

LEBANON RECREATION AND PARKS DEPARTMENT



51 North Park Street, Lebanon, NH 03766
603-448-5121; recreation@lebcity.com; www.lebcity.com

Helping People Enjoy Life

February 13, 2008

Dear returning and prospective Lebanon Farmers' Market vendors,

Planning is underway for the upcoming 6th season of the Lebanon Farmers' Market. As many of you know, we are in the middle of a successful first season of the Lebanon Winter Farmers' Market. I encourage you to attend the market if you have not already done so.

I was pleased to end the 2007 season with a 10% sales increase from 2006 to 2007. To keep sales rising, we have some exciting new improvements for the 2008 season. New signage is in order - the signs will be permanent, hanging below the "Welcome to Lebanon" bulletin boards. We are also preparing to launch a new website, advertising the market to our computer savvy community members. An online buying system on our website might also be possible in the near future. We are excited to begin working with local non-profit, Willing-Hands, which delivers fresh food to community members in need of a meal. I encourage you to get involved with this program (more information to come).

The market itself will operate essentially the same, with vendors able to drive onto the green for loading and unloading. Vendor parking will be available in the municipal lot behind City Hall. As before, vendors are encouraged to leave nearby parking spaces around Colburn Park for market customers. We plan to have live music all of the weeks of the market, and we will continue to sell promotional market T-shirts and tote bags.

The 2008 season will begin Thursday, May 29 and end Thursday, September 25, for a total of 18 weeks. The market is scheduled to take place **Thursdays from 4 to 7 pm**, as before. Booth spaces will be assigned on a first come, first served basis, with returning vendors given preference. Fees for the 2008 season will be the same as in 2007.

Vendor fees will be as follows:

Sign up and pay fees on or before April 1:

Full season (18 weeks)	\$190 (\$10/week plus \$10 application fee)
Partial season (minimum 4 weeks)	\$12.50/week plus \$10 application fee
Partial season (less than 4 weeks)	\$15/week plus \$10 application fee

Sign up and pay fees after April 1:

Full season (18 weeks)	\$235 (\$12.50/week plus \$10 application fee)
Partial season (any number of weeks)	\$15/week plus \$10 application fee

As always, if you have any questions or concerns, please feel free to contact me, either by phone or by e-mail. I hope you will be with us this season.

Sincerely yours,

Amy Miller, Market Coordinator
farmersmarket@lebcity.com

LEBANON FARMERS' MARKET
2008 VENDOR APPLICATION

Your Name _____
Farm/Business Name _____
Street Address _____
Town/State/Zip _____
County of Residence _____
Rhone _____ Email _____
Products you intend to sell _____
Is email a reliable way to reach you? _____ Website _____
Would you like a link to your website on the Lebanon city website (www.lebcity.com)? _____

Please provide proof of product liability insurance if you carry it (not required to vend):

Insurer _____ Policy # _____

The market season is Thursdays, May 29 - September 25, 4 - 7 p.m. Please indicate your schedule preference:

- ____ Full Season, discounted rate of \$190 (\$10/week plus \$10 application fee) DUE April 1
____ Full Season, regular rate of \$235 (\$12.50/week plus \$10 application fee) payment after April 1
____ Partial Season, discounted rate (\$12.50/week plus \$10 application fee) DUE April 1
____ Partial Season, regular rate (\$15/week plus \$10 application fee) payment after April 1

Please indicate your preference as to market space (see map, numbers have changed) _____

As a vendor at the LEBANON FARMERS' MARKET, I agree that prior to offering any products for sale at the market, I am/will become familiar with the Market Rules and NH State Regulations pertaining to my product and agree to comply with the provisions of these documents. I understand that individual product liability is my responsibility. I do hereby release the LEBANON FARMERS' MARKET, the Market Coordinator, and the City of Lebanon from liability due to my product(s).

signed _____ *date* _____

PLEASE RETURN THIS COMPLETED APPLICATION ALONG WITH YOUR \$10 NON-REFUNDABLE APPLICATION FEE TO THE ADDRESS BELOW. INCLUDE YOUR BOOTH FEES OR SEND BY APRIL 1 TO RECEIVE THE DISCOUNTED RATE.

PLEASE MAKE CHECKS PAYABLE TO: CITY OF LEBANON

THE APPLICATION DEADLINE IS APRIL 1.

Send to: LEBANON FARMERS' MARKET
c/o Lebanon Recreation & Parks Department
51 North Park Street
Lebanon, NH 03766

If you have any questions, please contact Amy Miller, Market Coordinator farmersmarket@lebcity.com.

NH STATE REGULATIONS FOR FARMERS' MARKET VENDORS

Dept. of Agriculture, Markets & Food: <http://agriculture.nh.gov/rules/index.htm>
Dept. of Health & Human Services: <http://www.dhhs.state.nh.us>

Milk, Meat Products, Prepared Foods: Any vendor interested in selling dairy products, meat products or prepared foods must meet the requirements of the NH Bureau of Food Protection NH Dept. of Health & Human Services, 603-271-4589.

Out of State Vendors: All vendors must meet the NH Dept. of Health and Human Services and the NH Dept. of Agriculture, Markets & Food regulations.

Scale Certification: Any vendor selling products across a scale must have a scale that is legal for trade and certified by the Bureau of Weights & Measures, NH Dept. of Agriculture, Markets & Food, 603-271-3700.

Business Tax: Any vendor selling non-food items must obtain a New Hampshire business tax number from the Dept. of Revenue Administration, 603-271-2318.

