

# HILLSBOROUGH FARMERS' MARKET

## 2008

### MEMBERSHIP GUIDELINES

#### Mission Statement

The Hillsborough Farmers' Market is a 20 year-old, public-service, not-for-profit organization whose primary mission is to encourage, support, and promote the entrepreneurial efforts of local, independent, and small-scale farmers, bakers and crafters seeking to sell their products directly to the consumer and operating independently from large corporate or factory farms/businesses. Inherent in this mission is serving the community and the consumer who benefit from the availability of these farmers' products. Secondary goals are to educate the consumer about the many benefits to the individual, the community, and the environment of buying fresh, locally produced food, to provide a venue for other local non-profit organizations and local musicians and to enhance and enrich the community and culture of the town of Hillsborough.

#### Operation

The HFM (Hillsborough Farmers' Market) operates from 8:00am to 12:00noon on Saturdays, April through November and from 4:00pm to 7:00pm on Wednesdays, May through September. A winter market will also be held on first and third Saturdays from December through March (The exact dates and times may vary slightly each year.) Exact dates and times will be posted on the web site: ([www.hillsboroughfarmersmarket.org](http://www.hillsboroughfarmersmarket.org))

The HFM is currently located at the Suntrust Parking Lot, 128 N. Churton St. near E. King St. in Downtown Historic Hillsborough, North Carolina. It is anticipated that the market will move to a permanent market shelter in the spring of 2008. The Public Market House is located on the grounds of the county courthouse E. Margaret Lane, two blocks southwest of the current location.

A no-smoking policy is in effect for member vendors while staffing their booths. No alcoholic beverages are permitted at the booths.

The HFM will operate in a manner consistent with the spirit of community in which it has been operating for over 20 years. The HFM will not discriminate against any individual based on that individual's race, religion, national origin, sex, age, or disability.

**Who May Sell**

- 1) Only member vendors of the HFM may sell at the market. Member vendors are those producers who have filled out a.) Membership application, b.) Paid the annual dues, and c.) Received notification from the HFM Board of Directors that their application has been approved. The annual dues will be refunded promptly and in full to any potential seller whose application is rejected by the Board.

Family members or partners within a single enterprise together count as one HFM member (allowed one selling space at the market, allowed one vote at meetings, charged the annual dues only once, etc.).

- 2) Member vendors are responsible for staffing their booth, stand, or stall at the market. A member vendor may arrange for a representative to staff his or her booth. Representatives who are not also members of the HFM may not sell their own products at the market; they are limited to selling items produced by the approved member vendor.
- 3) Guest memberships may be made available at the discretion of the Market Manager to encourage potential new members who may wish to sell their products. Guests who are selling under these memberships will not have voting rights.

**What May Be Sold**

- 4) Only farm products, value-added farm products, and a limited number of certain craft items may be sold. (Permission to sell any product is subject to the market guidelines in addition to any applicable restrictions imposed by law)

*Farm products*

fresh produce or other freshly harvested plant products, fresh animal products, live plants.  
Examples: fruits, vegetables, nuts, grains, cut flowers, bedding plants, fresh eggs, wool, honey, meat from farm animals

*Value-added farm products*

products made almost entirely from farm products, from the parts of plants or animals raised on the farm, or from the by-products of farm activities  
Examples: dried herbs, preserves, jams & jellies, pickles, home-made baked goods (freshly baked), cheese, soap from goats milk

*Craft items*

At the discretion of the Board of Directors, and with consideration given to the mission and spirit of the market, the market appearance and atmosphere, a limited number of craft items (no more than 25% of the combined inventory of all market vendors) may

be approved for sale at the HFM. These will be limited to hand-crafted items made by a HFM member vendor at home or on the farm. The approval of craft items for sale at the HFM is recognized as an inherently subjective process, and the Board of Directors is entrusted with that responsibility. The Board welcomes input from the general HFM membership regarding the approval of any application to sell craft items. Artisans producing craft items are encouraged to include information about the sources of their local materials or the history of their craft.

- 5) Only product types listed on the member vendor's approved application may be sold, unless special permission is given by the Board of Directors. No item may be resold.
- 6) All items for sale at the HFM must have been raised, grown, made, or produced within 50 miles of Hillsborough.
- 7) All items for sale at the HFM must have been grown or produced by the HFM member vendor whose name and address appear on the application form.
- 8) Each member vendor will determine his or her own prices. Prices must be clearly marked or posted.
- 9) To safeguard the reputation of the HFM, all member vendors must abide by state and local food safety and health regulations. It is the responsibility of each member vendor to be aware of and to maintain compliance with any such regulations that apply to his or her products and maintain proper documentation at their booth.
- 10) The HFM carries general liability (slip and fall) insurance. It is the responsibility of the member vendor to maintain his or her own personal liability insurance as it pertains to the products which s/he is producing and selling.
- 11) On-farm inspections may be required at the request of the Board of Directors if the Board has any questions about any item being sold at the HFM.

### **Finances**

- 12) Each member vendor of the HFM is required to pay annual dues. **Annual dues for the 2008 season will be \$50.00 if paid before March 15, 2008.** Dues after March 15, 2008 will be \$75.00. Member vendors may share a booth but each vendor must pay the required annual dues.

