

NH STATE REGULATIONS FOR FARMERS' MARKET VENDORS

Dept. of Agriculture, Markets & Food: <http://www.nh.gov/agric/index.htm>

Dept. of Health & Human Services: <http://www.dhhs.state.nh.us>

Milk, Meat Products, Prepared Foods: Any vendor interested in selling dairy products, meat products or prepared foods must meet the requirements of the NH Bureau of Food Protection NH Dept. of Health & Human Services, 603-271-4858.

Scale Certification: Any vendor selling products across a scale must have a scale that is legal for trade and certified by the Bureau of Weights & Measures, NH Dept. of Agriculture, Markets & Food, 603-271-3700.

Business Tax: Any vendor selling non-food items must obtain a New Hampshire business tax number from the Dept. of Revenue Administration, 603-271-2318.

Room & Meals Tax: Any vendor selling a prepared meal food (like sandwiches, soup, etc.) should contact the Dept. of Revenue Administration, 603-271-2318.

Trade Name: Any vendor interested in registering their company trade name should contact the NH Secretary of State, 603-271-3242.

Labeled Products: Any vendor selling a packaged product (including preserves, baked goods, etc.) must comply with the labeling requirements of the NH Bureau of Food Protection NH Dept. of Health & Human Services, 603-271-4858. The federal Food and Drug Administration (FDA) may also have requirements for product labeling that effect your product, www.cfsan.fda.gov/gov/~dms/lab-ind.html

Eggs, apples, cider, potatoes, honey and maple products: Inspection of farm commodities offered for sale within the state to meet grade and quality standards is conducted by the Bureau of Markets, NH Dept. of Agriculture & Food, 603-271-3685.

Seal of Quality Program & Certified Organic Program: Vendors who would like information about the Seal of Quality & Certified Organic Programs should contact the Bureau of Markets, NH Dept. of Agriculture & Food, 603-271-3685.

Lebanon Farmers' Market Market Rules

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

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?

2. Market season and hours of opening.

- (a) The summer market season begins in May and runs through September. Winter market is November to April.
- (b) The market is open to vendors for setup beginning at **2:30 p.m** in the summer, and 8:30am in the winter.
- (c) **VENDORS MAY NOT DRIVE INTO THE MAREKT AFTER MARKET HAS STARTED.**
- (d) The market is open for selling from 4 - 7 p.m in the summer and 10-1pm in the winter. **Vendors are expected to be prepared for opening and to stay until closing.**
- (e) The market is open rain or shine, sleet or snow.
- (f) Each vendor is responsible for having his/her space clean after the market. **Vendors must take their trash home with them.**

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. All products are subject to the approval of the Market Coordinator and the Lebanon Recreation & Parks Department.
- (c) All plants must have been grown by the vendor for at least six weeks prior to being brought to market.
- (d) The Market Coordinator reserves the right to veto products already sold at the market or that do not fit the needs of the market.

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) Each vendor is responsible for any licensing or certification required for products sold in New Hampshire.
- (d) Collection of applicable New Hampshire sales tax, if any, is the responsibility of the vendor.

5. Allocation of space.

- (a) Space shall be allocated annually by the Coordinator and under the following general guidelines:
 - (i) In allocating space, the market will maintain a vendor ratio as far as possible of agricultural products 55%, prepared foods 30%, and crafts 15%.
 - (ii) Applications are considered on a first come, first served basis with returning vendors given preference.
 - (iii) 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.
 - (iv) After due effort has been made to contact vendors who have not returned their applications by the application deadline, all spaces not reserved will be treated as vacant with respect to the upcoming season and may be reassigned according to the these priorities: (1) vendors as of the previous year; (2) new vendors. Competing requests by vendors of equal priority will be settled by lot.

(b) **Vendors must pay for their space regardless of attendance.** The market must be paid directly (no subletting). In order to receive the discounted rate of \$190 for the full 18 week season, a \$10 down payment must be received by April 1.

6. Regulation of structures.

- (a) Stall space is rented on the basis of square plots ten feet on each side in the summer, five feet by eight feet in the winter. Vendors must provide their own tents, canopies, tables etc. No permanent structures are allowed.
- (b) No part of any display can extend beyond the vendor's allotted area into the customer walking areas.
- (c) All tents must be securely staked at each market.
- (d) All booths, stands, and displays are subject to market approval.

7. General market regulations.

- (a) Each vendor must keep his/her stall space and surrounding area clean. Vendors who sell prepared food to be eaten at the market must provide their own trash receptacles. Barrels provided by the City of Lebanon are for customer use only.

- (b) Consumption of alcoholic beverages is not permitted at the market.
- (c) **Smoking inside of vendor tents is not permitted.** You may go outside of vendor area.
- (c) Vendors are expected to notify the market coordinator at least 24 hours in advance if they are unable to attend market.
- (d) Prepared foods vendors are liable for their own cooking utensils and equipment on site at the market.

8. Parking.

- (a) Vendors may drive onto the green to unload.
- (b) Once unloaded, vendors may park their vehicles on the green, but must park in spaces allocated by the Market Coordinator.
- (c) The market is very busy with customers during the closing hours. Drivers must use extreme caution when driving on the green.

9. Community Groups

Community non-profit organizations are permitted to use the market's community space at no charge on an occasional basis at the market coordinator's discretion. The following regulations apply:

- (a) No selling of products is permitted. Selling of raffle tickets for fundraising is acceptable. Donations may be accepted but they may not be in exchange for anything.
- (b) The community organization in question must show proof of state or federal nonprofit status.
- (c) Community groups may display up to three times at the market.
- (d) No giving away of free food or drink is permitted.

* Rules are subject to change. Vendors will be notified.

** Vendors who consistently violate the rules, or act in any manner that puts the public at risk will be asked to leave the market permanently.

*** Disciplinary action will be up to the market manager and or Lebanon Recreation Department.