

Hooksett Farmers' Market Guidelines

Purpose

The goal of Hooksett Farmers' Market is to:

- Support local agriculture by providing a direct market for local farmers, growers, prepared food providers, and craftspeople to sell their products.
- Offer the community access to locally grown food and high quality homemade products.
- Foster community spirit.
- Give a place for farmers and consumers to meet.
- Provide an educational opportunity on the importance of local agriculture.

Mission

The mission of the Hooksett Farmers' Market is to provide a direct connection between consumers and local farmers or producers that brings a sense of community to the Town of Hooksett.

Governing Body

The Hooksett Farmers' Market Committee (herein referred to as the "Committee") is the decision-making body for the Farmers' Market. The committee shall consist of a mix of local farmers and producers, town staff, and interested members of the town of Hooksett.

Market Operations

1. The market operates from the third Wednesday in July through the last Wednesday in September unless otherwise noted. Hours of operation are 4 to 7 P.M.
2. Every vendor is required to be at the market on time and completely set up by the time the Market opens for business at 4:00 P.M. No selling is allowed prior to the 4:00 P.M. start time.
3. The Hooksett Farmers' Market is OPEN RAIN OR SHINE. Vendors should evaluate if their display/product is a viable option for an outdoor open rain or shine market before making application as attendance is expected regardless of weather conditions.
4. The Hooksett Farmers' Market is a non-smoking event. Please refrain from smoking in the market area.
5. In cases of severe weather, a cancellation notice will be posted on the Hooksett town website (<http://www.hooksett.org/> under "News & Announcements") by 2 P.M. the day of the market.

Market Goods

1. Items sold must be grown or produced within New Hampshire, or within a 60 mile radius of Hooksett, NH, unless otherwise approved and identified. Preference will be given to vendors who are in closest proximity to Hooksett if space availability becomes limited. This may include, but are not limited to: agricultural goods, baked goods, dairy products, free range poultry and meat products, eggs, flowers, produce, fruits and berries, herbs, honey, jams, jellies, plants, syrup, jewelry, wool items, wood crafts, pottery and similar kinds of products.
2. Vendors may not sell commercial products for resale.

3. The Hooksett Farmers' Market has a set amount of space for vendors and strives to attain an attractive mix of products within this space -- 70% being "agricultural" and "prepared foods"; 20% "Handcrafted articles"; and 10% "non-profit organizations"
4. "Agricultural" vendors will sell only products they grow/raise themselves; or those that sell items made from products or ingredients they grow/ raise themselves (ex. Wool, herbal teas, etc). "Prepared food" vendors will sell items they produce themselves such as baked goods, jams/jellies, and processed foods made from ingredients they do not grow/raise themselves.
5. "Handcrafted articles" vendors must offer for sale a product that is substantially made or crafted by hand. Selling of commercially finished products is forbidden. The criteria used to determine if a product is handcrafted include: a) the starting materials must be significantly altered or enhanced by the craftsperson, and b) the handcrafted components must functionally and/or aesthetically dominate any non-handcrafted (commercial) components.
6. "Non-profit organizations" must be Hooksett-based and have a mission related to farming, gardening, conservation, community, education, youth and/or nutrition. Non-profit organizations are allowed as space permits at the sole discretion of the Committee. Politically affiliated and/or lobbying are not permitted.
7. Any vendors admitted as one category "agricultural", "prepared food", or "handcrafted articles" shall not cross over into another category unless authorized by the Committee. An additional application for those items must be submitted to the Committee.

Vendor Responsibilities

1. Each vendor is responsible for complying with the New Hampshire Department of Agriculture regulations pertaining to items sold at the market; vendors selling by weight are expected to use certified scales; this is the responsibility of the vendor. (Bureau of Weights and Measures, 603-271-3700 or http://www.agriculture.nh.gov/divisions/weights_measures/index.htm).
2. Processed food such as jam, jelly, preserves or baked goods must conform to the Laws, rules & policies set forth by the Division of Public Health, Food Protection unit (603-271-4589 or <http://www.dhhs.state.nh.us/DHHS/FOODPROTECTION/default.htm>).
3. Vendors should follow any other NH Division of Public Health (603-271-4589) laws and regulations that may apply.
4. Produce must be priced in line with other vendors. Once prices are set for the market, they may not be changed for duration of the day's market.
5. Prices must be displayed clearly.
6. Produce that is labeled "certified organic" must be from a crop that is certified organic by USDA.
7. Vendors are to remain set up and open for business until the 7 P.M. closing. No early tear-down or closing allowed.
8. Each vendor will provide their own display.
9. Vendors must clean their space thoroughly and remove all trash before leaving.
10. The Market requires vendors to carry their own product liability insurance. The Town of Hooksett must be included as an additional insurer.

Vendor Fees and Information

The application fee is \$10. The weekly vendor fee is \$10 per 10' by 10' space.

There is a discount rate of \$90 for the full 12-week season if registered by Friday, June 18, 2010 at 4:00 P.M.

Guidelines Violation Policy

The first instance of non-compliance by a vendor with any written rules/guidelines or by-laws shall result in a written warning by the Committee. The second instance of any non-compliance, whether for the same violation or another, shall result in termination of the vendor's Membership. Termination shall not relieve a Member of un-paid dues, or other charges previously accrued, and no refund of any dues paid will be granted.

Displays

All vendor spaces are 10 feet wide by 10 feet deep. Vendors should display their business name as required by the State of New Hampshire.

The Committee is open rain or shine and vendors are required to have adequate protection from the elements. The Committee is not responsible for damages to vendor property or products due to the weather.

Vendors are required to properly secure their tents or coverings. Lines, ropes, or other supports should not extend into any other vendor's area or into customer traffic areas. The Committee reserves the right to require any vendor to remove or change any display that appears hazardous or does not conform to the requirements for displays.