Room & Meals Tax: Any vendor selling a prepared meal food (like sandwiches, soup, etc.) should contact the Dept. of Revenue Administration, 603-271-2318.

Trade Name: Any vendor interested in registering their company trade name should contact the NH Secretary of State, 603-271-3242.

Labeled Products: Any vendor selling a packaged product (including preserves, baked goods, etc.) must comply with the labeling requirements of the NH Bureau of Food Protection NH Dept. of Health & Human Services, 603-271-4858. The federal Food and Drug Administration (FDA) may also have requirements for product labeling that effect your product, www.cfsan.fda.gov/gov/~dms/lab-ind.html

Eggs, apples, cider, potatoes, honey and maple products: Inspection of farm commodities offered for sale within the state to meet grade and quality standards is conducted by the Bureau of Markets, NH Dept. of Agriculture & Food, 603-271-3685.

Seal of Quality Program & Certified Organic Program: Vendors who would like information about the Seal of Quality & Certified Organic Programs should contact the Bureau of Markets, NH Dept. of Agriculture & Food, 603-271-3685.

**Lebanon Farmers' Market
Market Rules**

The mission of the market is to promote local agriculture, the local economy, sustainability, and environmental awareness.

1. Eligibility of vendors.

Products should be locally grown or made, and produced by the vendors or their immediate representatives. To determine whether applicants meet these criteria, the following questions will be addressed:

- (a) Are the products grown or made locally?
- (b) What is the geographical scope of the operation's marketing?
- (c) Are the products home- or shop-made?
- (d) What is the volume of production?
- (e) How many employees are involved?
- (f) What pre-prepared ingredients or materials are used?
- (g) Do the products have a homespun quality?
- (h) Will the products benefit the market as a whole?

2. Market season and hours of opening.

- (a) The market season begins June 1 and runs through September 28, 2006.
- (b) The market is open to vendors for setup beginning at 3 p.m. on market day.
- (c) The market is open for selling from 4 - 7 p.m. No selling is allowed before 4:00 p.m. Vendors are expected to be prepared for opening at 4 p.m. and to stay until closing at 7 p.m.
- (d) The market is open rain or shine.
- (e) Each vendor is responsible for having his/her space clean by 8 p.m.

3. Eligibility of products.

- (a) Only local products (i.e., grown or produced within the state of New Hampshire or Vermont by the vendors or their immediate representatives) may be sold.
- (b) Products must be of high quality and may include produce (agricultural, animal, and horticultural), prepared foods, and crafts. All products are subject to the approval of the Market Coordinator and the Lebanon Recreation & Parks Department.
- (c) All plants must have been grown by the vendor for at least six weeks prior to being brought to market.

4. Conditions of sale.

- (a) Products must be sold by the grower or producer themselves, or by an employee thereof.
- (b) Vendors selling by weight must provide their own certified scales.
- (c) Each vendor is responsible for any licensing or certification required for products sold in New Hampshire.
- (d) Collection of applicable New Hampshire sales tax, if any, is the responsibility of the vendor.

5. Allocation of space.

- (a) Space shall be allocated annually by the Coordinator and under the following general guidelines:
 - (i) In allocating space, the market will maintain a vendor ratio as far as possible of agricultural products 50%, prepared foods 30%, and crafts 20%.
 - (ii) Applications are due April 1 and are considered on a first come, first served basis with returning vendors given preference.

(iii) Along with the annual vendor application, vendors are asked to indicate their preference as to space occupied and schedule of occupancy for the upcoming market season.

(iv) Each partial season vendor shall have the right of first refusal over the space s/he occupied during the previous year.

(v) After due effort has been made to contact vendors who have not returned their applications by the application deadline, all spaces not reserved will be treated as vacant with respect to the upcoming season and may be reassigned according to the these priorities: (1) vendors as of the previous year; (2) new vendors. Competing requests by vendors of equal priority will be settled by lot.

(b) Full season vendors must pay for their space regardless of attendance. The market must be paid directly (no subletting), and payments are due no later than June 1 (opening day). In order to receive the discounted rate of \$190 for the full 18 week season, full payment must be received by April 1.

(c) Partial season vendors who schedule spaces in advance must prepay the day's rent at the time of scheduling the space.

6. Regulation of structures.

(a) Stall space is rented on the basis of square plots ten feet on each side. Vendors must provide their own tents, canopies, tables etc. No permanent structures are allowed.

(b) Tents should be set back two feet from the front line; no part of any display can extend beyond the vendor's allotted area into the customer walking areas.

(c) All booths, stands, and displays are subject to market approval.

7. General market regulations.

(a) Each vendor must keep his/her stall space and surrounding area clean. Vendors who sell prepared food to be eaten at the market must provide their own trash receptacles. Barrels provided by the City of Lebanon are for customer use only.

(b) Consumption of alcoholic beverages is not permitted at the market.

(c) Each vendor is responsible for cleaning and vacating his/her space by 8:00 pm.

(d) Vendors are expected to notify the market coordinator at least 24 hours in advance if they are unable to attend market.

8. Parking.

(a) Vendors may drive onto the green to unload. Vehicular access to the green is limited to the hours of 3-3:30 p.m. on market day. Access to the park is via the entrance on the south side of the green only.

(b) Once unloaded, vendors may park in the all day lot behind City Hall. Spaces around the green are reserved for customers.

9. Community Groups

Community non-profit organizations are permitted to use the market's community space at no charge on an occasional basis at the market coordinator's discretion. The following regulations apply:

(a) No selling is permitted.

(b) Donations may be accepted but they may not be in exchange for anything.

(c) The community organization in question must show proof of state or federal nonprofit status.