

# HILLSBOROUGH FARMERS' MARKET

## 2010

### MEMBERSHIP GUIDELINES

#### Mission Statement

The Hillsborough Farmers' Market is a 24 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 8:30am to 12:30 pm on Saturdays, April 3 through November 27 and from 4:00pm to 7:00pm on Wednesdays, May through October. A winter Market will be held from 10:00 – 12:30 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 located in The Home Depot Parking Lot, 625 Hampton Point Blvd. at NC 86 and I-85 in Hillsborough, North Carolina.

A no-smoking policy is in effect for member vendors while staffing their booths. No alcoholic beverages, dogs or other pets are permitted at the vendor 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, nationality, sex, age, or disability.

#### Who May Sell

- 1) Only member vendors of the HFM may sell at the Market.
- 2) Member vendors are responsible for staffing their 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. 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. **ALL ITEMS SOLD MUST BE GROWN OR PRODUCED BY THE MEMBER SELLING THEM. NO RESELLING ALLOWED.** (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 Officers, 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 Officers are 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 products listed on the member vendor's approved application may be sold, unless special permission is given by the Market Manager. No item may be resold. All selling must be conducted at your vendor stall.
- 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 for all items being sold must be clearly marked or posted at the vendor's stall.
- 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/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 HFM Leadership Team.

## Finances

- 12) Each member vendor of the HFM is required to pay annual dues. Membership renewal for the 2010 season will be \$50.00 if paid before January 29, 2010. A check should be made out to Hillsborough Farmers Market and mailed along with a completed membership renewal form before the deadline. **Membership fees paid after January 29 will be \$75.** Member vendors may share a booth but each vendor selling must pay the required annual dues. A weekly stall fee of \$5.00 will be due for each Saturday market attended
- 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. Leadership team members, while reimbursed for their material expenses, are not paid for their time or expertise.

## Use of the Facilities

- 14) Selling spaces will be assigned by the Market Manager (who is appointed by the Leadership team). 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 Officers. 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 8:15am. Permanent spaces not occupied by 8:15 will be assigned to another member vendor for that week. No vehicles will be allowed to move into or out of the Market area between 8:30 am and 12:30 pm. Your attendance is important and we want to create an attractive and complete farmers' market for our customers. If a vendor is not able to attend the Market on any given Saturday they must notify the Market Manager no later than noon on the Friday before the market. **If a vendor DOES NOT notify the Market Manager of their absence they will still be responsible to pay the weekly \$5.00 stall fee.**
- 16) Each vendor is responsible for providing and securely anchoring tents with a minimum of 30 lbs on each tent leg. It is important that each vendor takes responsibility for properly securing their tents to prevent any possible damage to persons or property. All tents/canopies should be a neutral color without advertisement or decoration. Vendors should also provide their own tables, canopies, etc. and clean 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) As a member of HFM you are making a commitment to sell at the Market every Saturday of the main season April - October, 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. A \$5.00 weekly stall fee will be charged for each market attended. 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. If a vendor is not able to attend the Market on any given Saturday they must notify the Market Manager no later than noon on the Friday before the market. **If a vendor DOES NOT notify the Market Manager of their absence they will still be responsible to pay the weekly \$5.00 stall fee.**

18) A minimum attendance of 10 Saturday markets is required to receive market voting rights.

19) Member vendors are expected to attend all scheduled membership meetings.

### **Officers (Leadership Team)**

20) Each officer must be a member vendor in good standing of the HFM for two (2) consecutive years. The Officers shall consist of no fewer than five and no more than nine members.

Officers are elected by 2/3's vote of the Officers. The nomination of these Officers shall follow a process that is determined by the Officers. The Officers 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 Officers include, but are not limited to, approving both membership applications and items to be sold, appointing a Market manager, collecting annual and weekly 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 Officers 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 Officers 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 the Officers 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.

26) 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

Contact Info: Hillsborough Farmers Market, PO Box 644, Hillsborough, NC 27278  
Phone: (919) 360-5254

## Market Guideline Agreement

I, hereby agree to abide by the guidelines as set forth for the 2010 Hillsborough Farmers' Market season.

VENDOR NAME: .....

ADDRESS: .....

TELEPHONE NUMBER: .....

SIGNATURE: .....

DATE: .....

Please complete and return to the Market Manager.