

Sunapee Farmers Market Rules

1. Eligibility of vendors:

- a. The Sunapee Farmers Market Committee (The Market) is responsible for judging all applications for membership into the Sunapee Farmers Market on an annual basis.
- b. Applicants must be residents of a town/city within 75 miles from Sunapee, NH and their products must be produced within 75 miles from Sunapee, NH.
- c. The Market accepts applications from vendors who produce agricultural products (including produce, animal, horticultural, and value added), prepared foods and artisan goods.
- d. **The products should be locally grown, made, or produced by the vendor, their family or his/her co-workers. Exceptions are considered by the committee on a case by case basis.**
- e. The Sunapee Farmers Market Committee may ask an applicant for additional information beyond what is asked for on the vendor application form. No one question will serve to determine eligibility; rather, the Sunapee Farmers Market Committee will consider the overall tendency of the answers in arriving at their final decision.
- f. Determining the Farmers Market makeup is complex, and as the Sunapee Farmers Market Committee tries to meet the requests of all vendors, it needs to have every vendor's intention settled. Vendors who miss the March 1st application deadline make it hard for the Sunapee Farmers Market Committee to meet its responsibilities and honor other vendor's requests. Reserved and unreserved vendors who miss the deadline will not be guaranteed a spot in the Market.
- g. **All vendors are required to be covered by liability insurance for the duration of the market. As part of the vendor application, all vendors must include a copy of their current certificate of insurance.** The Sunapee Farmers Market is covered by a limited liability insurance plan. This insurance does not cover product liability for individual vendors.

2. Eligibility of products:

- a. **Any new type of product sold by a vendor must be approved by the Sunapee Farmers Market Committee in advance. Email the Market Committee to obtain approval.**
- b. Products being sold should benefit the Market and Sunapee community as whole.
- c. Agricultural vendors selling meat are required to own, manage, and feed the animals for at least 50% of the animal's life. Agricultural vendors selling eggs are required to own, manage, and feed laying hens for at least one month before their eggs can be sold at the Market.
- d. For Artisan vendors - first priority is given to juried artisans. Spaces designated for arts will be on a weekly rotating basis.
- e. If there is duplication of product beyond consumer demand or one is found to be unacceptable for a reason deemed by the Sunapee Farmers Market Committee, a vendor may be asked to discontinue bringing/selling a product. If it materially alters their

business success, they may have the option to discontinue their market participation and fees will be prorated.

3. Conditions of sale:

- a. **The products should be locally grown, made, or produced by the vendor, their family or his/her co-workers. Exceptions are considered by the committee on a case by case basis.**
- b. Vendors selling products by weight must provide their own scale(s) that are properly certified with the NH department of Agriculture.
- c. Each vendor is responsible for any licensing or certification required for type of product intended for sale.
- d. **Each vendor should appropriately label their products with name, contact information, and product information as required per NH department of Agriculture labeling rules for type of product intended for sale.**
- e. Collection of New Hampshire sales tax, if any, is the responsibility of the vendor.

4. Market Season and Hours of Operation:

- a. The summer Market season begins on Saturday, Memorial Day Weekend and runs through Saturday, Labor Day Weekend. For the purpose of Market administration, the Market season is divided into three 5-week sessions. Market will operate rain or shine.
- b. The Market is open from 9am till 12pm. No selling is allowed outside of these hours.
- c. All Market Vendors will be appropriately notified of any changes to these hours.

5. Allocation of space:

- a. Each vendor space shall be allocated annually by the Sunapee Farmers Market Committee or Committee Co-chairs.
- b. In allocating space, the Sunapee Farmers Market Committee will try to maintain the number of vendors according to the following ratio: 60% agricultural products and 40% prepared foods and artisan vendors.
- c. All vendors must reapply for membership every year. All vendors will be notified of the application deadline if it changes from March 1st. The application deadline will be at least two months prior to the first Market of the season.
- d. Every Returning vendor shall have the right of first refusal over the space she/he occupied during the previous year, and for the specific time period she/he occupied the space.
- e. **After due effort has been made by the Sunapee Farmers Market Committee to contact Returning vendors who have not submitted their applications, all spaces not reserved by the application deadline will be treated as vacant and may be reassigned by the Sunapee Farmers Market Committee. All potential vendors will be notified of available vacancies as soon as possible.**
- f. Once approved, vendors will be notified in writing by the Sunapee Farmers Market Committee.

