



Eden Market @ Wesley Church

Operating Guidelines

This newly established market in May, 2008 has been organized with the following purpose:

Our primary goal is to provide a direct retail sales outlet for area Farmers/ Growers, with particular priority being given to women in agriculture and women in business as artisans and/or makers of value-added products; to promote the production of high quality locally grown produce, and other farm or agricultural products; and to build a greater sense of community between grower and consumer. Additionally, to enhance both the Market, and the community, we include baked goods and value-added food products, crafts and other locally prepared merchandise on a space-available basis, to educate the consumer in the value of local production.

Eligibility: The Eden Market @ Wesley Church is open to local Farmers, Growers, Crafters, and Food Vendors, who understand and endorse the above objectives, to display and sell their goods. A priority of booth space location and availability to sell, should the number of vendors become limited, will be granted to women in agriculture and to women artisans, as well as makers of baked goods and in value-added food product. No solicitors, collection drives, or manufactured goods other than locally made arts and crafts will be allowed in the market area.

Market Location, Dates and Times: The Eden Market @ Wesley Church is located on the grounds of the Wesley United Methodist Church at 98 North Maple, Hadley, Massachusetts. It operates during the hours of 2:00 pm – Dusk, every Thursday, May 15 to October 16, 2008 inclusive. By prior arrangement, Eden Market @ Wesley Church may be opened or closed at other times for special events.

Vendor Registration: In this first year of operation, vendor registration is open to all interested vendors who meet eligibility standards. All returning vendors for the 2009 season must register with the Market Manager by April 1, 2009. Depending on review of the first season in operation, a limit may be placed on number and type of vendor for the next year.

Vendor Spaces: The selling area of the Market is divided into 10'x10' spaces. Vendors will be limited to two spaces, unless extra room is available on that day. Vehicles may be parked in the space, but must be left there during the full selling period, unless prior arrangements are made. Vendors are expected to stay all day, unless they sell out. If you anticipate selling out early, please make the Market Manager aware of this before you set up (for that week, you can relocate to a space that will allow easy exit, without disrupting the normal operation of the rest of the Market).

The Market Manager will arrange spaces at his/her discretion for all Vendors to display their products. Once Vendors have been established in their spaces, the Market Manager will try to maintain that formation, throughout the season, for consistency. If a Vendor plans on not vending at a market during the season it is their responsibility to inform the Market Manager by the preceding Wednesday evening (before 8:00 p.m.) so that the spaces may be reassigned as

needed to close in any gaps and to maintain a full, organized look to the market. If the Market Manager isn't notified in advance of a vendor's absence that vendor will be charged for their regular market space fee. Spaces must be kept reasonably orderly for public safety concerns, and must be left in 'broom clean' condition. Any trash that is generated by the vendor, or brought with them, should leave with them when they go.

Set-up/Tear Down: Spaces will be clearly marked for each week in operation. Vendors are encouraged to arrive at the market early, and must be prepared and ready to operate for the 2:00 pm opening. Selling should not occur before 2:00 pm, or after sundown time. Please be aware that the Markets' permit to operate, and our insurance coverage, is not valid outside these times.

Market Fees: Market fees are assessed as follows:

Pre-paid Full Season cost	\$310 (a savings of 10%)
Pre-paid Half Season cost	\$156 (a 5% savings)

Prepaid Fees will be collected prior to May 10 and guarantee booth space location for the duration of the season.

Per week Space Fee	\$15
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Individual week space fees will be collected at the beginning each market day. Checks or credit card payments will be made to Eden Market at Wesley Church. We can accept either VISA or MasterCard.

All vendors must complete a Registration Form and a Proof of Insurance Form for each market year. Vendors of prepared food items, value-added food products, and/or baked goods must present a copy of their Commercial Kitchen Health Certificate issued by the Town of Hadley that will be kept in their Eden Market @ Wesley Church file.

Produce and Products: All products offered must be of the highest quality the vendor can produce. All farm products must be locally grown by the Vendor. All manufactured goods must be locally made or assembled by the Vendor in major part.

The management of Eden Market @ Wesley Church reserves the right to visit each farm or facility that produces products for the market at a time mutually agreeable to all parties in order to verify production of goods. This is not being established as a requirement at this time.

Pricing of Goods: The individual vendors will determine prices for all products sold. Vendors are requested to maintain fair retail market prices. Neither the Market Manager nor any other party will make any warranty on sold or purchased goods, and any warranty implied is expressly denied. All prices must be clearly marked.

Vendor Responsibilities: Each Vendor shall be responsible for setting up, displaying, and packaging her/his own goods. Vendors should utilize some form of display and/or stand. No smoking, drinking of alcoholic beverages, or taking of drugs is allowed by Vendors. Vendor's children are welcome at the market as long as they are supervised. Dogs are not allowed in vendor spaces. Vendors who use scales must use a scale that is legal for use in trade and has been inspected and certified by the Sealer of Weights and Measures for Massachusetts. Each

Vendor is responsible for compliance with any and all applicable Federal, State, and Local laws and regulations, as well as the guidelines that are listed here. All Vendors that require state licenses are required to give copies to the Market Manager for the Markets records. This includes: Food Processing Permits, Serve-Safe Certifications, Residential/Commercial Kitchen Certification and any others that may apply. All Vendors are expected to treat each other with respectful, professional, and competitive cooperation.

Eden Market @ Wesley Church Management Team: consists of five persons, including the market manager, chosen by Wesley United Methodist Church, of which at least two must be church members. The Market Manager will be responsible for collecting fees, managing the activities of the market, and relaying any disputed issues to the management team for resolution. The Management Team will hold periodic meetings to resolve problems, to help direct the progress of the market, and to keep it running smoothly. The Wesley United Methodist Church Administrative Board is responsible for approving the Market Manager and a Treasurer.

The Treasurer is responsible for keeping financial records of the Market, including all banking paperwork and paying bills. Responsibilities include monthly profit and loss statements given to the Market Manager and the Eden Market @ Wesley Church Management Team. The Treasurer also assists the Market Manager in collecting fees from Vendors. All financial records are open to any registered Vendor. Copies of reports will be made available upon request.

The Market Manager is recommended by the Wesley Church Committee on Lay Leadership and approved by the Wesley Church Administrative Council. Under the direction of the Eden Market @ Wesley Church Management Team, the Market Manager is responsible for overseeing market operations. This includes market set-up, collection of fees, coordination of special events, and other tasks as needed. The Market Manager settles any disputes that may arise on market day, and the decision of the Market Manager is final. At the discretion of the Market Manager, market access can be denied to any vendor who violates the guidelines or whose actions disrupt the normal operation of the market. Violators may be subject to being denied access on subsequent market days, and/or any further participation in the Eden Market @ Wesley Church, subject to the final decision of the Management Team who will give a reply to the dispute with one (1) week.

Grievance/Arbitration/Mediation: All complaints with or against the market or individual vendors (internal or external) must first be brought to the Market Manager. After investigating the incident, the Market Manager is responsible for trying to resolve the problem. Issues that cannot be resolved by the Market Manager, that involve market direction or procedures, or matters that involve the Market Manager directly will be brought directly to the Management Team. If the Management Team decided that it was necessary, an unresolved issue could be brought before the Administrative Council of Wesley United Methodist Church to be resolved.

Overall Market Operation: These rules are intended to be in the best interest of the Market, its vendors and customers. The Management Team may, at any time, change, modify or add to these rules to better serve the vendors and consumers.

Changes to the Operating Guidelines: These operating guidelines may be amended at any time by the Administrative Council of Wesley United Methodist Church. All pre-paid vendors would receive immediate notice of any changes.