

The Ithaca Farmers Market Member Guide



Revised and Updated
By the IFM Board of Directors
April 2010



The IFM Member Guide is a living document.
It may change to reflect the evolving needs of
the IFM and its members and vendors.
All rules and regulations here in are the result of
Board of Directors and Membership decisions.

This guide is available to all vendors,
and is updated regularly on the IFM website.

The Market Manager will notify
vendors when changes are made.



ITHACA FARMERS MARKET MEMBER GUIDE

Table of Contents

SECTION I: GENERAL IFM PRECEPTS	page 4
IFM Mission Statement	
Geography	
Market Composition	
Self-Grown	
Self-Produced	
No Resale	
Non-Profit Organizations	
No Solicitation	
Board of Directors	
Board of Directors Meetings	
SECTION II: GENERAL MEMBERSHIP/VENDOR RULES	page 5
Voting Privileges	
Active Member Status	
Inactive Member Status	
Leave of Absence	
Special Needs Request	
Owner Attendance Requirement	
Member's Employees	
No Sharing of a Membership	
Loss of Membership	
Business Liability Insurance Requirement	
SECTION III: IFM CONDUCT	page 6
Courtesy	
Non-Discrimination	
Non-Affiliation	
Dog Policy	
No Amplification	
Smoking Policy	
Children's Sales	
Vendor Attendance Notification	
SECTION IV: IFM WORK HOUR PROGRAM	page 7
SECTION V: SPECIFIC MEMBER & VENDOR CATAGORIES	page 8
Full	
Associate	
Easy Entry	
SECTION VI: VENDOR POINT SYSTEM	page 10
Full and Associate	
Easy Entry	
SECTION VII: RESERVED STALLS	page 11

Annual Stall Auction
Saturdays
Sundays
Tuesdays
Thursdays

SECTION VIII: DAILY STALL LOTTERY page 12

Saturdays
Sundays
Tuesdays
Thursdays

SECTION IX: DAILY SELLING GUIDELINES page 13

Selling Hours
Vendor Arrival Times
Leaving Early, Lateness & Cancellations
Multiple Stalls/Sharing Stalls
Litter/Clean-Up after Market
Tables/Displays
Stall Signs
Pricing Policy, Volume Sales & Donations
Safety Labeling & Certificates/Licenses
Sales Tax Certificates
Organically Grown/Farm Inspections
Nursery License
Wine License
Prepared Food Guidelines

SECTION X: CURRENT VENDORS WITH NEW PRODUCT LINES page 16

Enhanced Ag
Artisan & Food

SECTION XI: CHANGES IN BUSINESS OWNERSHIP & TRANSFERS p. 17

SECTION XII: APPENDICES

Current IFM Fees & Due Dates	page 19
Current IFM Fines	page 20
IFM Stall Sign Guidelines	page 20
IFM Certificate of Membership	page 21
Summary of IFM By-Laws	page 22
Current IFM Committees & Chair Persons	page 23
IFM Board of Directors Mission Statement	page 24
Current IFM Board Members	page 24
Role of Market Manager	page 24
Other Contacts	page 25

SECTION I: GENERAL IFM PRECEPTS

IFM Mission Statement:

- ***The Ithaca Farmers Market provides local producers the opportunity to sell their goods directly to consumers in a relaxed atmosphere.***
- ***The Ithaca Farmers Market offers customers a diverse array of locally produced crafts, foods, plants and farm fresh product at reasonable prices.***
- ***The Ithaca Farmers Market encourages the start-up of new businesses.***
- ***The Ithaca Farmers Market preserves the history of Steamboat Landing while maintaining a waterfront park for the community.***

Geography: IFM Membership is restricted to producers located within a 30-mile radius of the City of Ithaca.

Market Composition: The market Full membership must be at least 60% agricultural vendors with the remaining 40% divided between artisan and food vendors.

Self-Grown: All agricultural products offered for sale must be produced by the membership or vendor, on the lands or in production facilities they own or operate.

Self-Produced: All artisan and food products offered for sale must be produced by the membership or vendor.

No-Resale: Items purchased for resale at the market are not permitted. Proof of origin of goods may be requested.

Non-Profit Organizations: Legitimate non-profit organizations may, when space allows, use a market stall once during the season to distribute information, educate the public, and if desired, obtain signatures on petitions. They must contact the Market Manager (MM) of their desire to use space. They may not be aggressive, sell anything, solicit donations, accept donations, and advertise their presence at market without approval.

No Solicitation: No soliciting by political, religious, or other "special" cause groups or individuals is permitted at the market.

Member Meetings: Held twice a year in the fall and spring to elect board members and transact other market business. Members will be notified of the meetings by mail. It is the responsibility of the member to provide the MM with an accurate mailing address.

