

Franklin Community Farmers' Market Guidelines

Purpose: The Franklin Community Farmers' Market is a standing Committee of the Unitarian Universalist Congregation of Franklin whose purpose it is to promote the local economy, encourage the production and use of organic produce, and support local farmers, craftsmen, and artisans. We will accomplish this goal by providing a venue for local farmers and crafters to market their goods directly to the public. The Committee itself will not engage in for-profit business activities. All items sold at this market will be produced locally unless otherwise approved and so identified.

The Committee: With the exception of Members-at-Large, members of the Committee will be members or associates of the Unitarian Universalist Congregation of Franklin. Committee decisions will be made by discussion and consensus whenever possible. If consensus cannot be reached, a vote will be taken from members of the Committee. Members-at-Large will not have voting privileges.

Market Master: The Market Master oversee the functioning and organization of the market. They conduct meetings, and are the spokespersons and state/community liaisons for the market. They handle paperwork that may arise, keep necessary records, and help oversee Committee members in new positions as needed. The Master also oversee the on-site workings of the market within these guidelines. They help with vendors and customers questions or concerns at the market.

The 2011 Market Season Market Master is Cindy Taylor.

Assistant Market Masters: The balance of Committee members from UUCF. Assist the Market Master as needed.

Treasurer: Custodian of the market's operating funds and vendor fees. Pays market accounts and bills. Keeps an accurate and current record of the market's financial activities. Prepares monthly financial statement for the UUCF Parish Committee Treasurer, and a year end financial statement. Forwards the paid vendor address information to the Market Master and Secretary upon receipt.

Secretary: Records minutes of all meetings and sends them to Committee members and vendors via email within a week of the meeting. Keeps a current vendor list. Makes changes to the market's guidelines as directed by the Committee. Provides current guidelines, pertinent NH laws, etc.to the Committee Web Master for posting on the market's web page.

Publicity Coordinators: Handle advertising and signage. Make sure publicity releases are accurate and timely. Maintain the market's web page on the UUCF web site, as well as links from appropriate farmers' markets-associated web sites. Direct the placement of highway signs to promote the market. Help organize special events and write information articles to available media sources (Laconia Citizen, Weirs Times, local radio and TV listings, posters, etc.).

Vendor Representative: An individual elected by the vendors present at the spring election vendor meeting. The vendor is a voting member of the Committee.

Members-at-Large: Individuals representing participating non-profit organizations and the community of Franklin (one each). Members-at-Large are to be elected or appointed by members of the category to which they belong. They attend meetings to give insight, advice and help the Committee as needed, however they do not have voting privileges.

Meetings: Organizational meetings of the Committee will be held monthly from February through the end of the market season of each calendar year, and additionally as determined necessary by the Committee.

Vendors: The following vendors will be welcome at the market:

Producers: Vendors who meet the “saleable products” definition. At least 50% of the vendors shall comply with the saleable products definition.

Saleable Products Definition: NH agricultural-based products will be sold, with exceptions if needed. Produce and items listed below will be grown/made locally by the vendor or a member of the vendor’s family unless otherwise approved by the FCFM committee. Agricultural crafts; baked goods; dairy, fish, meat, poultry, and seafood products; eggs; fiber goods and crafts; flowers; fruits and berries; herbs; honey; jams and jellies; potted plants; processed foods; seeds; syrup; vegetables; and wood crafts and products are all acceptable. Orders for livestock may be taken, however livestock and fowl will not be allowed on the market site.

Vendors wishing to offer products not raised on their own farm are encouraged to support other small local farms and be knowledgeable as to how the products were raised (pesticide usage, etc.). The vendor may then sell the produce as long as its place of origin is properly identified by signage. The Committee may give approval to products grown in NH, New England, and other areas of the United States, in that order. Vendors may not sell any produce, or an item made from produce, which has been grown outside of the United States.

Crafters: Vendors, who do not meet the saleable products definition, will be allowed provided their products are:

- 1) made locally by the vendor or a member of the vendor’s family, and
- 2) are juried by the Committee.

Franklin Non-profit Organizations: Franklin non-profit organizations may be allowed provided their products are juried by the Committee. These organizations must be based in Franklin and demonstrate that they provide a community-wide service. They may provide information on their organization at the market.

