



## **City Hall Plaza Farmer's Market**

### **Rules and Regulations**

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#### **Market Operations – Summer 2010:**

1. The City Hall Plaza Farmers' Market will operate on Fridays in front of Nashua City Hall and Persian Rug Gallery.
2. The Market begins June 11 and ends September 24.
3. Hours of the market are 12pm-4pm.
4. All prospective members must submit an application to Great American Downtown (GAD) for consideration into the Market.
5. All vendors will follow the instructions of the Market Manager (GAD). On market day, the Market Manager's decision on any dispute will be final.
6. Stand placement and assignment shall be proposed by the GAD and/or the Market Manager. Placement shall be considered permanent throughout the market season, unless absences require consolidation of the market. Changes can be made upon agreement by the involved members and the Market Manager.

#### **Vendor Responsibilities:**

1. There will be a non-refundable \$75 fee for membership in the City Hall Plaza Farmers Market. This is payable to Great American Downtown no later than May 15<sup>th</sup>.
2. Vendors must meet all requirements and submit any fees required by the Nashua Environmental Health Department.
3. Vendors must adhere to all State and Federal guidelines for food safety. Any pertinent licenses must be filed with the GAD office before June 1<sup>st</sup>.
4. Food marketed as "organically grown" must adhere to state and federal guidelines.
5. Vendors must pay state sales taxes or business license fees.
6. Vendors are expected to be present at all markets for which they sign up. Any vendor unable to do so must contact the Market Manager at least 24 hours before the market opens. If a vendor fails to notify the Market Manager, he may lose his stall space or have his membership reconsidered by the Steering Committee.

7. Vendors must be set up and are expected to be ready to sell by but not before opening time on market day. Vendors are expected to sell until but no later than the end of the market.
8. The market is not intended for unloading products below market prices. Pricing is based on the New Hampshire Weekly Market Bulletin as a guide.
9. Vendors must be sure all prices are clearly visible by the buyer.
10. Stands, signage, canopies and surrounding space are to be kept hazard-free, should be reasonably attractive, and activities should be fair to neighboring stands.
11. Trash and litter around the stand from any source is to be taken home by the vendor and the stand should be left in broom clean condition by ½ hour after the market closes.
12. Members will not be allowed to employ expelled members of the City Hall Plaza Farmers' Market at the market or at a market function.
13. Each vendor will be responsible for setting up, displaying and packaging his goods, and for providing protection from the elements.
14. There will be no smoking by vendors while vending.
15. High pressure tactics may not be used by vendors to sell their products.
16. Vendors may not bring dogs to the market.
17. Vendors are required to wear shoes and shirt.
18. Each vendor must have at least \$500,000 of general liability insurance listing as co-insured whoever is required. All certificates of insurance must be on file with the GAD office before the official start date.
19. Vendors should unload their vehicles quickly in front of their assigned space, and then must park in space assigned by GAD.

### **Market Goods:**

1. The following products can be sold at the farmers' market, 100% NH grown: vegetables, herbs, bedding plants, baked goods, canned goods, chicken eggs, dairy products, hay, straw, fruits, fruit baskets, cider, ornamental produce, potted plants, preserves, cut and dried flowers, honey, hive products, maple syrup, plant arrangements, coffee and crafts. All crafts must be made from high quality materials and display good workmanship and taste. All food proposed for the market must be cleared by the Nashua Environmental Health Dept.
2. All food products must be fresh.
3. Vendors must grow on their farm at least 75% of the produce they sell at the market. If vendors are unable to meet market demand, GAD may decide to change this number to meet the demands of a given market year. Baked goods, jams, jellies, and similar prepared foods may be sold if prepared by the vendor (**commercial kitchens only**). Any product not raised or produced by the vendor must be labeled accordingly and predominantly displayed.

4. Approximately 60% of the vendors at the market will sell agricultural farm products as the primary product. No more than 40% of the vendors may sell baked goods, preserves, crafts and the like as their primary product. The Steering Committee may vote to change this number to meet the demands of a given market year.
5. Produce that is labeled “certified organic” must be from a crop that is certified organic by USDA.
6. Vendors must comply with applicable local, state and federal regulations, such as:
  - a. Approval seal on weighing devices;
  - b. Pesticide license and safe use;
7. Participation in mandatory commodity orders of Ag commodities; and Food safety, sanitation, health permits, and labeling issues that apply to the item.
8. No solicitors, collection drives, or manufactured products (including printed materials) by outside organizations or individuals will be permitted in the vending area.
9. Vendors and their employees shall be truthful when questioned by customers. They should know how old the produce is.
10. Live animals will not be sold at the market.
11. Any animals used for display must be handled and cared for in a humane manner.

A vendor violating any of these rules may be asked to pack up and leave the Main Street Friday Farmers’ Market by GAD or the Market Manager and may not be allowed to return to the market for the remainder of the season. No part of the fee paid to GAD at the beginning of the season will be returned.

**I have read and agree to the terms stated above:**

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_