**2017 Rochester Farmers Market Policies and Procedures**

The Rochester Farmers Market, herein referred to as the Market or RFM, is run by a volunteer steering committee as a not-for-profit entity for the benefit of local farmers and the community

 **Market Mission**

The mission of the Rochester Farmers Market is to support local farmers, provide all residents and visitors a source to purchase locally grown or prepared foods and products and educate and encourage people to eat and shop locally while eating healthy.

 **Market Location**

Rochester NH Common, located at the corner of So. Main St. and Grant St., Rochester, NH.

 **Market Times**

The RFM will open for the 2017 season on Tuesday, June 13, 2017 and will operate every Tuesday through September 26, 2017. Hours will be 3:00 pm – 6:00 pm. The Rochester Farmers Market reserves the right to adjust hours if it deems necessary.

 **Vendor Definition**

Vendors are defined as those who plant, grow, and harvest food products in the local region, those who prepare baked, dried, frozen or canned foods they have planted, grown and harvested, or thoseofferinghandcrafted items from raw products they have raised, harvested or purchased from local growers.

 **Vendor Space**

Vendor space at the Rochester Farmers Market is generally 10’ by 10’, on the grass, inside the fence at the Rochester Common. Vendors are responsible for providing their own canopies (must be weighted*,* nostakes allowed), tables and chairs. Assistance may be available at times from volunteers to carry in and out but is not guaranteed. No vehicles are allowed on the common. Vendors are asked to unload, then remove their vehicles to the Care Pharmacy Parking lot BEFORE setting up to leave room for other vendors and customers. A sign naming the business/farm/organization is required. Those items purchased from other farms must be clearly labeled as such. No other advertising signs are allowed.

 **Space Assignment**

The allocation of vending spaces shall be the responsibility of the Market Management Team. **Full-Time** vendors with perfect attendance and in good standing will be assigned the same space each week unless the management team deems it necessary to move vendors due to mitigating circumstances.

 **Vendor Set-Up and Close**

Vendors need to be set up and ready for business no later than 3:00 pm. There is no early selling of any item prior to 3:00 pm. No early breakdown prior to 6:00 pm will be allowed. If you have an emergency and are running late or will be unable to attend, you need to make every effort possible to contact a member of the Market Management Team. If you are running late you will not be allowed to bring in your items through the center of the market and there may be no volunteers available to help you unload.

  **Vendor Distribution**

A minimum of 60 % of the Farmers Market space is reserved for local farmers/growers, with no more than 20% of attending vendor space being allotted for prepared or baked products, and no more than 20% of attending vendors space being allotted for crafters/artisans. In all cases, preference is given to local vendors from Strafford, Rockingham, and York Counties.

 **Licensing/Permits**

Each vendor is required to obtain their own state and local permitting and licensing as required by federal, state or local law. The Rochester Farmers Market holds a permit from the city of Rochester to hold a market on the common. Non-compliance may be cause for expulsion.

All permits, scale certifications, etc., should be displayed at vendor tables

 **Vendor Fee**

The RFM will charge a seasonal fee of $100.00 (prepaid by April 1, 2017) for full-time vendors. Full-time vendors agree to attend at least 15 of the 16 markets. Full-time vendors, in good standing, occupy the same space each week. Part-time vendors agree to attend 10 predetermined market days, will pay $15.00 for each market attended or $115.00 (prepaid by April 1, 2017) for 10 markets. **Pre-Approved** vendors wishing to pay weekly will pay $20.00 (cash or check) per market and money will be paid, **prior** to set up, at the Rochester Farmers Market tent. All prepaid All checks will be made payable to the “ROCHESTER FARMERS MARKET”. Rochester Farmers Market reserves the right to adjust table fees at any time. All fees are non-refundable. A $25 Fee will be assessed for any returned checks, which must be paid prior to setting up for any future market Day.

 **Allowable Items**

All items sold by a vendor must be listed on the application and will be approved or rejected on a ***per-item*** basis by the RFM management team.

\* **Farm products grown by the vendor**: fruits, vegetables, mushrooms, herbs, grains, legumes, nuts, eggs, honey and other bee products, maple syrup and other maple products, plants, cut flowers, livestock food products (including meat, milk, yogurt, cheese, and other dairy products)and wool.

 Up to 30% of the produce sold by the vendor may be purchased from another local farm (not from a wholesaler or warehouse**),** with full disclosure to customers with a sign indicating where the produce was purchased.

