



TOWN OF SANDOWN, NH DEPARTMENT OF PARKS AND RECREATION

Sandown Farmers Market Checklist for Vendors

This checklist is to be used by the Town of Sandown NH, Parks and Recreation for the purpose of hosting a farmers' market. If you have any questions about this checklist please contact the recreation director at 603-887-1872.

- 1) Completed Application
- 2) Vendor Acknowledgement form, signed.
- 3) If you are selling any baked goods, IE bread, cupcakes, or cooked snacks/meals you need to provide a Certificate of Liability Insurance. This is the information your insurance agent needs to complete the certification.
 - General Liability of at least \$1,000,000
 - You must list as ADDITIONAL NSURED:
Sandown Parks and Recreation, 25 Pheasant Run Drive, Sandown NH 03873
 - the CERTIFICATE HOLDER is:
Sandown Parks and Recreation, 25 Pheasant Run Drive, Sandown NH 03873
- 4) Obtain copies of all other licenses, permits and certificates applicable to your business
 - Vendors are responsible for adherence to all state and local health regulations. If a health concern is brought to your attention and not immediately fixed, you will be asked to leave the market. Information on those regulations can be obtained by contacting the Town Health Officer

Mark Tolman: 603-887-3646 Email: healthofficer@sandown.us



Sandown NH Policies and Procedures for Farmers Market.

All prospective vendors must completed and submit an application and prove of insurance in advance of the farmers market for approval. Once the application is submitted, the Sandown Parks and Recreation Commission will either approve or deny the application. You do not need to be present for this meeting, however you are welcome to attend.

Once approved, all vendors must complete paper the paper work provided and, at their own expense, procure and meet the following standard insurance/coverage if applicable:

Commercial General Liability in the amount of \$1,000,000 naming Sandown Parks and Recreation

Booth space must be a 10x10 area.

- All Vendors must check in with the Recreation Director upon arrival prior to setting up.
- Vendor set up times will be determined by the Recreation Director, generally this will be no more than 1 and a half hours before the start of the market.
- All tents must have weights of at least 25lbs on each side of the tent polls. Please remember that we are in an open area, and it can get very windy.
- If you are not going to attend a market, you need to let the Recreation Director know at least 24 hours in advance.
- There may be duplication from other vendors selling similar products. The Recreation Commission reserves the right to limit vendors and/or products/items. This will be done solely to prevent market saturation and unintentional price undercutting. All vendors must be respectful of fellow vendors and agree to abide by fair business practices.

Vendor Responsibilities

- Vendors will be respectful of their fellow vendors and customers.
- Vendors must stay within the market in order to sell their items. They are responsible for supplying their own change, purchase bags, and other independent promotional materials.
- Having the ability to take credit/debit cards is encouraged.
- Each vendor is responsible for the cleanliness of their own stall. They are responsible for removing there own trash at the end of reach market.
- All prices must be clearly displayed for customers to see, undercutting is not allowed.
- Vendors are not allowed to smoke or drink alcohol on the premises.
- Any disputes amongst vendors or patrons should be brought to the Recreation Directors attention immediately.



- The Sandown Parks and Recreation Commission reserves the right to modify the Policies and Procedures at any time.

Products Sold

- All products sold must be pre-approved by the Recreation Commission
- All items at the market must be locally grown, baked, prepared, and/or handmade by the vendor.
- Produce labeled “organic” or “organically grown” must be from a crop that is certified organic by any USDA Accredited Certifying Agent. A copy of current farm certification must be accompany any application for any “organic” labeled product. Vendors may not verbally say that any product is “organic” without this paperwork and certification.
- All items must be sold in accordance with Town of Sandown Health Department regulations as well as State Of New Hampshire regulations. Knowledge and conformance to all said regulations is soley the responsibility of the vendor.
- The Sandown Parks and Recreation Commission holds discretion over all items allowed to be sold at the market.

Market Cancellations

The Recreation Commission and Recreation Director reserves the right to cancel any scheduled market due to severe inclement weather or any circumstances beyond the commission control. Cancellation will be via email only and as much notice as possible will be given. Generally, we will have the market rain or shine.



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Vendor Acknowledgment

I/we hereby accept the terms and conditions as forth by Sandown Parks and Recreation and I agree to abide by all said policies.

I/we agree that prior to offering any products for sale at the market, I/we, am/will become familiar with the NH State Regulations and Town of Sandown rules pertaining to my product(s) and agree to comply with all provisions required.

In addition, I/we the vendor participating in the Sandown Farmers Market, understand that individual product liability is my responsibility, and will provide a copy of my liability insurance policy with my application. If the policy's anniversary date falls during the market I/we will provide a copy of the renewed policy at that time. I/we do hereby release Sandown Parks and Recreation, the Town of Sandown, their officials, volunteers, and agents from any liability due to my participation in the market.

I also hereby attest that I have read and will abide by the Sandown Farmers Market Policy and Procedures Guide.

Participant Name: _____

Participant Signature: _____

Date: _____