

Salem NH Farmers Market 2019 Summer Application Addendum and Checklist

*The on-line **payment page is not** yet viable for vendor applications nor payments. Please submit a scanned or hard copy of the completed application along with the following –*

_____ **Completed Vendor Application**

_____ **Signed Vendor Acknowledgment Page**

_____ **Application Fee Payment - enclose a \$30.00 check payable to SNHFM**

_____ **Dates of Attendance (needed if Guest Vendor)**

_____ **Copy of your 2019 Vendor Liability Insurance**

Once notified, payment will be accepted according to your choice of membership as outlined in the application. We look forward to having an on-line application process soon. Please mail your completed application to –

Salem NH Farmers Market
Attn: Applications
PO Box 213
Salem, NH 03079

Applications are not considered complete until all the necessary documents and checks are received by the Salem NH Farmers Market. Any questions, call me at 603-479-1003 or e-mail at tom.paulinca@salemnhfarmersmarket.org



Salem NH Farmers Market

2019

Summer Application

**Hosted at Salem Market Place
224 N. Broadway, Salem, NH
info@salemnhfarmersmarket.org**

Mission of the Salem NH Farmers Market

The mission of the Salem NH Farmers Market is to provide communities with a wide variety of fresh, local, and specialty foods, goods and products. Through community involvement, we strive to educate all about the nutritional, economic, environmental and social implications of eating seasonally and locally.

Market Information & Required Application Documentation

Salem NH Farmers Market will be sponsoring a Summer Market hosted at the Salem Market Place 224 N. Broadway, Salem, NH. The Summer Market runs from May 5, 2019 through October 27, 2019. Interested vendors must supply the following:

- Application Fee
- Application Form (Completed and Signed)
- Vendor Type
- Copies of all applicable licenses, permits, certificates – including town health regulations.
- Commercial Insurance
 - All vendors must carry General Liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 General Aggregate.
 - *Using the ACORD FORM 25, Certificate Holder is: Salem NH Farmers Market, PO Box 213, Salem, NH 03079. In the Description/Locations Box: Salem NH Farmers Market, Salem School District, and Salem Market Place need to be named as additional insured. This wording is necessary to insure the document is correct.*
- Please also include any other commercial insurance policies that you may *already* carry.
- Please submit any of these if you have them, but they are not required.

For any insurance questions you may have please contact the Market's insurance agent, Amanda Emery at Foy Insurance Group (603) 898-6320; amanda.emery@foyinsurance.com.

Health Regulations

For prepared food vendors, detailed information on Salem's Health Regulations can be obtained by contacting the Health Officer.

Brian Lockard, CFPM
Health Officer
blockard@ci.salem.nh.us
Phone: (603) 890-2050

Advertising and Marketing

By default, all vendors will be listed on the Salem NH Farmers Market website with a link to the Vendor website, Facebook page or other location as entered above. It is the vendor's responsibility to notify SNHFM of any errors or omissions. We ask that you provide a link to Salem NH Farmers Market from your website (www.salemnhfarmersmarket.org) and promote your presence at Salem NH Farmers Market on Facebook, website and other social media sites you use. Please like our page at facebook.com/salemnhfarmersmarket

Nonprofits

Nonprofits interested in requesting a booth space at the market free-of-charge to promote their community event, service, or mission may use this application to request specific market dates. There is no fee, and you will be notified of space availability after your application is complete. This is strictly a promotional opportunity. Sales of goods must be preapproved. Nonprofits may put out donation jars or sell tickets (such as for a fundraising event or raffle). **Market tokens are not to be accepted.**

Vendor Selection and Deadlines

We will jury all applications submitted before **March 23rd**. After March 23rd, applications will be approved on a first come first served basis depending upon availability and product mix. This application is for vendor submission only and does NOT guarantee admission. Vendor selection is at the sole discretion of SNHFM and is based on a number of factors including: diversity, quality, creativity, originality, and visual appeal. All Crafts must be handmade and produced by the vendor themselves. New vendors please provide 3 photos of your product. A visual inspection will be made of your booth on your first market date. **Please be sure to provide a complete and accurate description of ALL products you wish to sell.**

Membership Fees

There is a seasonal application fee of **\$30**. This fee will be returned to the applicant if their application is not approved.

In the 2019 summer session there are 26 market dates between May 5th and October 27th. You may apply for the following options.

- **Paid - Full Season - \$260 - \$10/date** Select all 26 dates and save \$130. Full payment is due upon acceptance.
- **Monthly Paid - Full Season - \$15/date** Equal payments of **\$65.00** are due one week prior to that month's market.
- **Guest Vendor - \$25/date** Minimum of 6 market dates, select as many as you like. Payment amount will be based upon number of dates chosen for each month. Payment is due 1 week prior to that's month's market.

