating to market management when need arises. Any such decisions are subject to review by the membership in a timely manner.

6. Items for Selling

- a. All products for sale at the Viles Arboretum Farmers' Market must be grown or made by the vendor. Exceptions include specific Maine grown or Maine-made products that are not provided by any other member. Prior approval by majority vote is required. When possible, vendors should submit their request to sell "bought-in" products with their applications.
- b. Products of handicraft vendors must be 75% farm created. Any 'gray' areas will be discussed and approved by the farmers' market members.
- c. Vendors wishing to bring new items must so state on their annual applications for review by the membership.
- d. Knowledge of and compliance with all state regulations regarding the production, labeling, display, and sale of all products at the Viles Arboretum Farmers' Market is the responsibility of the individual member.

- e. Copies of all appropriate licenses and permits for each member operation should be submitted with the application. Licenses and permits should be on vendors at market hours.
- f. Individual farmers are responsible for obtaining approval to accept WIC.
- g. Non-vending displays will be individually reviewed and permitted by permission of the market members.
- h. A state certified scale is required for selling vegetables and other products by weight.
- i. All vendors are responsible for having a liability insurance policy for their product(s).

7. No Buy Rule

- a. In order to ensure the freshest and highest quality produce at the farmers' market, and to assure customers they are dealing with the farmer, market members must sell only products they themselves grow or make. Buying products for resale at the market will not be allowed unless approved by the membership, and then so labeled.
- b. Items for sale must be fresh and of the highest quality.

8. Signs

- a. All farmers will have signs that display their name and address in a prominent manner at every market.
- b. All products for sale will be labeled and price displayed.

9. Setting up at the Market

- a. Displays should be neat and tasteful.
- b. Hawking and false advertising is forbidden.
- c. General cleanliness of the market area is everyone's responsibility. It assures customers a pleasant place to shop and keeps us on good terms with Viles Arboretum facility. This includes picking up your own area while selling and making certain the area is clean before you leave.

10. Presentation

- a. Vendors should present themselves in appropriate manner and dress. Shirts are required.
- b. Alcohol consumption and smoking by members at the market is prohibited.
- c. Members should behave in a cooperative manner with other members.

11. Violation of the Basic Rules

Upon determination that a market regulation(s) has (have) been violated, the offender will be given a verbal warning. Further violations will be brought before the market members, who, after due consideration, may enforce corrective action or cancel the offender's membership to the market, with forfeiture of dues.

12. Special Circumstances

These basic rules may be temporarily modified to address unanticipated circumstances not covered in this. Any modifications will be made only after a majority vote of the full market membership and shall state the reason and the specific duration of the modification.