

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 in May and operates through September. Winter market season begins in November, and operates through April.
- 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, and 10:00am-1:00pm during the winter. **Vendors are expected to be prepared for sales at opening, and to remain in their spaces until closing.**
- 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 & 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 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.

- **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 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 in the summer, and five feet (5') by eight feet (8') during the winter season. 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. General Market Regulations

- Vendors must keep the assigned stall space and surrounding areas clean. Vendors who sell prepared food to be eaten at the market must provide their own trash

receptacles. *Trash generated by vendor operations must be removed carried out by vendors at the end of market.* Trash barrels provided by the City of Lebanon are for customer use only.

- Consumption of alcoholic beverages at the market is not permitted.
- In accordance with City ordinance #2017-02, effective July 1, 2017, ***the use of all tobacco products and equipment are prohibited in all City-owned parks and public places.*** This applies to Colburn Park—no tobacco product use is permitted at the market. A designated smoking area is located at the northwest corner of the park. Citations are issued for non-compliance, and fines range from \$25-\$100.
- Vendors are expected to notify the Market Coordinator at least twenty-four (24) hours in advance if they are unable to attend the market.
- Prepared food vendors are liable for their own cooking utensils and equipment on site at the market.

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. The following restrictions apply:
 - No selling of products is permitted. Sale of raffle tickets for fundraising is acceptable. Donations may be accepted, but they cannot be in exchange for material goods or services.
 - Community organizations must show proof of state or federal non-profit status.
 - Community organizations may participate three dates per season.
 - *Giving away free food or drink is not permitted.*

Market rules and regulations 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 the Lebanon Recreation and Parks Department.

Any questions regarding the market rules and regulations should be directed to Jessica Giordani, Market Coordinator. jessica.giordani@lebcity.com or 603-306-7927