

# Wakefield Marketplace Application

(Please print clearly or digitally fill in)

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

Business Name: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_ Town, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

<p><b>Market Member:</b></p> <ul style="list-style-type: none"> <li>\$50.00 Annual Membership Fee</li> <li>\$10.00 Market Day Fee per table (in pole barn) or tent space</li> <li>Guaranteed weekly space.</li> </ul>	<p><b>Guest Member:</b></p> <ul style="list-style-type: none"> <li>\$15.00 Non Refundable Application Fee</li> <li>\$25.00 Market Day Fee per table (in pole barn) or tent space</li> <li>Reserved space as available</li> </ul>
---	--

Submitting your application early will increase your likelihood of acceptance and receiving your preferred location, with additional opportunity throughout the season on a space available basis.

**SELECT ONE OF THE FOLLOWING:**    Returning Member     New Member Applicant     Guest Applicant

**FOR RETURNING MARKET MEMBERS ONLY:** check the box if you would like the same location as last year:

**FOR MARKET MEMBER APPLICANTS:**

I would like to be a voting member..... **Yes**     **No**   
 I am willing to assist with market day setup/tear down..... **Yes**     **No**   
 If selected, my contact information may be shared with other market members **Yes**     **No**

Check will not be cashed unless you are accepted for membership.

**If not accepted as a Market Member, please select check disposition:**

Void and destroy check     - OR -    I will pick up my check at the market

**For both Market Member and Guest applicants, please select your preferred location:**

1 - 3'x6' table in pole barn     2 - 3'x6' tables in pole barn     1 - 10'x10' tent site     2 - 10'x10' tent sites

**For an Application to be reviewed ALL documentation must be received:**

- \_\_\_ A detailed or updated list of the products you wish to sell at Wakefield Market. Please use page 2 of this application and be specific as your approval will only be for these specific items.
- \_\_\_ Recent photos of products and booth setup emailed to [secretary@wakefieldmarketplace.org](mailto:secretary@wakefieldmarketplace.org)
- \_\_\_ Copies of all government issued licenses/certifications/exemptions required to sell products for human and animal consumption in compliance with State and Federal Law.
- \_\_\_ Payment Received
- \_\_\_ **Guest Member applicants**, please indicate the Saturdays when you would like to participate. Selecting these dates does not guarantee their availability. (You may request additional dates at a later date.)

23-May	<input type="checkbox"/>	30-May	<input type="checkbox"/>	6-Jun	<input type="checkbox"/>	13-Jun	<input type="checkbox"/>	20-Jun	<input type="checkbox"/>	27-Jun	<input type="checkbox"/>
4-Jul	<input type="checkbox"/>	11-Jul	<input type="checkbox"/>	18-Jul	<input type="checkbox"/>	25-Jul	<input type="checkbox"/>	1-Aug	<input type="checkbox"/>	8-Aug	<input type="checkbox"/>
15-Aug	<input type="checkbox"/>	22-Aug	<input type="checkbox"/>	29-Aug	<input type="checkbox"/>	5-Sep	<input type="checkbox"/>	12-Sep	<input type="checkbox"/>	19-Sep	<input type="checkbox"/>
26-Sep	<input type="checkbox"/>	3-Oct	<input type="checkbox"/>	10-Oct	<input type="checkbox"/>						

Vendor initials: \_\_\_\_\_

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*My signature indicates that I have read and will abide by the Marketplace Standards and upon acceptance I will read and abide by the Bylaws. As well as comply with all State and Federal requirements where appropriate.*

Completed Application and Appropriate Fee payable to “Wakefield Marketplace” is to be sent to:

Wakefield Marketplace, PO Box 465, Sanbornville, NH 03872

### Specific/Detailed Sellers Items

- |           |           |
|-----------|-----------|
| 1. _____  | 26. _____ |
| 2. _____  | 27. _____ |
| 3. _____  | 28. _____ |
| 4. _____  | 29. _____ |
| 5. _____  | 30. _____ |
| 6. _____  | 31. _____ |
| 7. _____  | 32. _____ |
| 8. _____  | 33. _____ |
| 9. _____  | 34. _____ |
| 10. _____ | 35. _____ |
| 11. _____ | 36. _____ |
| 12. _____ | 37. _____ |
| 13. _____ | 38. _____ |
| 14. _____ | 39. _____ |
| 15. _____ | 40. _____ |
| 16. _____ | 41. _____ |
| 17. _____ | 42. _____ |
| 18. _____ | 43. _____ |
| 19. _____ | 44. _____ |
| 20. _____ | 45. _____ |
| 21. _____ | 46. _____ |
| 22. _____ | 47. _____ |
| 23. _____ | 48. _____ |
| 24. _____ | 49. _____ |
| 25. _____ | 50. _____ |

Vendor initials: \_\_\_\_\_

## Wakefield Marketplace Standards\*

### IN ORDER TO BE CONSIDERED FOR APPROVAL AS A MEMBER OR GUEST VENDOR IN THE WAKEFIELD MARKETPLACE YOU MUST:

1. Reside and produce or grow your products within 50 miles of Wakefield, New Hampshire.
2. Submit all documentation as described on page 1 of this application.

### MARKET MEMBERS AND GUEST VENDORS MUST

1. Notify the Market Manager of an unexpected absence (Member will not be present on a date that has not already been scheduled or a guest Vendor will not be present on a date requested in their application). The Vendor must notify the Market Manager at the previous Marketplace or contact the Market Manager by text or email no later than 6 PM Wednesday prior to the next market day. A \$10 per table or tent fee will be assessed if the Market Manager is not notified of the cancellation by 6 PM Wednesday. Last minute exceptions may be made due to weather but in order to plan the layout the Vendor still must notify the Market Manager in a timely manner.
2. Plan to arrive early enough to complete setup and have car parked in the designated parking area 15 minutes prior to market start time. All vendors must be ready to sell when the market bell rings, and no sales shall be made prior to the opening market bell.
3. Not share their space with more than one other vendor.
4. Clearly label the product(s) of another Wakefield Marketplace member in good standing when selling that member's product(s). The vendor who is not in attendance at the marketplace, but has product being sold by another vendor, is still responsible for paying the table rental fee (those grandfathered in will be excluded from this).
5. Sell only items approved by the Market Manager and the Steering Committee. If a vendor desires to sell any new product during the season, the vendor must officially seek permission from the Market Manager and the Steering Committee before selling the new items.
6. Sell items of acceptable quality as determined by the Market Manager and Steering Committee. Products deemed inappropriate will be removed. No "sale" or "discount" signs are permitted.
7. Use state inspected scales to weigh items and follow state standards for labeling.
8. Possess and present the appropriate government issued license(s)/certificate(s)/exemptions for their products and follow rules for safe storage and display of perishable products for human/animal consumption.
9. Maintain a tidy and hazard free area during the market day and leave a clean table or space afterward.
10. Not bring pets to the Marketplace or smoke within the tent or building area or in the whole market arena.
11. Settle disputes in a calm, quiet and respectful manner. The Market Manager will arbitrate such cases.
12. Remain until closing at 2 PM. Farmers may leave at 1 PM.
13. Not slander other vendors or their products, must not hawk or call out to customers or interfere with customers of another vendor.
14. Assent to the Bylaws and member standards by signature on the Wakefield Marketplace Application and Bylaws. Failure to abide by the Bylaws may preclude a vendor from participation
15. Park as described below:
  - a. Rt 16 tents - you may park behind your tent or in the back lot.
  - b. Train side tents - you may park behind your tent or in the back lot.
  - c. North side tents - park in back parking lot.
  - d. Pole barn - park in back parking lot.
  - e. An exception will be made for those with a handicap plaque/decal. Exceptions may also be made on a case-by-case basis by the Market Manager for inclement weather and low customer attendance periods where it is deemed beneficial for the Marketplace and its members.

\* Adapted from Wakefield Marketplace by-laws

Vendor initials: \_\_\_\_\_