Salem NH Farmers Market reserves the right to change table fees at any point during the season.

Paid - Full Season locks in you rate. Payments are to be submitted via our [Payment Page](#). Payments not received when due, are cause for possible loss of membership to the market.

If you are a first-time vendor at SNHFM, please list all other markets you currently attend or markets you have attended in the past. If past, please note the year and season attended.

Market _____ Current _____ Past _____

Cancellations and Refunds

SNHFM must be notified of any cancellations at least 7 days prior to your Market Date in order for you to receive a credit applied to a future date. No refunds will be issued. Cancellations due to an emergency will be handled on a case-by-case basis.

No Show Policy

If you are unable to attend a scheduled market for any reason, you **MUST** notify us ahead of time. If you fail to do so, you will be considered a “no-show”. If you no-show more than once in the course of a month, SNHFM reserves the right to revoke your participation. It is important to the success of all vendors and the market that customers have consistent access to products much like they find in grocery stores or your business and fellow vendors may lose market share.

Set-Up and Take Down

SNHFM, in their sole discretion, will determine weekly booth assignments in a fair and equitable manner based on the needs of the market, product mix, and vendor commitment. All vendors must be **set-up and ready to open by 9:45 AM**. Any vendor arriving after 9:45 AM, without previous permission, may lose their weekly booth location. Upon arrival, please check in with a SNHFM staff member and we will direct you to your assigned space.

Any vendor running late **MUST** notify us. Vendors may not leave the market early unless given permission by the Market Manager. All vendors are responsible for cleaning their surrounding area at the close of the Market, including removal of all trash and debris from site.

Tents and Equipment

All vendors must supply their own 10'x10' tent and all necessary displays, signs, tables, extension cords, and other equipment. All tents must be secured with 25 pounds of weight on EACH leg (100 pounds total). The Market can get very windy at times, so for safety purposes any vendor without proper weights will be asked to remove their tent and/or vacate the Market.

We have a limited number of electrical outlets available, so please indicate the need for power on the application only if absolutely necessary.

Booth Sharing

Sharing booths with another Vendor is not allowed unless permission is granted by SNHFM.

Weekly Vendor Confirmation

Vendor attendance will be verified via e-mail each week and **requires a response**.

Response to this email is used when comprising the vendor list for our weekly newsletter and is needed to prepare our weekly layout.

Please select the membership you are applying for:

Pricing is for one 10'x10' booth - multiple booths, multiply by number of booths requested

_____ Paid - Full Season - \$260

_____ Monthly Paid - Full Season - \$15/date

_____ Guest Vendor - \$25/date

Dates You Will Attend:

_____ I will attend every week (all 26 dates)

Remember that if you pay 'in full' for the season you get a 25% discount on your rate.

I will attend the following dates: (please circle the dates you will attend)

May	5	12	19	26	
June	2	9	16	23	30
July	7	14	21	28	
August	4	11	18	25	
September	1	8	15	22	29
October	6	13	20	27	

Payment Schedule

Application Fee: (\$30) Due with application

Paid - Full Season: (\$260) Due once accepted

Monthly Paid – Full Season: (\$65/month) Due 1 week prior to that month's market

Guest Vendor: (\$25 x number of dates/month) Due 1 week prior to that month's market

Do you need electricity? Yes _____ No _____

Salem NH Farmers Market - 2019 Summer Session

Mail application to: Salem NH Farmers Market
 Attn: Market Applications
 PO Box 213
 Salem, NH 03079

Number of Booths requested: _____

Vendor Name:					
* Payee Name:					
Contact Name:					
Email Address:					
On site contact:					
Business Phone:					
Contact / 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.*

Please accurately list and describe ALL items/goods/commodities that you will be selling. **All items will be reviewed for duplication.**

Please certify with your signature that the products listed above meet at least one of the following criteria; locally raised, produced, bottled, or assembled by you/your business.

Signature _____

Vendor Acknowledgment

I hereby accept the terms and conditions as set forth by Salem NH Farmers Market and Salem Market Place, and agree to abide by all said policies. In addition, I, the vendor participating in the Salem NH Farmers Market, to the fullest extent permitted by law, shall protect, indemnify, save, defend and hold harmless Salem NH Farmers Market, including its officers, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, but only to the extent caused in whole or in part by any negligent or wrongful act or omission of the vendor and/or its officers, members, directors, volunteers, employees, subcontractors and/or agents.

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 by the SNHFM Board of Directors.
Vendors cannot 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 Winter Farmers Market!*