



# Salem NH Farmers Market

## 2018 - 2019

### Winter Application

**Hosted at Mary Fisk School  
14 Main Street, Salem NH  
[info@salemnhfarmersmarket.org](mailto: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 Winter Market hosted at Mary Fisk School 14 Main Street, Salem, NH. The Winter Market runs from November 4, 2018 through April 28, 2019.

Interested vendors (vendor refers to any vendor or artisans) must supply the following:

- Application Form (Completed and Signed)
- Application Fee
- Booth Fee
- Licenses
- Commercial Insurance
  - All vendors must carry General Liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 General Aggregate.
  - *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](mailto: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](mailto: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](http://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](https://facebook.com/salemnhfarmersmarket)

## Salem NH Farmer's Market App

The Salem NH Farmer's Market participates in a mobile app that allows customers to purchase products online. These pre-paid products are to be picked up at the market. We request all vendors to participate by creating an account.

There is no cost to you associated with creating or using this mobile app. Instructions for creating your account, along with any help needed, will be provided upon approval of your application.

## 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.

## Membership Fees

- Each vendor is subject to a non-refundable, seasonal membership fee of \$30 per season.
  - Vendors applying for the Winter Market by October 22, who have been vendors with us during the Summer Market, do not need to pay this fee.
- Full membership weekly table fees are \$15.
- Guest member table fees are \$25 per market date.

*Salem NH Farmers Market reserves the right to change table fees at any point during the season. If you prepaid your table fee for the season then you will be locked in at the original price.*

### **Mail application and payment to:**

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

***Make checks payable to Salem NH Farmers Market.***

**Please select the membership you are applying for:**

\_\_\_ **Returning Member** – For full-time members who have participated in the previous season. Deadline for applications for returning members is October 22, 2018.

\_\_\_ **New Member** – For new full-time members. Deadline for applications for new full season members to participate in the opening day of our Winter Market is October 22, 2018.

\_\_\_ **Guest Member** – For vendors who wish to attend only certain dates in the upcoming season. Guest members are invited to submit their applications by October 22, 2018 for full consideration, however, an application can be submitted at any time during the season. Guest members must select market dates for attending.

New member's and guest member's products must be brought before the Board of Directors for review before acceptance. Please provide at least 3 photos of your products. Crafts must be handmade and produced by the vendors themselves. Crafts will be judged on the basis of design, technical skill, originality, diversity, and imagination. Craft applications will be juried from photos sent with application. A visual inspection of your booth will be made on your first market date.

Booth size is 6½' x 8'. Market booth fees for a full membership are \$15.00 per week, per space. There will be 25 markets to the winter session. Booth fees are non-refundable, non-transferable, and subject to change.

**Payment Options:**

Returning members and Full Season members – Single space - Please select:

\_\_\_ **PLAN A** – Full season, one payment – **\$375.00**

\_\_\_ **PLAN B** – Weekly payment of **\$15.00**

Vendors paying weekly, must commit to the markets they plan to attend in the calendar below. A vendor who misses 3 of their committed market dates without speaking to the vendor representative will be moved to Guest Vendor status.

**Double space pricing** – Full season, one payment - \$750.00  
Weekly, \$30.00 per market

Returning and new members with committed calendar dates joining the market after November 4, 2018, will be charged \$15.00 per week from the Nov. 4, 2018 season start date.

**GUEST MEMBERS –**

Market booth fees are \$25.00 per space. Please indicate the number of spaces you require:

- \_\_\_ 1 space
- \_\_\_ 2 spaces

**Guest members only:**

Please circle the market dates you **will** be attending.

Guest vendors will receive an invoice for booth fees in advance of your selected dates.

**Returning and new members:**

Please indicate any market dates you **will NOT** be attending.

- |       |       |      |      |      |      |
|-------|-------|------|------|------|------|
| 11/4  | 12/2  | 1/6  | 2/3  | 3/3  | 4/7  |
| 11/11 | 12/9  | 1/13 | 2/10 | 3/10 | 4/14 |
| 11/18 | 12/16 | 1/20 | 2/17 | 3/17 | 4/21 |
| 11/25 | 12/23 | 1/27 | 2/24 | 3/24 | 4/28 |
|       | 12/30 |      |      | 3/31 |      |

## Salem NH Farmers Market Application

Please fill in all information; missing information may cause delays in approving applications.

Number of Booths requested: \_\_\_\_\_

Total amount enclosed: \$\_\_\_\_\_

- \$30 Seasonal Application Fee (to be received with application).
  - Returning members may deduct the \$30 application fee
- \$375 Booth Fee for one-payment plan
- \$15.00 weekly - 3 missed market dates selected & un-notified, guest vendor status applies.
- Guest vendors – \$25 booth fee x the number of market dates chosen

Do you need access to electrical outlets?

Yes       No

Please note that booths with access to electricity are limited.

Vendor attendance at the market will be verified via email each week. Response to this email is used when comprising the vendor list for our weekly newsletter and is needed to prepare our weekly layout.

Vendor Name:					
* Payee Name:					
Contact Name:					
Email Address:					
On site contact:					
Business Phone:					
Contact or 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. For more information please see the “Vendor Reimbursement” section on page 7 in the current Market Vendors Policies and Procedures Guide.*

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


**Vendor Acknowledgment**

I hereby accept the terms and conditions as set forth by Salem NH Farmer's Market and **Salem School District**, 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 School District, including its 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, which **Salem School District** or its officers, officials, volunteers, employees and agents may become obligated 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.*

*To guarantee consideration for the opening winter market on November 4, 2018, you must have submitted your application **by October 22, 2018.***

*Thank you for your help and consideration, we look forward to your membership in the Salem NH Winter Farmers Market!*