

# Wakefield Marketplace Rules & Regulations

## Membership

### To become a member you must:

1. Reside and produce or grow your product(s) within 50 miles of Wakefield, New Hampshire.
2. Complete a membership application and mail it along with copies of appropriate licenses and /or certificated if required, and a check in the proper amount by May 1<sup>st</sup> to The Wakefield Marketplace, P.O. Box 465, Wakefield, N.H. 03872. Incomplete or late applications will prevent a vendor from participating.

## Market

### Members must:

1. Reserve a space by contacting the Market Manager (603-918-1021) no later than 6:00 pm. Friday. A table fee will be assessed if the Market Manager is not notified of your cancellation by 6:00 pm. Friday. Three cancellations will be grounds for dismissal from the Wakefield Marketplace membership.
2. Plan to arrive early enough to be set up, have your car parked outback by 8:30 am and ready to sell by 9:00 am. No sales shall be made prior to the opening or after the closing of the market day.
3. Clearly label the product(s) of another Wakefield Marketplace member in good standing when selling that members product(s). No more than two vendors shall share one space.
4. Sell items of acceptable quality as determined by the Market Manager Committee. Products deemed inappropriate will be removed. No sale or discount signs are permitted.
5. Use state inspected scales to weigh items and follow State standards for labeling.
6. Price their product(s) or produce in line with other vendors. The Wakefield Marketplace should not be used as a way to unload excess product(s) or produce.
7. Process and display the appropriate license(s) and/or certificate(s) for their product(s) and scales as well as follow the rules for safe storage and display of perishable products.
8. Maintain a tidy and safe area during the market day and leave a clean table and space afterwards.
9. Do not bring pets to the Wakefield Marketplace.
10. Settle disputes in a calm, quiet, and respectable manner. The Market Manager will arbitrate such cases.
11. The Wakefield Marketplace will remain open until 3:00 pm. And vendors will not be allowed to pack up and leave before then. Farmers may leave if their merchandise is depleted at 1:00 pm.
12. Vendors are not permitted to hawk, call out to customers, or interfere with customers of another vendor.

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13. Once the market season starts, a vendor may not sell any new product(s) not listed on the application unless approval is given by the Market Management Committee.
14. If a vendor carries out insurance to another farmers market or fair, the Wakefield Marketplace must be represented and the rules of the Wakefield Marketplace must be followed even if the site does not have rules. Although the Wakefield Marketplace carries insurance for its members, you are strongly advised to carry your own product liability.
15. A 10x10 tent /canopy is the maximum size allowable for a single space.
16. No smoking allowed on the Wakefield Marketplace property.

Wakefield Marketplace

Member Application Due May 1st

(Please print clearly)

Name \_\_\_\_\_ Date \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_ Town and Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail \_\_\_\_\_

Use the space on the other side of this sheet or a separate sheet to list-everything you intend to sell this coming season, including another member's product. Continuing members should specify any changes from the previous season.

Each member, in a member organization such as ours, has a responsibility to support the Marketplace either by working on a committee or providing financial aid. If you choose to serve on a committee, there will be no discount. Each membership dues will be a flat \$40 and a flat table fee of \$10.

I choose not to volunteer for a task \_\_\_\_\_ (check here)

I choose to volunteer for the following task \_\_\_\_\_ (write in)

Marketplace Responsibility/Task descriptions are included below.

Communications	Fair	Marketing	Grant
Demonstrations/events	Maintenance	Marketing Management	Website
Development	Market Day	Membership	

The participation of each member will be evaluated when applications are considered for the following season.

Approval of applications and space assignments are based on seniority, product mix, compliance with applicable rules and other consideration the Wakefield Marketplace reasonably believes necessary to maintain a successful market operation.

I have attached copies of the license(s) required for my product and a certificate for my scales.

My signature indicates that I have read and will abide by the Rules and Regulations for members and Vendors at the Wakefield Marketplace.

Signed: \_\_\_\_\_ Mail complete

application and check by May 1<sup>st</sup> to The Wakefield Marketplace, PO Box 465 Sanbornville NH 03872

## MARKETPLACE RESPONSIBILITY/TASK DESCRIPTIONS

### **Steering Committee**

Functions as a Board of Directors that meets and conducts the business of the Wakefield Marketplace. Each member of the committee, with exception of the Treasurer, will oversee one or more of the committees listed below.

### **Communications**

Handles all mailings to members about meetings or events and publishes meeting minutes and agendas.

### **Demonstrations**

Plans and arranges for weekly demonstrations by individual vendors and outside agencies such as Cooperative Extension and selected nonprofit organizations. Aids in the set up and take down of events and demonstrations.

### **Development**

Consider ways to improve the site, buildings and operations. Areas such as policies, changes to the Bylaws and rules, the maximum number of vendors we can accommodate and the diversity of products at the Marketplace would come under the jurisdiction of this committee. Proposed changes will include a statement of financial details.

### **Holiday Fair**

Plan and make all the necessary arrangements for the Holiday Fair to include processing applications, space assignments and recruiting volunteers to help set up and take down.

### **Maintenance**

Maintain the buildings and grounds. This includes scheduling work days to perform maintenance and the installation and removal of panels plus the ordering and delivery of materials for work days.

### **Market Day**

Perform all the necessary functions to set up and dose for each market day. This includes reserving the Porta Potty, notifying PSNH about billing for our use of electricity, placing signs and flags around the site, and cleanup of the grounds and removal of trash at the end of the day.

### **Marketing**

Work with other committees to develop publicity, advertising and social media and the, submit this information to the media. Create and distribute signage, flyers and other promotional materials.

### **Market Management**

This committee will jury applications of new members and review continuing members. During each market day they will check to see if licenses and certificates are properly displayed, items are properly labeled and clearly priced and there are no hazards in the isles. In addition they and the Market Manager will resolve disputes..

### **Membership**

Recruit new members, distribute applications, work with the secretary to compile and publish a membership list, provided sunshine when necessary and make nominations for officers and the standing committee.

### **Grant**

Develop flyer, press release and letter to announce the grant. They also will distribute flyers and letters, review applicants, select the recipient, create a press release and send a letter to the recipient

## **Website**

Post events and demonstrations, update recurring information such as applications, rules and regulations and the like. Maintain the website itself and its security.