Board of Directors: Nine board members are elected by the membership; 3 elected each year to a 3-year term. Board members are not compensated for their time, however daily market fees are reduced, and board members receive one work hour for every hour served at the board meetings.

Board of Directors Meetings: Regular meetings of the BoD are open to all. Board meetings take place the 2nd Wednesday of each month at 7pm, at the Cornell Cooperative Extension Building, Ithaca NY.

SECTION II: GENERAL MEMBERSHIP/VENDOR RULES

Voting Privileges: Each full membership in good standing is allowed 1 vote for referendums, and 3 for board elections. Members who pay their annual membership fee but do not make payments on their Certificate (if not already paid in full) are not eligible to vote. (7/14/94).

Active Member Status: Is defined as a member who attends a minimum of 5 markets each season and whose fees and work hours are up to date. Full members must attend at least 5 Saturday markets per season to maintain their active status. Associate vendors must attend 5 markets per season, Saturdays or Sundays.

Inactive Member Status: An inactive membership is defined as a member who has not attended market for one year without a Board approved Leave of Absence. ***Inactive members who hold a Lifetime Certificate of Membership may return to Active status only on a first come, first serve basis.*** If no opening exists for a full ag, artisan, or food membership, a returning certificate holder will have the status of an Easy Entry vendor regarding stall lottery assignments and annual fees.

Leave of Absence: All cases involving a Leave of Absence require members to fill out a Special Needs form, available from the MM. All Leave of Absence shall be for one year only (9/97). The Board shall decide each Leave of Absence on a case by case basis. **On any Leave of Absence, a market member shall be required to pay the yearly fee and the reserved space fee (if applicable) for the year of Leave.** Upon return from approved leave, the member may resume use of original space. However, should member choose to bid on a new reserved stall they may use points accrued during their last year of participation before Leave of Absence, according to the standard system. Members/vendors that return after an unapproved Leave of Absence lose their seniority status, including points and banked work hours, and reserved stall. (2/08).

Special Needs Requests: Any member/vendor may ask for a Special Needs, for financial relief or other needs. Applications are available to all members from the MM.

Owner Attendance Requirement: The business owner must attend 25% of markets in which the membership sells from set up to end, (5/13/93). The owner is defined as the vendor whose name is on the IFM Certificate of Membership. If the vendor holds no IFM Certificate, the owner will be defined by the name on the vendor's county issued business certificate.

Member's Employees: Members who hire others to work in their place at market are responsible to ensure their employees understand and follow all IFM rules. Members will be held accountable for any fines due if rules are not followed. Fines are payable before the vendor may sell again.

No Sharing a Membership: Members are not allowed to share a membership with a non-member unless they enter into a complete and full business merger. (7/14/94).

Loss of Membership: Violation of the Bylaws or Rules and Regulations are grounds for loss of membership.

Business Liability Insurance Requirement: All IFM vendors are required to carry \$1,000,000 business liability insurance while at market. A Certificate of Liability Insurance naming the vendor as the insured for one million dollars, the IFM as the certificate holder, and the IFM as additionally insured must be submitted with new applications and renewal applications on an annual basis, (2009).

SECTION III: IFM CONDUCT

Courtesy: Vendors are expected to treat customers in a courteous manner.

Non-Discrimination: No discrimination is permitted at the market.

Non-Affiliation: Vendors who display or hand out materials from other non-profit groups or organizations must clearly state that such solicitation is not affiliated with the IFM.

Dog Policy: Vendors may not bring their dogs to market. Exceptions may be granted under special circumstances as approved by the MM (9/12/91). In addition, customers may not bring their dogs into the market pavilion on Saturdays or Sundays during market hours, but may have them outside the pavilion on a leash (9/09).

No Amplification: No amplified music is permitted at the market except as approved by the music coordinator and the MM, in tandem. Musicians may have an open guitar case (or similar) to accept donations, and may sell CD's of their music.

Smoking: Smoking is not permitted in the pavilion, (June 1996, City of Ithaca Lease.)

Children's Sales: The IFM wishes to encourage young market vendors to gain experience in sales and communication skills. Vendors' children (16 and under) who wish to sell craft, food, or enhanced agriculture products at the market should check with the appropriate committee prior to selling their product at the IFM.

Vendor Attendance Notification: All vendors are required to inform the Market Manager of when they intend to begin attending market for the season, and to likewise inform the MM when they are finished for the season. Vendor with reserved spaces must inform the IFM MM of cancellations of attendance to avoid fines, (*see appendices, IFM Fines, page 23*).