Weekly Non-profit Organizations: If space is available, a space at the market will be provided for at least one non-profit organization each week. This space will be rotated among the non-profits who have requested use of the free space. Non-profits may provide information on their organization and may sell items provided products are juried by the Committee. The weekly non-profit organizations may come from outside of Franklin. They are subject to the same guidelines and responsibilities as other vendors participating in the market.

Requirements: All vendors shall be at least 18 years old. Number of vendors is limited to the space available at the market site. A waiting list will be established for others seeking to attend the market after those limits have been met. All prospective vendors will submit an application for approval by the Committee, and will be admitted to the market at the discretion of the Committee.

Fees: Fees are due and payable by the first market meeting in May. Vendor fees will be set by the Committee and reviewed on an annual basis. Unless a vendor is offering a highly desirable, seasonal product, such as blueberries, the Committee will supply space to vendors committing to an entire market season before considering part time vendors. A vendor who withdraws from the market after the first market meeting in May forfeits all fees paid for that market season.

Vendor Responsibilities: Each vendor, upon payment of the applicable fees, agrees to comply with these guidelines and is responsible for:

- 1) complying with New Hampshire laws, regulations, and understanding personal liability issues pertaining to items sold at the market. **For vendors selling home-processed prepared foods, a copy of relevant food processing licenses will be submitted to the Market Manager prior to opening market day.** See “New Hampshire Rules for Sanitary Production and Distribution of Food” on the New Hampshire Farmers’ Market Association’s website at www.nhfma.com/definitions.htm.
- 2) notifying the Committee of special requirements (electrical hookup, handicap access, etc.). The Committee will take the requirement(s) into consideration, and in a timely manner advise the vendor whether or not the need can be met.
- 3) ensuring that any employees or workers, under the age of 18 and left alone at the market, have current NH working papers.
- 4) being at the market on time and setting up before it opens. To avoid safety problems involving vendors’ vehicles and gathering customers, vendors are advised to arrive for set up no later than 2:30 PM. Those arriving later may be relocated for that day. No sales will occur prior to 3:00 PM when the market officially opens. Each vendor will stay until the market closes unless prior arrangements have been made with the Market Master.
- 5) providing his/her own display and removal of trash. The area must be left clean and neat at the end of the market day. Vendors may not utilize the grassy area east of the church parking lot as it is owned and maintained by the Peabody Home, and is not part of the market site. All guidelines pertain to anyone attending a vendor’s area.
- 6) ensuring all canopies or tents are anchored securely to prevent wind damage and in such a way as to not pose a tripping hazard to customers or other vendors. The EZ-Up Express II canopy (or equivalent) is strongly recommended. Vendors using canopies or tents with multiple frame parts and separate covers will have designated help setting up their canopies or tents. Market Master will require the removal of any tent or canopy they deem a safety hazard.

7) In addition, livestock and fowl will not be allowed on the market site. However, vendors may take orders for the sale of livestock and fowl. **NO DOGS WILL BE ALLOWED ON THE MARKET SITE.**

Pricing: Vendors are encouraged to price their produce at fair market value. Customers attend farmers' markets for the freshest and highest quality produce - they do not come for a "discount market". Pricing should reflect the quality of the vendors' products. Vendors are urged to consult the NHDAMF Market bulletin for produce pricing guidance. Vendors will display prices prominently. Where possible, produce items will be priced individually. Market Master reserve the right to ask vendors to pull, or mark down and separately identify inferior produce.

Revocation: Failure to comply with these guidelines may result in revocation of market privileges and forfeiture of all paid fees. A revocation decision must be made by the full Committee at any special or regular meeting prior to which written notice of the proposed revocation has been provided to the vendor in question.

Event Dates: To be determined and finalized by the Committee on or before the March meeting for any given market season.

The 2011 market season will run from July 5th to September 20th.

Event Day and Hours: The market will be open on Tuesdays from 3:00 PM to 6:00 PM.

Event Location: The market site is on the church grounds of the Unitarian Universalist Congregation of Franklin, 206 Central Ave, Franklin, NH. Vendor spaces will be assigned by the Committee.

Committee Contact: All vendor questions, issues, approval requests, etc. are to be directed to the Market Master who will bring the item before the full Committee at a regular or special meeting. Cindy Taylor (cindytaylormidwife@yahoo.com) phone 648-6586.

** These guidelines may be revised at the discretion of the Committee.