



# 2023 Policies & Procedures

The Candia Farmers Market, herein referred to as the Market or CFM, 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 Candia Farmers Market is to provide an opportunity for local farmers and artisans to promote and sell their products, while fostering stronger relationships within the community.

## Market Location

Smyth Public Library grounds, 55 High Street, Candia, NH 03034

## Market Times

The Market will open for the 2023 season on June 17th and run the 3rd Saturday of every month from June through October. The hours are 9am – 12pm for the June, July, August, and September markets. The hours for the October Farmer's Market, which will include an Artisan Fair and Mini-Octoberfest on October 21<sup>st</sup> are 9am – 2pm. The 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 those offering handcrafted items from raw products they have raised, harvested, or purchased from local growers. **All products sold must have been grown or produced in New England.**

## Vendor Space

Vendor space at the CFM is 10'x10', on the grass. Vendors are responsible for providing their own tents/canopies (with weights), tables, and chairs. Assistance may be available at times from volunteers to carry in and out your items but is not guaranteed.

- A sign naming the business/farm/organization is required.
- A price list MUST be prominently displayed for all items being sold.
- Those items purchased from other farms must be clearly labeled as such.
- NO signs promoting businesses other than your registered organization are allowed.
- NO signs promoting or fundraising for anything of a political, controversial, or religious nature are allowed.
- Any fundraising or special events must be approved by the Market Management Team in advance.

## Vendor Parking

Once product is unloaded from vendors vehicles, all vendor vehicles **MUST** be moved to the parking area at Moore School located at 12 Deerfield Road prior to 8:45am.

## Space Assignment

The allocation of vending spaces shall be the responsibility of the Market Management Team. Vendors will be directed to their spot by members of the CFM team. If you have heavy items or have difficulty walking, please let us know so that we can try to accommodate you with a space near the parking lot.

## Vendor Set-Up and Close

Vendors need to be set up and ready for business no later than 8:45am. A lot of our vendors start arriving at 8am or earlier to set up. Visitors will be allowed entry into the market area at 9:00am and all vendors must begin selling at that time. No early breakdown prior to 12:00 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 prior to 8:30am. Contact information is at the end of these policies.

## 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 allotted for prepared or baked products, and no more than 20% of attending vendors space allotted for crafters/artisans, except during the Artisan Fair and Octoberfest in October when the number will obviously be higher. In all cases, preference is given to local vendors from Candia.

## Licensing/Permits

Each vendor is required to obtain their own state permitting and licensing as required by federal or state law. Please visit [www.nh.gov/agric/index.htm](http://www.nh.gov/agric/index.htm) or [www.dhhs.state.nh.us](http://www.dhhs.state.nh.us) if you have any questions on regulations surrounding your products. The Candia Farmers Market holds a permit from the Town of Candia to hold a market on town property. The Market will process vendor applications for town permitting as required per vendor. All permits, scale certifications, etc., should be displayed at vendor tables.

## Allowable Items

All items sold by a vendor must be listed on their application and will be approved or rejected on a ***per-item*** basis by the Market Management Team. A Management Team Member will likely be reviewing the items you are selling on the day of the market to ensure they are consistent with our requirements and your application.

- \* **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, other pertinent garden related items, and wood crafted items.

## Organic

Produce cannot be advertised as “certified organic” unless it has been certified organic by 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-profit organizations 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. There is no fee. No political party, controversial, or religious organizations are allowed.

## Insurance

The CFM has general liability coverage for the public attending the Farmers Market. A certificate of individual coverage and product liability is required and is the responsibility of each individual vendor naming the Candia Farmer’s Market as additionally insured. For the 2023 season we will also be accepting a Waiver of Liability that has been notarized. It can be found on the website.

## Emergency

In the event of emergency, accident, or injury, the town of Candia has a 911 system. Please also notify a member of the management team staffing the Candia Community Table.

## Non-adherence/Removal

Any vendor determined to be in non-adherence to the rules and regulations of the CFM, 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 Candia Farmers Market Committee. Any violation of any health laws, in connection with the production or marketing of the members' produce or goods, is prohibited.

## Pets

CFM allows domesticated animals; however, they must be controllable by their owner and adhere to all applicable leash laws upheld by the Town of Candia.

## Smoking/Vaping

No smoking or vaping will be allowed on the grounds of the Candia Farmers Market.

## Code of Conduct

CFM 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.

## Refuse

CFM 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 CFM is a rain/shine event held outdoors and each vendor is responsible for their own cover. If unsure of weather conditions in our location, please call for clarification. See phone numbers to call on the last page. Please make every effort to attend each market day you sign up for. If for any reason you must miss a day, please notify a Management Team member by Thursday of the market week. Not showing up on the day of the market is not acceptable and could result in your removal from future markets if determined appropriate by the Management Team.

## 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 Management Team will refer it to the Candia Farmers Market committee. A decision will be rendered within one week and sent to you via email or in person.

- Any complaint against any vendor must be directed to the Candia Farmers Market Management Team, 74 High Street, Candia, NH 03034, 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 Candia Community table 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 Candia Farmers Market reserves the right to revoke the approval of any vendor's application at any time, resulting in expulsion of the vendor and the forfeiture of booth fees paid.
- On your application you are required to acknowledge receipt of the Candia Farmers Market Policies and certify that you have read and understand its content.
- Policies and Procedures are subject to change. Vendors will be notified.

## Candia Farmers Market Management Team Contact Information

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