SECTION IV: IFM WORK HOUR PROGRAM

1. Full Members and Associates Vendors are required to fulfill a certain number of work hours each year.
2. The number of work hours required is based on the number of Saturday markets attended. **[See chart below]**
3. Vendors are required to pay non-working fees for any unfulfilled work hours to help cover the cost of getting important market work done. Currently, non-working fees are calculated at \$18.00 per hour.
4. Easy Entry vendors do not have any work hour requirements and are exempt from non-working fees.
5. All Full & Associates Vendors must complete work hour requirements by December 31st of each year or pay non-working fees.
6. Future market participation is prohibited until all work hours are completed or all fees are paid in full.
7. Members and Vendors who work more than their required work hours may bank the extra hours and apply them to future years work hour requirements.
8. **It is the sole responsibility of vendors to find and record their work hours.** The member/vendor should record work hours on the sheet provided for them in their folder at the market office.
9. **Work hour logs must be kept in vendors' market folder, not submitted via email, mailed with applications, or by phone. Work hours must be recorded by December 31st.**
10. All work hour assignments are subject to approval by the Market Manager.
11. No buying of extra hours, or selling, trading, giving or loaning of any work hours is permitted.

WORK HOUR REQUIREMENTS

Markets Attended	Work Hours Required	Non-Working Fee
1-5	5 hours	\$90.00
6-10	10 hours	\$180.00
11-15	15 hours	\$270.00
16 or more	20 hours	\$360.00

SECTION V: SPECIFIC MEMBER & VENDOR CATEGORIES

The 60/40 Membership Rule

1. The market membership must be comprised of at least 60% agriculture vendors. The remaining 40% is divided between artisan and food vendors.
2. The BoD determines and monitors the percentages in each vendor category; Member status is offered when the BoD determines there is room and asks the appropriate committee to nominate a vendor.
3. The 60/40 rule applies to the balance between Agricultural full memberships and Non-Ag full memberships.
4. Maintaining a majority of Ag members is important to the IFM's status as a farmers' market in NYS and allows the IFM to apply for special grants.
5. The Board may suspend or expel members in violation of the Bylaws or Rules & Regulations after appropriate review.

Full Membership

1. Members in good standing are up to date on all fees and required work hours.
2. Each full membership in good standing is allowed one vote for referendums and 3 for board elections.
3. The bylaws may be amended by a two-thirds vote of the members present at a meeting to amend bylaws.
4. A full member must buy one Certificate of Membership in the IFM Corporation for \$300.00, payable over three years.
5. Membership is not transferable or assignable.
6. Members who resign are liable for unpaid obligations.
7. Full members may reserve stalls on Saturdays, Sundays, Tuesdays, and Thursdays.

Associate Vendors

Associate vendors must comply with the same rules as full members, with the following differences:

1. Do not hold a Certificate of Membership.
2. Do not vote in election or on referendums.
3. Do not reserve stalls on Saturdays.
4. Must attend 5 Saturday or Sunday market days to maintain their active associate status, (9/9/2008).
5. May reserve a stall on Sunday or Tuesday at the discretion of the Market Manager, when spaces are available. No permanent stall alterations are permitted.

Easy Entry Vendors

The Easy Entry (EE) Program is open to ag, artisan, and food vendors, and is a lower cost vendor program. EE vendors must comply with all the same rules as full and associates, with the following differences:

1. EE vendors sell on Sundays and Thursdays, space permitting.
2. Do not participate in the Point System and do not have work hours.
3. May apply for associate status or full membership, if available.
4. On an annual basis, the MM may permit EE vendors to sell on Saturdays and Tuesdays during the early and late season, based on their own Easy Entry Point System.
5. EE vendors may not reserve stalls on any day at market (except Thursdays) and are assigned stalls by the MM.

SECTION VI: VENDOR POINT SYSTEM

The Point System is essentially a tracking system that qualifies each vendor's participation at market in terms of years at market and markets attended.

The Point System was developed in order to:

- Keep track of each member's annual market participation.
- Make the weekly stall lotteries and annual stall auction more equitable.

Only full members and associate vendors participate in this point system. Easy entry vendors do not accrue points because of their reduced fees and because no work hours are required of them.

How Points are accrued for Full and Associate Vendors:

1. Five points are earned for each year at market.
2. One point is earned for each Saturday, Sunday, and Tuesday and Thursday market attended the previous year.

Example: The member/vendor has been at market for 4 years, and attended 15 Saturday, 15 Sunday and 4 Tuesday markets last year.

Total points earned: 4 years x 5 points = 20+15+15+4 = 54 points.

EASY ENTRY POINTS:

Easy Entry vendors accrue points for the weekly lotteries only. The same calculation from above is used, however:

1. When an EE agricultural vendor advances to full membership, they may retain their points for years of membership only. For their first full membership year, daily selling points will not be used when determining their points at the Full Level. Daily selling points will accrue for the next year.
2. When an Easy Entry artisan or food vendor advances to the Associate Level they may retain their points for years of membership only. For their first associate year, daily selling points will not be used when determining their points at the Associate Level. Daily selling points will accrue for the next year.

