

# Wolfeboro Area Farmers Market Vendor Terms and Conditions 2022 Outdoor Market

"The purpose of the Wolfeboro Area Farmers Market (WAFM) is to promote local agriculture by providing a marketplace wherein locally grown, raised and/or prepared food and farm products are for sale to the public and where educational exhibitions pertaining thereto may be given." - Wolfeboro Area Farmers Market By-Laws

1. The 2022 Wolfeboro Area Farmers Market Outdoor Market will be held at The Nick, 10 Trotting Track Road, Wolfeboro, NH. The Main Season Outdoor Market will begin on Thursday, May 19th and run until Thursday, October 13th. Hours of operation for the season will be 12:30 pm until 4:30 pm. Vendors may commence set up at 11:00 am.
2. Early and Late Season dates - May 5th, May 12th, October 20th and October 27 may be added on for an additional \$20/market and will be paid on the day of market. All WAFM terms and conditions apply.
3. All vendors, employees, and assistants agree to abide by current CDC guidelines.
4. The market is open, RAIN or SHINE. Vendors will exercise their own judgement regarding severe weather conditions, but are REQUIRED to notify the Market Manager as soon as reasonably possible if they choose NOT to attend a market due to weather conditions.
5. **It is critical to the success of the market that all vendors attend every week signed up for.** Vendors who are accepted to the WAFM are expected to be present at all markets, unless arrangements are made ahead of time. If you know in advance that there is a market you will not be able to attend due to other obligations, you must notify the Market Manager at least 48 hours in advance. Vendors are required to notify the Market Manager if an emergency arises and they are unable to attend a scheduled market. **Communication is mandatory.**
6. Vendors may miss up to three (3) markets WITH prior notification to the Market Manager without penalty. However, vendors who miss more than one (1) market WITHOUT notification will be contacted by the Market Manager to discuss this policy. If a vendor misses three (3) markets WITHOUT notification they will forfeit their space at the market and will not be able to participate in the rest of the season without BOARD approval.
7. Vendors are responsible for cashing in all Market credit card, SNAP, and Granite State Market Match tokens/coupons with the Market Manager at the end of each market.

8. Parking at The Nick is in the maintenance parking lot (by the ball fields). Vendors are welcome to unload in proximity to their vendor space, but driving on any maintained grass is prohibited. **Driving on the maintained grass at The Nick will absolutely not be tolerated.** The NICK has full time maintenance crews that maintain all fields and landscaping, at NO TIME will destruction of this property be tolerated, every effort will be made to leave the park in the same or better condition than it was found.

9. Use of trucks is allowed in certain areas of The Nick. If you require use of a food truck or refrigerated truck, please let the market manager know on your application. If you require accommodation for parking due to illness or disability, arrangements must be discussed with the Board of Directors PRIOR to the market.

10. Vendors will remain set up and open for the duration of the market day unless their product is sold out. Vendors may consolidate as closing time approaches, but may not begin to actively pack up until after 4:30pm.

11. For vendor and customer safety, no sales or browsing are allowed prior to the opening of the market.

12. Vendors shall prominently display the name and location of their farm or business.

**13. All products must be grown or produced within the State of NH or within 50 miles of Wolfeboro, NH.** Vendors may sell no more than 50% products grown or produced by others, **AND MUST** prominently label the origin of such products.

14. In order to be in compliance with rules and regulations of the Department of Agriculture, Markets and Food, vendors will clearly post signage with pricing of goods. Food that is packaged will clearly state the unit of measure and the price. Food sold in bulk shall have signage placed in close proximity to that product. Packaged meat or fish sold from a cooler will be priced accordingly.

15. Farms may offer their own branded marketing merchandise for sale, provided that it is displayed unobtrusively and represents no more than 10% of their total product offering. (While use of local companies is strongly encouraged, these items are exempt from the aforementioned production requirement.)

16. Vendors are **required** to carry COMMERCIAL GENERAL LIABILITY insurance of at least \$1,000,000 prior to being allowed to vend. A Certificate of Insurance must be submitted a minimum of 10 days prior to the first market. The Certificate Holder information should read:

“Wolfeboro Area Farmers Market,  
The Nick Recreation Park,  
10 Trotting Track Road, Wolfeboro, NH 03894”

as an Additional Insured. **Vendors will NOT be allowed to set up at the market if there is no Certificate of Insurance on file.** The market does not endorse any particular insurance carrier but a good place to start to compare rates is FLIP (Food Liability Insurance Program). Check with your farm, home or car insurance to see if they offer Commercial General Liability for the products you want to sell.

**17. Vendors are responsible for making sure the Market Manager has received their Certificate of Insurance. Please make sure you contact the Market Manager to verify all your paperwork is in order PRIOR to the first market! [Wolfeborofarmersmarket@gmail.com](mailto:Wolfeborofarmersmarket@gmail.com)**

18. Vendors are responsible for complying with all State and Federal regulations that apply to their specific products. Please contact the NH Dept. of Agriculture, Markets, and Foods and/or NH Dept. of Health and Human Services regarding regulations pertaining to processes and products.

19. Vendors will supply their own tables and tents. All tents must be securely staked and/or weighted with at least 20lbs per leg.

20. Vendors may neither hawk their products, nor display "Sale" or "Discount" signs.

21. All vendors are responsible for maintaining a tidy area during Market hours and for leaving their vendor space clean at the close of each market day. Vendors are responsible for their own trash, including organic debris. Vendors are asked to remove their trash from the park.

22. Disputes shall not be aired publicly. Issues that cannot be resolved calmly and civilly by the parties involved are to be directed to the Market Manager. If the issue remains unresolved, complaints are to be written down for review by the Board of Directors. Under no circumstances will yelling, abusive or demeaning language, gestures, or swearing be tolerated. There will be absolutely no slandering of another vendor or another vendor's product.

23. The market is a smoke free zone.

24. A non-profit or educational community member/organization may operate a fund raiser and/or distribute relevant information by pre-arrangement with the Board. No fee is required. No political party or religious organizations are allowed.

**Please be aware that we may be visited by the NH Department of Agriculture, the Department of Health & Human Services and/or the Division of Weights and Measures at any time. It is your responsibility to be aware of, and obey all state and federal requirements pertaining to your farm and/or business.**

**We look forward to building a stronger local farmer, food and artist community with you!**

2022 WAFM Board of Directors:

**Gaelyn Plachowicz, Alisha Langerman, DJ Walkey, Joanne Ducas, Matt Trahan, Elizabeth Conner, Natasha Wilber**

2022 Market Manager:

Nadine SanAntonio - [wolfeborofarmersmarket@gmail.com](mailto:wolfeborofarmersmarket@gmail.com) - 603-391-5661