

HILLSBOROUGH FARMERS' MARKET
Market Season 2018
MEMBERSHIP GUIDELINES

Mission Statement

The Hillsborough Farmers Market, founded in 1987, is a 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 8:00 am to Noon on Saturdays, April through October. A Winter Market operates from 10:00 am – Noon, November through March (Starting dates and times may vary slightly each year.) Exact dates and times will be posted on the web site: www.hillsboroughfarmersmarket.org

The HFM, is located at the UNC Hospital Hillsborough Campus at 430 Waterstone Drive with easy access from I-85 (Exits 164 and 165) and from I-40 (Exits 261 and 263) in Hillsborough, North Carolina.

A no-smoking policy is in effect for ALL vendors while staffing their booths. Vendors may not have dogs or other animals at their booth.

The HFM will operate in a manner consistent with the spirit of community in which it has been operating since 1987. The HFM will not discriminate against any individual based on that individual's race, religion, national origin, sex, age, sexual orientation or disability.

Who May Sell

1) Only member vendors of the HFM may sell at the Market. Member vendors are those producers who have completed an application or renewal form and paid annual dues. No storefront business or franchise business will be allowed membership.

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 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 IS 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 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 total of all Market vendors) may be approved for sale at the HFM. These will be limited to hand-crafted items made by an HFM vendor at home or on the farm. 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 Officers. 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 75 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 for all items sold.**

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) If you are producing taxable items (prepared foods and crafts), then you must have a NC tax ID number and certificate. This is available through the NC Department of Revenue.

11) 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.

12) On-farm inspections may be required at the request of the Officers if the Board has any questions about any item being sold at the HFM.

Finances

13) Each member vendor of the HFM is required to pay annual dues. Membership fee/renewal fees are listed on the vendor application and returning vendor application with payment dues dates. In addition, a weekly stall fee will be collected for each market attended. Stall fees are detailed on the vendor application and returning vendor application

14). New applications will be accepted at the beginning of each calendar year. Applications and deadlines will be posted to the Hillsborough Farmers Market website. Approved new members may begin selling at the first market of the season. The main market season begins first Saturday of April and runs through last Saturday of October.

15) 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. Officers, while reimbursed for their material expenses, are not paid for their time, effort, skills, or expertise.

Use of the Facilities

16) Selling spaces will be assigned by the Market Manager (who is appointed by the Officers). 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.

17) Vendors are required to set up their stalls 15 minutes before the start of market. Permanent spaces not occupied by 15 minutes before start time may be assigned to another member vendor for that week. No vehicles will be allowed to move into or out of the Market area during operating hours.

18) 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. Tents, tables, tablecloths should be neat and clean and in proper working order. 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

19) As a member of the 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. 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.

20) A minimum participation of 20 Saturday Markets is required in order to ensure a permanent assigned area for the following year. Attendance at 10 markets is required to have voting rights at membership meetings.

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

Officers (Leadership Team)

22) Each officer must be a member vendor in good standing of the HFM for one (1) full market season. 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)

23) The responsibilities of the Officers include, but are not limited to, approving both membership applications and items to be sold, appointing a Market Coordinator, 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.

24) 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

25) 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.

26) 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

27) 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 Officers, that board member shall be removed from the board immediately

28) 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.

29) These guidelines may be amended as needed with the approval of a simple majority of the paid member vendors of the HFM.