Because the EE program is relatively less costly (in terms of work hours and annual fees), daily selling points do not follow for the first year after EE promotion. This is also to prevent disadvantaging more senior associate or full vendors by a relatively new associate or full vendor who may happen to have more daily points from their last EE year.

SECTION VII: RESERVED STALLS

Annual Reserved Saturday Stall Auction

Each year the BOD will determine the number of available reserved Saturday stalls on or before the March BOD meeting. Notification of available reserved stalls will be through the official IFM newsletter that will include a pictorial floor plan of the pavilion, procedures for the auction itself, and date of the stall auction, usually held in March.

1. Reserved Stalls are assigned on priority basis giving first choice to a member who reserved the stall during the previous season. To retain their reserved stall, vendors must have completed their application, submitted proof of insurance, and paid their fees by December 31st of the previous season.
2. Vendors who wish to change their reserved stall must complete their application and pay all fees and complete work hours by December 31 of the previous season.
3. Special Needs applications are available-See the Market Manager.
4. Corner Stalls are used by Ag Vendors only. **Corner stall vendors must attend at least 25 markets.** *[Please see the Ag Guidelines for further rules governing Corner Stalls.]*
5. Reserved stall food vendors who use more than 12 amps of the 110-voltage service are required to install their own breaker directly into the circuit box located in the office by a licensed electrician at the vendors cost.
6. Full Members may add permanent improvements or build into their stalls according to Building and Grounds guidelines.

Saturday Reserved Stalls

Only full members are allowed to permanently reserve stalls on Saturdays. Full members must attend a minimum of 15 Saturday markets each season. Failure to comply may result in the forfeiture of the stall. If a vendor fails to meet the 15 minimum requirements, they have the right to appeal to the board for Special Needs. If the board grants their Special Need, they may be required to make up the missed markets and/or pay a fine equal to two times the daily selling fee for markets missed in the previous year.

Sunday Reserved Stalls

Sunday reserved stalls may be reserved by full members (their same Saturday stall) and by associate vendors. Vendors must commit to at least 12 Sunday markets to reserve a booth. No renovations or alterations are allowed on stalls reserved for Sundays or during any temporary use. Sunday reserved stalls are reserved for only one season.

Tuesday Reserved Spaces: Full Members and Associate Vendors are allowed to reserve a space at Tuesday market.

Thursday Reserved Spaces: Full Members, Associate Vendors and Easy Entry Vendors may reserve a space at Thursday market, priority is given to Easy Entry Vendors (50% of the metered spaces are reserved for Easy Entry vendors).

SECTION VIII: DAILY STALL LOTTERY

SATURDAY LOTTERY PROCEDURE:

1. The Lottery is divided into two categories, Agriculture and Artisan/Food.
2. On Thursday between the hours of 7am and midnight anyone without a reserved stall calls the market phone at 273-7109.
3. In each category Ag, Artisan, or Food, the vendors are ranked according to their point totals. Point ties are broken according to the time calls are received on Thursdays.
4. Ag vendors are given priority in the stall selection and choose their stalls first, and then artisan/food are assigned, according to points.
5. If the vendor is not at home when the market manager (MM) calls on Friday morning to assign a booth, the MM will assign a booth to the vendor, and continue the calling/assignment procedure.

SUNDAY LOTTERY PROCEDURE:

1. Full Members without a reserved stall, Associate Members without a reserved stall and Easy Entry Members should arrive by 8am to sign in.
2. To participate in the Sunday lottery, vendors must sign in under the appropriate category i.e., Ag. or Artisan/Food. Stall selection is based again on the point system.
3. Full agricultural vendors choose stalls first, followed by full artisan/food, then associate vendors, then EE agricultural vendors, then EE artisan/food vendors.
4. EE vendors **are not** all guaranteed to have a stall on Sundays.

TUESDAY LOTTERY PROCEDURES:

1. Full Members and Associate Members without a reserved space, and Easy Entry vendors must arrive by 8 am in order to secure a space for the day.
2. Space selection follows the same procedure as Sunday lottery.
3. Easy Entry vendors **are not** guaranteed to have a space on Tuesday.

THURSDAY LOTTERY PROCEDURES:

1. Full Members and Associate and Easy Entry Vendors without a reserved space, must arrive by 3 pm in order to secure a space for the day.
2. Priority is given to Easy Entry Vendors, and 50% of the metered spaces are reserved for them.

