

Salem NH Farmers Market - Application Checklist

To complete your application to the 2022 Winter Salem NH Farmers Market, the following documents are required prior to attendance.

_____ **Completed Vendor Application**

_____ **Choice of Subscription to Market**

Space is limited and available on a first come, first served basis.

_____ **Signed Rules and Regulation Page**

_____ **Full Payment for subscription chosen made payable to -
Salem NH Farmers Market**

_____ **Copy of your Certificate of Liability Insurance:** Certificate Holder is: Salem NH Farmers Market, PO Box 213, Salem, NH 03079.

Salem NH Farmer's Market and LaBelle Winery need to be named as additional insured. Any questions regarding vendor liability insurance, contact your insurance agent or our market insurer: Foy Insurance Group (Our contact is - Lindsey Goodrich at 603-898-6320 or (Lindsey.goodrich@foyinsuraance.com)).

Vendors will need to change there insurance if we change our location.

Applications will not be considered until all necessary documents are complete and received by the Salem NH Farmers Market by October 21, 2022.

Send to - Salem NH Farmers Market
PO Box 213
Salem, NH 03079
Attention: Market Applications

Any questions call Tom Paulinca - Vendor representative at 603-479-1003 cell or text, e-mail tom.paulinca@salemnhfarmersmarket.org

Salem NH Farmers Market Application: Winter 2022

Vendor Name:					
* Payee Name:					
Contact Name:					
On Site Contact:	Birthday Month				
E-Mail Address:					
Business Phone:					
Cell Phone:					
Mailing Address:					
City:		State:		Zip Code:	
Website:					
Facebook:					
Twitter:					
Instagram:					

**This is the name that your vendor token payment checks will be made out to. This could be your personal name or your business name. For more information please see the "Vendor Reimbursement" section on page 7 in the current Market Vendors Policies and Procedures Guide.*

Please accurately list and describe the items/goods/commodities that you will be selling. **All items will be reviewed for duplication. Non listed products must have market approval prior to presentation at the market.**

If any part of the of the preparation or processing is not done by you, please indicate which products, and the name with location of any secondary processor or co-packer.

Market Subscriptions

Note: With the limited number of booth spaces – non full time members will no longer be able to choose their dates. The Market is able to offer these choices.

Full Season Members - Single Booth Price: \$375.00

Are you applying as a Full Time Vendor? Yes No

Please indicate the number of booth spaces you require: _____ 1 booth _____ 2 booths

Partial Season - Every other consecutive week - Single Booth Only: \$275.00

11/6 start includes: 11/6, 11/20, 12/4, 12/18, 1/8, 1/22, 2/5, 2/19, 3/5, 3/19, 4/2, 4/23

11/13 start includes: 11/13, 11/27, 12/11, 1/15, 1/22, 1/29, 2/12, 2/26, 3/12, 3/26, 4/16, 4/30

Partial Season - Start Date Preference: 11/6 or 11/13

Monthly - 1 market every 4th consecutive week - Single Booth Only: \$150.00

11/6 start includes: 11/6, 12/4, 1/15, 2/12, 3/12, 4/16

11/13 start includes: 11/13, 12/11, 1/22, 2/19, 3/19, 4/23

11/20 start includes: 11/20, 12/18, 1/29, 2/26, 3/26, 4/30

11/27 start includes: 11/27, 1/8, 2/5, 3/5, 4/2, 4/30

Monthly - Start Date Preference : include 1st + 2nd choices

11/6 _____ 11/13 _____ 11/20 _____ 11/27 _____

Partial Season and Monthly booth spaces are limited and will be assigned as approved by the SNHFM by product variety, completed application, and timeliness. (first received).

Do you need access to electrical outlets? Yes No

If a vendor reserves a date but cannot attend due to illness or an emergency, they must notify the vendor representative by email or phone as soon as possible. Failure to do so could void future attendance dates.

Salem NH Farmers Market Rules and Regulations Winter 2022

- 1- The Winter Market is open from November 6, 2022 through April 30, 2023. The time of the market is 10:00AM to 1PM each Sunday. Please arrive no later than 9:00AM to allow for set up, ready to sell by the 10:00AM, market opening. If you sell out, you must remain until the 1PM closing, NO EARLY BREAK DOWNS. All booths must be broom clean prior to leaving.
- 2- All products offered for sale must be locally grown or produced by the vendor. Products not grown locally will be considered based on the ability to be produced in New Hampshire and/or consumer request. Purchased products may not be offered for sale. We are a 'Producer Only' market.
- 3- It is the vendor's responsibility to provide copies of all applicable licenses, permits, certificates – including town health regulations.
- 4- Vendors must have their scales certified and sealed by an official NH State Sealer of Weights and Measures.
- 5- All vendors must carry general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 General Aggregate. Salem NH Farmers Market and Labelle Winery need to be named as additional insured. All vendors are required to maintain all applicable insurances, including necessary workman's compensation and to assume responsibility for any and all liabilities. (See page 1)
- 6- If setting up outdoors, for the safety of all vendors and customers, all canopies must be weighted down with a minimum of 30 pounds of weight secured to each leg (120 lbs. total). Canopies without the appropriate weight will need to come down, no exceptions.
- 7- Smoking is not permitted within the Market. Please be considerate of other vendors and customers. Consumption of alcoholic beverages will not be tolerated and you will be asked to permanently leave the Market.
- 8- Solicitation and distribution of pamphlets from any group, organization, or political committee is prohibited without prior approval from the market manager.
9. Single use packaged product samples are allowed as defined by the Derry Health Department.
10. Three un-notified absences from the market may terminate your acceptance to the Market.
- 11- Violation of these rules shall subject the violator to denial of further participation in the Salem NH Farmers Market.

View 'Policies & Procedures' for full listing of market rules.

Signature _____ **Date** _____

Vendor Sampling

If you plan upon sampling your product, please list those products and whether served cold or hot. If hot, the method you will use to keep hot, i.e. - steam tray, etc.

Vendor Acknowledgment

Salem NH Farmers Market

Winter 2022

I also hereby attest that I have read, and will abide by, the Salem NH Farmers Market Policies & Procedures Guide.

Participant's Name: _____

Participant's Signature: _____

Date: _____

You will be notified once your application has been approved. Vendors will not be approved until all paperwork has been completed and submitted.

Thank you for your help and consideration, we look forward to your membership in the Salem NH Winter Farmers Market!