- 13) Annual dues, donations, revenue from fundraisers, and other funds received by the HFM will be used to pay for advertising, signs, permits, special events, promotions, and other expenses related to the HFM. The HFM is a not-for-profit organization, and the members of the Board of Directors, while reimbursed for their material expenses, are not paid for their time, effort, skills, or expertise.

### **Use of the Facilities**

- 14) Selling spaces will be assigned by the Market Manager (who is appointed by the Board of Directors). The Market Manager will consider safety, customer expectations, pedestrian traffic flow, product presentation and general appearance of the market, vendor commitment, seniority, and vendor preferences in assigning selling spaces. All disputes will be resolved by the Board of Directors. Any member vendor whose inventory requires special facilities or care is expected to provide for those needs.
- 15) Vendors are required to set up their booths, stands, or stalls by 7:45am. Permanent spaces not occupied by 7:45 am may be assigned to another member vendor for that week. No vehicles will be allowed to move into or out of the market area between 8:00am and 12:00noon. With the exception of vehicles directly from which vendors are selling their products, all vehicles must be removed from the market area by 8:00am
- 16) Each vendor is responsible for providing and securely anchoring tents, tables, canopies, etc. and cleaning up the area around his or her selling space both during and after the market. Use of the market space is a privilege that may be revoked if a vendor fails to keep the area safe and clean.

### **Member Vendor Participation**

- 17) In signing and submitting an application form to the HFM, the individual vendor is making a commitment to sell at the market every Saturday of the season, with the exception of those Saturdays for which the member vendor has notified the Market Manager in advance that he or she will not be participating in the market. Vendors who only intend to sell for part of the season are welcome, but for planning purposes, they must let the Market Manager know in advance when they will not be there.
- 18) A minimum participation of 20 Saturday markets is required in order to ensure a permanent assigned space for the following year.
- 19) Member vendors are expected to attend the annual spring HFM general membership meetings. If a vendor cannot attend the meeting and wishes to participate in the market, he or she must speak in person or by telephone with a member of the board prior to selling at the market.

### **Board of Directors**

- 20) Each Director must be a member vendor in good standing of the HFM. The Board of Directors shall consist of no fewer than five and no more than nine members. Directors are elected by 2/3's vote of the Board of Directors. The nomination of these Directors shall follow a process that is determined by the Board of Directors. The Board of Directors shall adopt procedures to assure insofar as possible that the members of the Board reflect the make-up of the market (farm, value added farm and craft)
- 21) The responsibilities of the Board of Directors include, but are not limited to, approving both membership applications and items to be sold, appointing a market manager, collecting annual dues, obtaining publicity and advertising for the market, obtaining required permits for the market, planning special events, managing the HFM's records and finances, settling disputes between members of the HFM when necessary and appropriate, clarifying both the letter and the spirit of the market guidelines, representing the market in communications with the Town of Hillsborough and County of Orange, and other duties as needed.  
The Board has some latitude and discretion in exercising its authority in order to fulfil these responsibilities in a manner consistent with the mission and goals of the HFM. In recognition of the fact that occasionally new issues may arise pertaining to the market's operations and procedures, and of the impossibility and impracticality of addressing all such issues in advance, the Board has the authority to make decisions

regarding any such market issues that have not been specifically addressed in this document.

- 22) The Board of Directors shall appoint such Working Committees as it deems fit, but no such committees will have any power except those expressly granted by the Board. The Board will select a chairperson for each Working Committee. A Director may serve as a chairperson or a member of such committee
- 23) The Board of Directors may appoint an Advisory Board or Friends Group consisting of individuals who may not necessarily be members of the organization, to advise the HFM in meeting its mission. The advisors will have no powers except those expressly granted by the Board.
- 24) All HFM member vendors will be given reasonable notice of all planned board meetings. Board meetings shall be open to all HFM member vendors for observation, although only board members will be allowed to participate and vote at board meetings.

### **Conflict Resolution**

- 25) If a two-thirds majority of the HFM member vendors agree in writing to remove any board member from his or her position on the HFM Board of Directors, that board member shall be removed from the board immediately
- 26) If the Board of Directors believes that a member vendor is refusing to comply with market guidelines, has become a disruptive influence in the market or at HFM meetings, or is damaging the market's ability to fulfil its mission, the Board may call a special meeting of the general membership of the HFM to vote on whether the membership of the vendor in question should be revoked. A simple majority vote of the paid member vendors present at the meeting is required to revoke a vendor's membership. Vendors whose membership has been revoked may not sell at the market and may not attend market meetings.
- 27) These guidelines may be amended as needed with the approval of a simple majority of the paid member vendors of the HFM.

**HILLSBOROUGH FARMERS MARKET**  
***Market Guideline Agreement***

I, hereby agree to abide by the guidelines as set forth for the 2008 Hillsborough Farmers' Market.

VENDOR NAME: .....

ADDRESS: .....

TELEPHONE NUMBER: .....

SIGNATURE: .....

DATE: .....

Please complete and return to the Market Manager.