SECTION IX: DAILY SELLING GUIDELINES

DAILY FEE PAYMENT:

1. Vendors pay Saturday and Sunday daily fees at the office by removing their membership envelope from the box on the left, placing their check or cash in the envelope, and placing the envelope in the box on the right. **Failure to pay prior to start of market will result in a \$10.00 fine.** When business owner is in attendance, s/he must sign in on membership envelope.
2. Tuesday and Thursday daily fees are collected by the MM at DeWitt Park.

SELLING HOURS:

Tuesdays at Dewitt Park

May thru Oct 9am-2pm

Thursdays at Dewitt Park

June thru Oct 4pm-7pm

Saturdays at Steamboat Landing

April thru Oct 9am-3pm

Nov thru Dec 10am-3pm

Sundays at Steamboat Landing

May thru Oct 10am-3pm

VENDOR ARRIVAL TIMES: Members/vendors must arrive at market by:

8:45 on Saturdays (*9:45 in November & December*)

9:45 on Sundays

8:45 on Tuesdays

3:45 on Thursdays.

A \$10.00 late fine is charged to vendors not on time.

The Market Manager (MM) is on site each market day to manage the orderly and fair distribution of any available spaces or stalls.

On *Tuesdays* the MM is at Dewitt Park by 8:15 am

On *Thursdays* the MM is on site by 3pm

On *Saturdays* the MM is on site by 7:00 am

On *Sundays* the MM is on site by 8:30 am

SET-UP: Vendors must arrive early enough to be ready to sell at the start of each market day. This is best for IFM customers, fellow vendors, and for vendor themselves. **A \$10.00 late fine is charged to vendors not set-up by the start of the market day.**

LEAVING EARLY: All vendors are required to stay until the end of each market day.

1. Only vendors who sell out of product are allowed to leave before the end of market day and should inform the MM when this occurs. This should be a rare occurrence.
2. Any vendor who needs to leave early should notify the MM before hand.

LATENESS/CANCELLATIONS:

In case of unavoidable lateness or absence, vendors must call the market phone at 273-7109 to notify the MM:

By 7:30 am Saturdays & Tuesdays

By 8:30 am Sundays

By 3:00 pm Thursdays

Cancellation Fine: Failure to notify the MM of lateness or absence may result in a fine payable before attending the next market. *[See Appendix for specific fines, page 23]* Failure to notify the MM of absence three or more times in one season may result in loss of vendor's reserved stall.

MULTIPLE STALLS/SHARING STALLS:

Using Two Stalls: a single membership may use two stalls if available at the start of the market day, and must pay for the extra stall, as approved by the MM. (7/13/89)

Sharing Stalls: The MM has the authority to assign vendors to share stalls as necessary. The daily selling fee for each sharing vendor will be halved.

LITTER/CLEAN-UP AFTER MARKET:

Each vendor is required to keep their stand area neat, clear of obstacles, litter and debris. At the end of market, each vendor must clean their spaces of debris and litter and take bags of refuse with them. Temporary nails & screws should be removed at end of day.

TABLES AND DISPLAYS:

Members are required to bring their own tables, displays, racks, etc. Customers should easily be able to access the goods on display. Displays should be constructed in such a way that they do not pose a hazard to customers. **Tables or other displays may not protrude into the aisle more than 18 inches.**

STALL SIGNS:

Vendors must post a sign clearly showing their name and location. You may be fined \$10.00 for not displaying a sign. *(See Appendix for signage regulations, page 23).*

PRICING POLICIES, VOLUME SALES, & DONATIONS

Pricing Products: should be priced clearly and displayed in a manner that does not mislead customers.

Volume Sales: Members selling by volume are required to use standard size containers such as pint, quart, 1/2 gallon, gallon, 1/2 peck, peck, 1/2 bushel, and bushel.

No Price Fixing: As a guide, produce sold at the market should be priced at a reasonable level---no price fixing is permitted.

Food Donations: Produce and food vendors are encourage to donate items left at the end of the market day to the needy, i.e. Loaves and Fishes, and the Soup Kitchen. These groups pick up donated foods and produce at the end of market.

LABELING, CERTIFICATES, AND LISENCES

Safety Labeling: All applicable safety and labeling laws must be adhered to.

Tax certificate: Members selling taxable items must display a valid NYS Certificate of Authority. You must file a Certificate of Registration with the NYS Sales Tax Bureau.

Organically Grown: Members selling “organically grown” products labeled or advertised as organically grown are required by law to comply with the National Organic Program (NOP). Certified vendors must display their certificate.

Farm/Studio/Kitchen Inspections: The board reserves the right to inspect the farm, growing, and storage areas of the agriculturist, the artisan’s studio, and the member’s kitchen facility.

Nursery License: Members selling nursery and greenhouse crops must display a valid NYS Nursery License.

