

## Lebanon Farmers Market: Rules and Regulations

**The mission of the Lebanon Farmers 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 and/or their immediate representatives. To determine whether applicants meet these criteria, the following questions will be addressed:

- Are the products grown or made locally?
- What is the geographical scope of the operation's marketing?
- Are the products home/shop made?
- What is the volume of production?
- How many employees are involved?
- What ingredients or materials are used?
- Do the products have a handcrafted quality?
- Will the product benefit the market as a whole?

### 2. Market Season and Hours of Operation

- The summer market season begins mid-May and operates through September.
- Vendors may begin setting up in Colburn Park at 2:30 pm for summer market. Vendors MAY NOT bring vehicles into the park prior to that time.
- Vendors MAY NOT drive vehicles into Colburn park after the market has opened at 4:00pm. This is a pedestrian safety issue-no exceptions are made.
- The market is open to customers from 4:00-7:00pm during the summer. Vendors are expected to be prepared for sales at opening, and to remain in their spaces until 7:00pm.
- Lebanon Farmers Market is an all-weather market. **The market operates rain or shine.**

### 3. Eligibility of Products

- Only local products (those grown or produced within the state of New Hampshire or Vermont by vendors or their immediate representatives) may be sold.
- Products must be of high quality, and may include farm products (agricultural, animal, and horticultural), specialty foods, prepared foods, and crafts. All products are subject to the approval of the Market Coordinator, and the Lebanon Recreation, Arts, & Parks Department.
- All plants must have been grown by the vendor for at least six weeks prior to being brought to market (exceptions are made in the case of vendors producing plant starts for home gardens, and micro-greens for sale).
- The Market Coordinator reserves the right to veto products already sold at the market, or that do not fit the needs of the market.
- Prepared food vendors are asked to use 25% local ingredients and advertise this information on products/displays in vendor booths.
  - Prepared food vendors must comply with the market's Waste Reduction program, and ready-to-eat foods must be packaged in appropriate containers.

- **Beverages:** Soda and bottled water are not permitted to be sold at market. Instant beverages and mixes are not permitted. Beverages must be listed on applications, and approved. Duplicates will not be permitted (ie., lemonade will not be sold by multiple vendors).

#### 4. Conditions of Sale

- Products must be sold by the grower or producer themselves, or by an employee thereof.
- Vendors selling by weight must provide their own certified scales.
- Each vendor is responsible for any licensing or certification required for products sold in New Hampshire.
- Collection of applicable New Hampshire sales tax, if any, is the responsibility of the vendor.

#### 5. Allocation of Space

Space shall be allocated annually by the Market Coordinator, and under the following general guidelines:

- In allocating space, the market will maintain a vendor ratio as far as possible of agricultural products (55%), prepared foods (30%), and crafts (15%).
- Applications are considered on a first-come, first-serve basis with returning vendors given preference.
- Along with the annual vendor application, vendors are asked to indicate preference as to space occupied and schedule of occupancy for the upcoming market season.
- 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 these priorities:
  1. Vendors as of the previous year
  2. New vendors
    - Competing requests by vendors of equal priority will be settled by lot.
- ***Vendors must pay for their space regardless of attendance.*** The market must be paid directly—no subletting is permitted. Vendors must pay for their spaces in full (amount indicated on application) by the end of the season. All debts must be reconciled before vendors may apply to the subsequent season.

#### 6. Regulation of Structures

- Stall space is rented on the basis of square plots ten feet (10') on each side. Vendors must provide their own tents, canopies, tables, chairs, and displays. No permanent structures are allowed.
- No part of any display can extend beyond the vendor's allotted areas into the customer walking areas.
- All tents must be securely staked and/or weighted during each market.
- All booths, stands, and displays are subject to market approval.

#### 7. Requirements for Commercial Outdoor Cooking

- Farmers' Market, Open Sided Pop-Up Style Tents, and Similar Situations

- o All cooking equipment that does not create grease laden vapors shall have a minimum of (1) 5 pound or 2A10BC minimum rated multi-purpose dry chemical extinguisher readily accessible to the operator.
- o All cooking equipment that creates grease laden vapors (broilers, fryolators, cooking of bacon, burgers, etc.) shall have a minimum of (1) 6-liter Class K fire extinguisher.
- Mobile Food Trucks
  - o All mobile food trucks shall be required to have an inspection and operational permit issued by the Lebanon Fire Department prior to operating within the City of Lebanon. Permits can be picked up at Lebanon Fire Station 1, 12 South Park Street, Lebanon, NH or from the internet at <https://lebanonnh.gov/286/Fire-Department> Please contact Maddy Goodell at 603-448-8810 to schedule the inspection.
  - o Any mobile food truck operating within the City of Lebanon that produces grease laden vapors shall be equipped with an automatic fire extinguishing system per the 2018 IFC Section 319.4.1.
  - o Any mobile food truck operating within the City of Lebanon that produces grease laden vapors shall be equipped with LP-gas alarms per the 2018 IFC Section 319.8.5.
  - o To review all of the applicable requirements for mobile food preparation vehicles, please visit the [International Code Councils website, Section 319](#).

## 8. Vehicles and Parking

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

## 9. Community Groups

Community non-profit organizations are permitted to use market community spaces at no charge on an occasional basis at the Market Coordinator's discretion.

All community organizations must comply with the following:

- Product sales are NOT permitted in community spaces.
- Political and religious activities are not permitted at community organization booths during the market.
- Sale of raffle tickets, and fundraising is acceptable. Donations may be accepted, but may not be in exchange for material goods or services.
- Giving away of food or drink is not permitted.
- Community organizations must supply their own tents, tables, and chairs.

*Market rules and regulations are subject to change. Vendors will be notified.*

Any questions regarding the market rules and regulations should be directed to Jessica Giordani, Market Coordinator: [jessica.giordani@lebanonnh.gov](mailto:jessica.giordani@lebanonnh.gov) or 860-770-1563.