



# Hanover Area Farmers Market Rules & Standards

*The mission of the market is to promote local agriculture, the local economy, sustainability and environmental awareness.*

## RULES and STANDARDS

### 1. Eligibility of vendors.

Products should be locally grown or made, and produced by the vendors or their immediate representatives. To determine whether applicants meet these criteria, the following questions will be addressed:

- (a) Are the products grown or made locally?
- (b) What is the geographical scope of the operation's marketing?
- (c) Are the products home- or shop-made?
- (d) What is the volume of production?
- (e) How many employees are involved?
- (f) What pre-prepared ingredients or materials are used?
- (g) Do the products have a homespun quality?
- (h) Will the products benefit the market as a whole?

No one question will serve to determine eligibility: rather, the Hanover Area Chamber of Commerce will consider the overall tendency of the answers in arriving at their final decision.

### 2. Market season and hours of opening.

- (a) The market season begins first Wednesday of June and runs through third Wednesday of October.
- (b) The market is open to vendors for **setup beginning at 1:30 p.m. on market day and no later than 2:30 PM.**
- (c) The market is open for selling from 3 - 6 p.m.
- (d) Vendors are expected to be prepared for opening at 3 p.m. and to stay until closing.
- (e) The market is open rain or shine.
- (f) Each vendor is responsible for having his/her space clean by 7 p.m.

### 3. Eligibility of products.

- (a) Only local products (i.e., grown or produced within the state of New Hampshire or Vermont by the vendors or their immediate representatives) may be sold.
- (b) Products must be of high quality and may include produce (agricultural, animal and horticultural), prepared foods, and crafts.
- (c) All products are subject to the approval of the Market Manager and the Hanover Area Chamber of Commerce. New vendors will be given a probationary period for their first two (2) scheduled market dates. If found to be in violation of market rules and standards, vendors will be asked to leave the market. No refunds will be given.
- (c) All plants must be grown by the vendor for at least six weeks prior to being sold at Market.
- (d) Each vendor must sign a Product Liability Waiver annually.

### 4. Conditions of sale.

- (a) Products must be sold by the grower or producer themselves, or by an employee thereof.
- (b) Vendors selling by weight must provide their own certified scales.
- (c) Vendors are responsible for any licensing or certification required for products sold in NH
- (d) Collection of applicable New Hampshire sales tax, if any, is the responsibility of the vendor (usually built into the selling price)

## 5. Allocation of space.

- (a) Space shall be allocated annually by the Market Manager and under the following general guidelines:
  - (i) Applications are due April 1 and are considered on a first come, first served basis.
  - (ii) Along with the annual vendor application, vendors are asked to indicate their preference as to space occupied and schedule of occupancy for the upcoming market season with the understanding that we will do our best to satisfy their requests.
- (b) Full season vendors must pay for their space regardless of attendance. The market must be paid directly (no subletting), and payments are due no later than April 1 in order to get the discounted rate for the season.
- (c) Partial season vendors who schedule spaces in advance must prepay the day's rent at the time of scheduling the space.
- (d) If a reserved vendor has not arrived at the market by 2:30 p.m. and has not called to advise the market manager of his/her arrival time, his/her space may be assigned to an unreserved vendor. Should the reserved vendor arrive after 2:30, every effort will be made to find the reserved vendor a space for the day. However, the unreserved vendor will not be asked to relocate.

## 6. Regulation of structures.

- (a) Stand space is rented on the basis of square plots ten feet on each side. Vendors must provide their own tents, canopies, tables etc. No permanent structures are allowed.
- (b) Tents should be set back one foot from the front line; no part of any display can extend beyond the vendor's allotted area into the customer walking areas.
- (c) All booths, stands, and displays are subject to market approval.
- (d) No stakes are allowed in the ground (Dartmouth has an underground sprinkler system)

## 7. General market regulations.

- (a) Each vendor must keep his/her space and surrounding area clean. Vendors who sell prepared food or provide samples to be eaten at the market must provide their own trash receptacles.
- (b) Consumption of alcoholic beverages is not permitted at the market.
- (c) Each vendor is responsible for cleaning and vacating his/her space by 7:00 pm.
- (d) Vendors are expected to notify the market coordinator at least 48 hours in advance if they are unable to attend market. Please give more notice if it's not an emergency.
- (e) The Market is coordinated solely by the Hanover Area Chamber of Commerce and all decisions as to the operation of the market, promotion and advertising of the market, attendance of vendors, sponsors and community groups at the market is determined and final by the Hanover Area Chamber of Commerce.

## 8. Parking.

- (a) Vendors parking will be available on a first come first choice basis from 1:30 pm – 2:30 pm
- (b) Please park as far up College St. as possible so closer spaces are available for customers.