Prepared Food Guidelines: Members selling hot or cold foods, processed foods and other perishable items shall do so in compliance with the requirements of the Health Department or Agriculture and Markets.

Wine License: Members selling wine must display a valid Farm Winery License.

Scales approved/ sealed annually: Members selling by weight must have scales approved and checked annually by the appropriate county.

SECTION X:

CURRENT VENDORS WITH NEW PRODUCT LINES

All agricultural, artisan, and food vendors who wish to add new items that are a departure from their originally approved product line should contact the chair(s) of the appropriate committee to arrange a jury of the new items. *[See specific agriculture, artisan, or food guidelines for more information about items approved for sale at the IFM.]*

Enhanced Ag Products: To jury enhanced agriculture items, the item will go to ag/food/artisan committees separately for the ease of jurors. It will not change the jury process. If approved by both committees involved, the agriculture committee will recommend approval of the item to the board of directors at its next meeting.

If the product is not approved by one of the committees involved, it will go before the 3-3-3 committee in order for a resolution to be recommended to the board.

An October 31st of the selling year deadline is in effect for submissions of enhanced ag products. This is in order to aid in arranging a jury before the season has ended. The actual jury may take place post Oct. 31st.

New Artisan or Food Products: New food products, or artisan products/medium that differ significantly from a vendor's initial jury, must also jury prior to display or sale at market. It is the vendor's responsibility to contact the chair of the appropriate committee to arrange a jury time.

An October 31st of the selling year deadline is in effect for new artisan product submissions to be juried. This is in order to aid in arranging a jury before the season has ended. The actual jury may take place post Oct. 31st.

SECTION XI:

CHANGES IN BUSINESS OWNERSHIP AND BUSINESS TRANSFERS

OWNER: The IFM defines the business owner at the IFM as the person(s) whose name(s) appears on the IFM Certificate of Membership. Said person(s) must also be named on a county issued business certificate, or DBA.

If an IFM vendor holds no certificate of Membership, the IFM defines the owner(s) as the person whose name(s) is on the county issued business certificate, or DBA.

The business owner(s) is required to be present at 25% of markets the business attends during the season, for the entire selling day.

ADDING A PARTNERSHIP: The IFM considers adding a partner a partial transfer of business ownership. All business transfers are subject to approval by the IFM board of directors. Therefore the owner must submit a county issued business certificate naming the partner to the board of directors for approval. This is required regardless of whether or not a vendor holds a Certificate of Membership.

ENDING A PARTNERSHIP: If an IFM business partnership ends or changes, the owner must submit a new county issued business certificate, or DBA, to the board for approval.

SELLING A BUSINESS: All business transfers are subject to approval by the IFM board of directors. An IFM vendor may sell their business, and applicable membership rights (as they apply to the previous owner's level of membership).

- **The new owner must buy a new Certificate of Membership.**
- The points accrued by the previous owner for years at market and number of markets attended **do not** transfer to the new owner.
- The work hours banked by the previous owner **do not** transfer to the new owner.
- If the previous owner has a reserved stall, the new owner may occupy that stall, if the new owner pays the reserved stall fee.
- If a partnership ends when the original business owner leaves, and the remaining partner retains full ownership of the business, some work hours and points earned in common by both owners may be retained by the remaining business owner.

FOR EXAMPLE: Owner "A" has been at the IFM for 12 years, with 100 banked work hours. Owner "A" adds owner "B" as a partner, with board approval. They are partners for an additional 4 years, and bank an additional 10 work hours. Then owner "A" leaves, transferring his share of the business to owner "B", with board approval.

Owner “**B**” will retain half the work hours banked *during the partnership only* (i.e. 5 work hours), and half the points for *years at market as a partnership only* (i.e. 2 years x 5 points per year = 10 points).

The 12 years, and 100 banked work hours from owner “**A**” do not become the asset of owner “**B**” when the transfer is complete.

NON-DEGRADATION: A new owner will be scrutinized for one year to ensure that the business has not been degraded or significantly changed. The new owner must use the same business name as the previous owner. The business is required to sell the same product line as previous owner, and the quality of those products must be maintained. If degradation is noted during the first year, the new owner can be asked to leave.

A new owner may not, after *any* length of time, change his or her vendor category (i.e. an artisan vendor may not become an agriculture vendor; *vice-versa* an ag vendor may not become an artisan vendor, etc); the ratio of vendor categories must be maintained. Nor may a new owner radically depart from the original product line of the original business; the intent of the non-degradation rule refers to the original business’ quality and integrity being maintained by the new owner.

SECTION XII: APPENDICES

IFM FEES

ANNUAL FEES: Annual fees for the upcoming season must be paid by December 31st of the current year. (*Application fees are not pro-rated*).

