

MANCHESTER DOWNTOWN FARMERS' MARKET RULES AND REGULATIONS

Approved March 25, 1998

Approved April 12, 2001

Approved March 4th, 2004

Approved May 13, 2009

MARKET OPERATIONS

1. The Downtown Farmers' Market will operate on Thursdays in the block of Concord Street which is between Victory Park and the Hartnett Parking Lot. The weeks and hours of the market will be set by the Steering Committee.
2. Vendors must not consistently price products far below profitable levels. After the start of each market day, vendors may not lower prices.
3. Vendors must be sure all prices are clearly visible to the buyer.
4. The Steering Committee will appoint a market manager and enumerate his or her responsibilities. All vendors will follow the instructions of the Market Manager. On market day the Market Manager's decision on any dispute will be final. Unresolved disputes may be taken to the Steering Committee in writing after the close of the market. The Steering Committee will act on the issue within two weeks.
5. Stand placement and assignment shall be determined by the Steering Committee and coordinated by the Market Manager. Placement shall be considered permanent throughout the market season. Changes can be made upon agreement of the involved members, Steering Committee and the Market Manager.
6. All prospective members must submit an application to the Manchester Downtown Farmers' Market for consideration by March 1st.
7. **Vendors must be in place ½ hour before the market opens and remain until the market closes.**

VENDOR RESPONSIBILITIES

1. Vendors must pay their own State sales taxes or business license fees. Market permits and licenses will be procured and paid for by the Market
2. Vendors must meet all requirements of the Manchester Health Department. The Manchester Downtown Farmers' Market will pay for Health Department permit coverage for all vendors.
3. There will be dues for membership in the Manchester Downtown Farmers' Market and a fee for stall space used by each vendor each week. Dues and fees will be proposed by the Steering Committee and voted on by the membership at the Annual Meeting. Dues and fees must be paid on time.
4. 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 so notify the Market Manager, he or she will be fined in an amount equal to the stall fee for the missed market which must be paid prior to the start of the next market. In addition, any vendor who is absent without calling may lose his stall space seniority or have his membership reconsidered at the discretion of the Steering Committee.
5. Vendors are expected to be ready to sell at 3:00pm on market day. Sales after closing are strongly discouraged.

6. Stands are to be kept hazard-free, reasonably attractive, and activities should be fair to neighboring stands.
7. Trash and litter around the stand from any source is to be taken home or discarded in proper receptacles by the vendor and the stand should be left in broom clean condition by ½ hour after the market closes to allow the removal of the street barricades.
8. Members will not be allowed to employ expelled members of the Downtown Farmers' Market at the market or at a market function.
9. Each vendor will be responsible for setting up, displaying and packaging his goods, and for providing protection from the elements.
10. There will be no smoking by vendors while vending.
11. High pressure tactics may not be used by vendors to sell their products.
12. Vendors may not bring dogs to the market.
13. Vendors are required to wear shoes and shirt.
14. Members must sign up in advance for each week they plan to vend. They will be expected to pay for those weeks whether or not they are present. They can add weeks later if space is available. All fees shall be paid by check
15. Each vendor must have at least \$500,000 of general liability insurance listing as co-insured, Intown Manchester and City of Manchester.
16. The City of Manchester is a self inspecting city therefore each manufactured product must meet the City of Manchester Health Department requirements.
17. Vendors are advised that sampling of products is strictly controlled by the Manchester Health Department. Vendors need to get written approval from the Manchester Health Department and provide that approval to the Manchester Downtown Farmers' Market prior to giving out any samples.

MARKET GOODS

1. The following products can be sold at the farmers' market, 100% NH grown or produced vegetables, herbs, bedding plants, baked goods, canned goods, eggs, dairy products, hay, straw, fruits, fruit baskets, cider, wine, meat, seafood ornamental produce, potted plants, preserves, cut and dried flowers, honey, hive products, maple syrup, plant arrangements, coffee and crafts which are approved by the Steering Committee. All crafts must be made from high quality materials and display good workmanship and taste and be agriculturally related. Processed items must use USDA recommended processing. Products not listed above must receive clearance from the Steering Committee before sale.
2. All manufactured and processed food products must meet license requirements of the Manchester Health Department (Manchester is a "self inspecting city" and may have regulations different than the State).
3. Agricultural vendors must grow 100% of the produce they sell at the market. If vendors are unable to meet market demand, the Steering Committee may vote 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. Any product not raised, grown or produced by the vendor must be labeled accordingly and be prominently displayed and approved by the Steering Committee and meet City and State regulations.

4. Approximately 75% of the vendors at the market will sell agricultural farm products as the primary product. No more than 25% 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;
 - c. Food safety, sanitation, health permits, and labeling issues that apply to the item.
7. No solicitors, collection drives, or manufactured products (including printed materials) by outside organizations or individuals will be permitted in the vending area.
8. Vendors and their employees shall be truthful when questioned by customers. They should know how old the produce is.
9. Live animals will not be sold at the market.
10. Any animals used for display must be handled and cared for in a humane and hygienic manner.
11. If a vendor purchases an agricultural product from another vendor and processes that product for sale (i.e. honey made into jam), the processed product may be sold as an agricultural product.
12. Rules and regulations for guest vendors is the same as regular member vendors.
13. Vendors accepting WIC coupons must follow the rules and regulations of NHWIC Program and display the WIC sign prominently.