

Salem NH Farmers Market - Application Checklist

Submit your application to the 2023 Summer Salem NH Farmers Market once all the following documents are checked off. All are required prior to attendance.

_____ **Completed Vendor Application**

_____ **Non Full Time Subscriptions:** If applying to the market as an **Every Other Week Vendor:** Choose your start date. If applying to the market as a **Guest Vendor,** you need to indicate the dates you plan upon attending by circling those dates. Space is limited and available on a first come, first served basis.

_____ **Signed Rules and Regulation and Vendor Acknowledgment Pages**

_____ **Full Payment for dates 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. **Additional insured to be listed:** Salem NH Farmer's Market, Simon Property Group, Mall at Rockingham LLC, and Labelle Winery. (Adding LaBelle Winery will validate your certificate for both summer and winter markets. **No others should be listed**)

Any questions regarding liability insurance, contact your insurance agent or our market insurer: Lindsey Goodrich of Foy Insurance: 603-898-6320, email Lindsey.goodrich@foyinsurance.com

_____ **Payment for subscription you chose.** Check made payable to Salem NH Farmers Market

Applications will not be considered and attendance will not be permitted until all necessary documents are complete and received by the Salem NH Farmers Market by April 24, 2023.

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

Any questions contact Tom Paulinca – Director at 603-479-1003 cell or text, e-mail: tom.paulinca@salemnhfarmersmarket.org

Salem NH Farmers Market Application: Summer 2023

Vendor Name:					
* Payee Name:					
Contact Name:					
On Site Primary Contact:	Birthday Month				
On Site Secondary 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.**

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.

Salem NH Farmers Market Rules and Regulations Summer 2023

1- The Summer Market is open from May 7, 2023 through October 29,2023. The time of the market is 10:00AM to 2PM each Sunday. Please arrive no later than 9:00AM to allow for set up, ready to sell by the 10:00AM market's opening, no sales prior to 10:00AM opening. **Arrival after 9:50AM set up will not be permitted.** If you sell out, you must remain until the 2PM 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 NH 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 The Mall at Rockingham Park 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- 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 Salem 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.

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

Summer 2023

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 Summer Farmers Market!