\$50/year for Easy Entry Vendors

\$125/year for Full Members & Associate Vendors

\$45/year for reserved space downtown on Tuesdays & Thursdays

Pavilion Reserved Stall Fees for full members only:

\$100-140 (circular end)

\$240 (most stalls)

\$320-440 (agricultural corners)

ANNUAL APPLICATION RENEWALS: All levels of membership must renew their annual applications no later than December 31st of the year previous to the season being renewed. **Any application received after the due date will be subject to dismissal.** All Special Needs applications must also be received before December 31st of the year previous in order to be considered for the upcoming season.

DAILY SELLING FEES: Must be paid prior to start of selling day.

SATURDAYS	Whole Stall	25.00	(Board Members-23.00)
	Half Stall	12.50	(Board Members-11.50)
	Circular End	21.00	(Board Members-19.00)
SUNDAYS	All Stalls	15.00	(Board Members- \$5)
TUESDAYS	With Parking	15.00	(Board Members-\$5)
	Without Parking	12.00	(Board Members-\$5)
THURSDAYS	With Parking	15.00	(Board Members-\$5)
	Without Parking	12.00	(Board Members-\$5)

OTHER DAILY FEES

Trash Fee- \$2.00 payable per day

Applies to all vendors using disposable containers for food, or drinks. The market mandates vendors to use recyclable, compostable and/or reusable containers and utensils.

Electrical Fee- \$2.00 payable per day.

Applies to any and all vendors using power or lighting. Each vendor, regardless of vendor type, is permitted 4 amp continuous draw per stall. Any electrical use should not interfere aesthetically with other vendors or the market image.

Credit Card Fee-\$1.00 payable per day.

Also the \$2.00 electrical fee must be paid when plugging in credit card machine.

IFM FINES

\$50 for failure to notify the MM of Saturday absence prior to midnight the Thursday before Saturday market.

\$30 for failure to notify the MM of Sunday absence prior to 8:30am Sunday morning (when the lottery begins).

\$10 for vendors who do not arrive, set up, or pay on time. Also applies if a vendor does not display their business sign.

STALL SIGNS (From Building and Grounds Guidelines)

Sign board is the preferred material for IFM stall signs.

If sign is parallel to the aisle:

- Minimum size is 1 square foot.
- Maximum size is 6 square feet.
- Minimum clearance height below 6'-8".

If sign is perpendicular to aisle:

- Extension into customer aisle, maximum distance is 26".
- Preferred sign supports supplied by IFM.
- Sizes allowed: Maximum 3 square feet.
- Removable flag/Banner maximum size is 6 square feet.
- Minimum clearance height below sign is 7'.

The complete Buildings & Grounds Stall Improvement Regulations are available from the Market Manager.

Please note that prior to any construction, all stall improvements must be reviewed and approved by the B&G committee.

ITHACA FARMERS' MARKET CERTIFICATE OF MEMBERSHIP

At the January 11, 1990 IFM board meeting the IFM directors unanimously endorsed the CERTIFICATE OF MEMBERSHIP concept as a means of raising a portion of the needed capital expense funds for the Pavilion construction. A completed CERTIFICATE is a membership in the IFM and is exclusive of all other annual fees and dues.

Concept: This certificate of membership has been developed to benefit the market community as a whole without putting undue financial burden on any single membership.

Guidelines

Cost: the Certificate costs \$300.00 and is required of all full memberships. The cost is subject to change.

Payable over three years: The minimum payment is \$100 per year for three years and must be paid by December 31st starting in the year of Full Membership. The first such payment is due four weeks after the membership's first selling date for the season.

Special Needs: For financial relief (or other needs) there is a Special Needs application available to all members.

Equity Value: the completed certificate has an equity value of 100.00. A certificate is not complete and valid for equity purposes until the full 300.00 has been paid.

Non-transferable: Certificates are not transferable from one membership to another.

Non-Compliance: Memberships must be in compliance with these guidelines for payment or have developed alternative payment schedules via Special Needs approval. A non-complying membership will not be allowed to sell at market until payment is up to date.

Guideline for Change: The IFM BOD reserves the right to make changes in the Certificate of Membership guidelines.

Selling a business: a member may sell their business and the new owner must buy a new Certificate of Membership. The new owner must use the same business name and sell the same products, and the quality must be maintained. All business transfers are subject to approval by the BOD.

Non-Degradation: Members may sell their membership rights with their business, but the new owners must buy a new Certificate of Membership. The new owner will be scrutinized for one year to ensure that the business has not been degraded or significantly changed. If degradation of the business is noted during the first year, the new owner can be asked to leave.

Upon leaving the market, a member may make a written request of their equity share. The IFM then has up to one year to make payment. Any member having redeemed a certificate must purchase a new certificate upon rejoining the market.