- g. Approved vendors must pay the Market Fee for their space by May 1st to reserve their space. The Market must be paid directly (no subletting).
- h. If an approved vendor notifies the Sunapee Farmers Market Committee after May 1st that they do not intend to participate, the previously paid fee is nonrefundable.
- i. If a vendor commits to the market but does not pay by May 1st, the vendor will lose their approval and any benefits as a returning vendor for the following year.
- j. If a vendor is accepted after May 1st, fees are due at time of acceptance and approval.
- k. A reserved vendor may not share his/her space with an unreserved vendor (no subletting).
- l. **Vendors must notify the Market committee as soon as possible and no later than 8am on the Wednesday before the Market if they cannot attend.**
- m. If a reserved vendor has not arrived at the Market by 8:30am and has not called to advise the Market management of his/her arrival time, they forfeit their space for that date.
- n. A reserved vendor who misses a Market, without notifying the Market committee, three times in one season will be penalized with the loss of his/her space for the remainder of the season. All Market Fees paid will be nonrefundable.
- o. The Market runs rain or shine, vendors are responsible for providing their own shelter.

6. Other Participation

- a. There is a designated entertainment, nonprofit organization, and/or demonstration space available at each Market. The Sunapee Farmers Market Committee and Market Manager reserve the right to make decisions on a case-by-case basis on which groups are the best collaborators for our mission. Our policy prohibits participation by political, religious, or for-profit organizations. Entertainers or organizations are responsible for bringing their own tables and equipment with them to the Market.

7. Regulation of Vendor Spaces and Structures:

- a. All booths, stands, and displays, are subject to the approval of the Sunapee Farmers Market Committee.
- b. Reserved Vendor spaces are allocated as 10 by 10 foot plots. Please let us know if you need special accommodations beyond this footprint.
- c. Vendors should have a tent. We are a “rain or shine” market. All structures (temporary) must be open on at least one side. All tents must be rolled up or removed at the close of Market each week.
- d. No part of any display can extend beyond the vendors allotted area or into the customer walking areas. Vendor signage may be displayed on the front, sides, and within vendor booths. Individual vendor’s signage should not extend beyond their booth, be placed at the entrance to the Market, on the road leading to the Market, in parking lots, or in parking spaces.
- e. Each booth space has designated dimensions that have been determined by the Sunapee Farmers Market Committee. Vendors are expected to adhere to these dimensions, keep their space safe for public use, and assure display does not obstruct the pathway or

neighboring vendors. Vendors may be asked to adjust displays to accommodate safety or visibility concerns, at the discretion of the Market committee.

- f. **Each Vendor must provide visible, easily accessible, and appropriately sized trash receptacles that are available to Market customers. Trash collection and disposal offsite is the Vendors' responsibility.** All trash barrels provided by the Sunapee Farmers Market committee are for customer use only.

8. Parking Guidance

- a. Unloading vendors shall not block road/driveway traffic. Vendors are prohibited from parking next to their booths during the Market hours of operation. Vendors may NOT drive onto greenspace to unload and must utilize the parking lots adjacent to the market. The Town of Sunapee is strict about keeping vehicles off the park's lawn. Vendors are asked to **move their vehicles by 8:45 am**. Always utilize a 'spotter' to watch for pedestrians and traffic, both before and after the Market. Market staff is typically available starting at 7:45am to assist as needed.
- b. **Vendors are not permitted to start packing up until the market ends at 12pm, unless special permission is given by market staff.** Please adhere to the same guidance for unloading procedures.
- c. All vendors must park in the lots along River Road. Vendors will be notified of any changes to this policy. If you have any concerns, we may be able to make special accommodations.

9. Other Pertinent Guidance for Participating Vendors

- a. All vendors, employees and relatives must always behave in a professional manner before, during and after the market.
- b. **You are required to be present at your vendor space during market hours.** If you must step away (bathroom break, urgent phone call, etc.), our volunteers are available to cover your space during your brief absence.
- c. Each vendor must keep his/her stall space and surrounding area clean. Vendors who sell prepared food to be eaten at the Market must do so in accordance with applicable state of New Hampshire licensing, permitting, and any applicable Covid-19 guidelines.
- d. Vendors are prohibited from bringing their dogs to the Market, except for service dogs.
- e. Alcoholic beverage consumption is not permitted at the Market. The only exception is an approved vendor for sampling purposes.
- f. No smoking is permitted on the Market grounds. The Market is a smoke-free zone.

Final Note: Vendors participate in the Sunapee Farmers Market at the sole discretion of the Sunapee Farmers Market Committee and Market Manager. Any violation of market rules or inappropriate behavior may disallow a vendor from continuing at the market for the rest of the season. Any Market Fees paid will be nonrefundable.