**\*Value-added farm products, made by the vendor from products grown by the vendor or purchased from another local farm:**

Any product processed by a grower from a farm product, such as baked goods, jams, jellies, canned vegetables, dried fruit, syrups, salsas, salad dressings, flours, smoked or canned meats, sausages, soap, lip balms and other forms of prepared products.

**\*Non-Farm product items, made by the vendor, such as, but not limited to**:

 Ready to eat foods, healthy choice cookbooks and other pertinent garden related items.

 **Organic**

 Produce cannot be advertised as “certified organic” unless it has been certified organic with the Department of Agriculture. A current organic certification must be attached to the vendor’s application and properly displayed at the Market.

 **Non-Profits**

Non-profits will be allowed on a space available basis, after all others are accommodated, providing they meet the above criteria for sales of original work and adhere to local sourcing. Non-profits may be admitted for dissemination of information or education purposes. Non-profits shall pay the same fee as other tables, and only the market management team may waive the fee.

 **Insurance**

The Rochester Farmers Market has general liability coverage for the public to attend the Farmers Market. Individual coverage and product liability is required and is the responsibility of each individual vendor.

 **Emergency**

In the event of emergency, accident, or injury, the City of Rochester has a 911 system. Please also notify the member of the management team staffing the RFM tent.

  **Non-adherence/Removal**

Any vendor determined to be in non-adherence to the rules and regulations of the Rochester Farmers Market, infringes on the right of other vendors, or acts in a dangerous manner as determined by the market management team, will be removed for just cause and may only be reinstated after a written request and review by the Rochester Farmers Market Committee. Any violation of any health laws, in connection with the production or marketing of the members’ produce or goods, is prohibited.

 **Hawking/Soliciting**

No hawking or soliciting of guests shall be allowed at the Rochester Farmers Market without prior RFM approval. Any soliciting must be in the best interest of the market.

 **Pets/Smoking**

Per Rochester City Ordinance, no pets or smoking is allowed on the common.

 **Code of Conduct**

RFM wants to ensure that all our transactions in this common meeting space we share are safe, transparent, and exceed expectations for all participants. We want to ensure that everyone that participates in our markets, including our customers and vendors, has a pleasant and rewarding experience.

 **Dress Code**

All vendors are required to wear shirts and shoes. Dress should not be provocative in nature.

 **Refuse**

Rochester Farmers Market is a carry-in/carry-out market. All vendors are responsible for the disposal of their own refuse and leave their space neat and clean as found. Do not load host trash receptacles with your unwanted product.

 **Cancellation**

The Rochester Farm Market is a rain/shine event held outdoors and each vendor is responsible for their own cover. The Market may be canceled if extreme weather conditions are anticipated. If unsure of weather conditions in our location, please call for clarification. Markets may also be rescheduled to open on a delay. See phone numbers to call on the last page.

 **Violations and Complaints**

Decisions by a member of the market management team made on the day of the market are final. If a vendor should feel that a decision is unfair, please put it in writing and the committee will review it at their weekly meeting and a decision rendered and sent to you via email or in person.

\*Any complaint against any vendor must be directed to the Rochester Farmers Market – PO Box 42 – Rochester, NH 03866-0042 in writing.

\*Any conflict which arises between a vendor and a customer must be brought to the attention of the management team member staffing the RFM tent for resolution.

\*When the Market Management Team determines that a vendor has violated any provision of these guidelines, a vendor may receive a warning, a temporary suspension, or expulsion from the market.

\* The RFM reserves the right to revoke the approval of any vendor’s application at any time, resulting in expulsion of the vendor.

 **Fiscal Sponsor**

Rochester Main Street is the Fiscal Sponsor of the Rochester Farmers Market, which makes all donations to the Rochester Farmers Market tax deductible as allowed by law. The Fiscal Sponsor is not the organizer or arbiter of disputes. All funds are deposited and paid on behalf of the Rochester Farmers Market Committee. Correspondence received is passed on to the committee for their deliberation and action.

Contact information for the Fiscal Sponsor:

**Rochester Main Street, Fiscal Sponsor**

**18 Main Street**

**Rochester, NH 03867**

**Tel: 603-330-3208 cell: 603-781-7116**

**Email:** **director@rochestermainstreet.org**

**Michael Provost, Executive Director**

I have read, have understood, and agree to abide by these regulations.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Rochester Farmers Market Management Team Contact Information**

 **Alicia Frye 603-828-2671 (cell)**

 **Jeanne Grover 603-817-6030 (cell)**

 **Jennifer Marsh 603-498-1878 (cell)**

 **Mailing Address**

 **P. O. BOX 42 Rochester, New Hampshire 03866-0042**