SUMMARY OF THE BYLAWS OF THE ITHACA FARMERS' MARKET COOPERATIVE, INC.

Type of organization: Corporation
Incorporated December 3, 1985

Purpose of Corporation:

- 1) To establish and operate a farmers' market for the benefit of local producers and consumers by:
 - Providing an outlet for area producers where they may market their crops and home-made goods.
 - Providing consumers with a source of locally grown produce and hand made good.
- 2) To provide the organizational support necessary to manage and conduct a food, arts and crafts and farm products market.
- 3) To achieve common benefit for members through common effort and cooperation.
- 4) To encourage local production and consumption with the intent of supporting a healthy local economy.

Members:

- Any person or group of local people engaged in growing of farm products and/or the production of art, craft, and prepared food items produced within a 30 mile radius of the City of Ithaca, who agrees to abide by the rules of the corporation. All Memberships are approved by the Board of Directors. The Board reserves the right to limit membership.
- The board may suspend or expel members in violation of the Bylaws or Rules and Regulations after appropriate review.
- Members who resign are liable for unpaid obligations.
- Membership is not transferable or assignable, except by BoD approval.
- Each membership is entitled to one vote for referendums, and 3 for board elections.
- The Bylaws may be amended by the membership by a two-thirds vote of the members present at a meeting to amend bylaws.

Bylaws: *The complete Bylaws are available from the Market Manager, and are available on the IFM website.*

IFM Committees

The Board of Directors may designate one or more committees, each of which shall consist of three or more members, with a chairperson designated for each committee. Ad Hoc committees are formed & dissolved as needed.

Committees concerned with policy report to the IFM board of directors and are considered “governance” committees, designated below with a “G”.

Committees concerned with daily functions of the IFM report to the market manager and are “operational” committees, designated below with an “O”.

CURRENT IFM COMMITTEE CHAIRS

	Committee	Chair or Co-Chair	Phone
G	Governance	Sandy Soule	272-4475
G	Personnel	David Kingsbury	272-3070
G	Agriculture	Bob Stull	257-6149
G	Food	Neil Schwartzbach	273-3877
G	Artisan (co-chairs)	Mary Shelley	272-5700
		Susan Rollings	279-6535
O	Budget & Finance	Heather Sandford	342-2245
O	Advertising	Ginny Gartlein	272-3471
O	Buildings & Grounds	Andy Ives	844-4614
O	Member Relations		
O	Reserved Stall	Jim Hardesty	387-6682
O	Information Technology	Amy Hnatko	756-6509
O	Sustainability	Jan Norman	275-9970
O	Winter Market		

Email addresses available on web site or in vendor directory

Work hours are available through committee work. Please contact chairpersons for possible work hour assignments.

IFM BOARD OF DIRECTORS MISSION STATEMENT

The Ithaca Farmers Market Board of Directors is responsible for the long-term planning of the Market as well as the financial and day-to-day management of the organization.

The Board strives to represent the ideals and implement the goals of the Market membership, and it seeks to create and maintain an atmosphere of joyous commerce between Market members and customers.

The Board works to maintain good relations with the Ithaca community and surrounding areas.

IFM 2010 BOARD OF DIRECTORS

Steve Kettelle	President	733-1393
Jackie Merwin	Vice President	387-5312
Heather Sandford	Treasurer	342-2245
Susan Rollings	Secretary	279-6535
Cheryl Barton		387-9464
Dennis Hartley		592-8177
Ellen Knapp		733-5269
Robin Ostfeld		582-6336
Liz Martin		546-4535

ROLE OF THE IFM MARKET MANAGER

The Market Manager is responsible for the orderly and efficient conduct of the Market and for maintaining compliance of the IFM rules and regulations, by all members/vendors.

Cathy Koken, Manager

c/o The Ithaca Farmers Market
P.O. Box 6575
Ithaca NY 14851

Market Phone: 607-273-7109

Market Cell: 607-592-4060

OTHER IFM CONTACTS

**Cornell Cooperative Extension
Ag Extension Agent**

Monika Roth 607-272-2292
mr55@cornell.edu

**Department of Ag & Markets
Supervising Inspector**

Evelyn Miles 518-427-2273

Tompkins County, Sealer of Weights and Measures 607-274-0353

New York State Weights and Measures 1-800-554-4501

Ithaca Health Department 607-274-6688

NY State Sales Tax Bureau 1-800-225-8100

Artists' Market* Coordinator

Robin Schwartz
607-273-5072 ext. 20
programs@artspartner.org

**The Artists Market takes place on the last Friday evening of July at the Steamboat Landing Pavilion. It is open to fine artists and craftspeople, and is organized by the Community Arts Partnership of Tompkins County.*