



Gorham, NH
Parks & Recreation Dept.
Farmers' Market
2024 Vendor Information

MORE TO SEE, MORE TO EAT, MORE TO DO!

Gorham Parks & Recreation Department ~ Town of Gorham, NH
33 Exchange Street, Gorham, NH 03581
603-466-2101 ~ jstewart@gorhamnh.org ~ www.gorhamnh.org

Welcome new and returning vendors! We are excited to begin our fifth season as market managers and leading this program to bigger and better things. We hope you will be part of our 2023 market! If you have any questions, suggestions, or ideas, please let us know.

Schedule & Location

Thursdays, 3:00pm – 6:00pm, June 6 through September 26, 2024 (no market on 7/4/24)
Market will be held on the Town Common, 69 Main Street, Gorham, NH 03581

If you have any questions, concerns or comments, please let us know.

We're here to make the Gorham Farmers' Market the best it can be, and your success is very important to us!

Markets are held rain or shine. We understand that not all vendors will choose to attend in the rain. Vendors are encouraged, but not required, to attend all market dates. Please notify us no later than 2:00pm the day of the market if you are unable to attend. Refunds are not available for full-season vendors who miss market days.

How to Become a Vendor

To become a vendor, please read this 2024 Vendor Information Packet, Credit/Debit/SNAP/GSMM Agreements and Guides and submit your application and all appropriate forms and payment(s) as soon as possible. Forms may be submitted via email or dropped off at Rec Dept.

Registration & Fees

Vendors are NOT required to maintain any sort of membership to participate in our market.

Application fee is \$10.00. This fee only applies to vendors who did NOT participate in the 2023 market.

All fees must be paid in full or in two payment installments (see payment options below).

PAY IN FULL (\$100.00) - Return this form ASAP along with payment on or before the first market date (6/6/24).

PAY IN TWO INSTALLMENTS - Return this form ASAP and pay (\$60.00) on or before the first market date (6/6/24). The second payment (\$60.00) is due on or before mid-market date (8/1/24).

Partial Season or Single market / “drop in” vendor fee is \$10.00 per market.

Returning vendors will be given priority on their choice of booth location on a first come, first served basis.

Partial-season vendors are welcome and will be placed at the discretion of the market manager.

Market Operations

The Gorham Parks & Recreation Department and market staff are responsible for the orderly operation of the market. Please direct all day-to-day questions or concerns by contacting Jeff Stewart at the Gorham Parks & Recreation Department. He may be reached by calling 603-466-2101, email jstewart@gorhamnh.org or through the Gorham Parks – Rec Facebook page messenger.

Setup & Preparation Info

Vendors who commit to a full market season will receive an assigned booth location. Partial-season vendors may be asked to move around, if necessary and as needed. A very limited number of electrical outlets are available for vendors who prepare food or have refrigerant needs, for food safety. Set up begins one hour prior to the market opening at 3:00pm (early set up, before 2:00pm, is not allowed without an exception from the Gorham Parks & Recreation Department or market staff). All sites must be cleaned (leave it how you found it) and vacated within one hour after the market closes at 6:00pm. To provide the best market experience for our customers, vendors are expected to attend the full market day (3:00pm - 6:00pm).

FOR THE SAFETY OF ALL, THERE IS NO DRIVING ON THE COMMON DURING MARKET HOURS. During setup and cleanup, you are welcome to drive (carefully) on the grass to your booth location. If you need to arrive late or leave early, please let Gorham Parks & Recreation Department or market staff know ahead of time. Only one vehicle is allowed per vendor location (please park extra vehicles on Railroad Street if needed).

Rules & Policies

- Vendors may only sell products at market that they grow or craft themselves.
- All vendors must be approved by the Gorham Parks & Recreation Department or market staff.
- All vendors are encouraged to secure liability insurance and familiarize themselves with food safety and farmers' market regulations prior to selling at market. Vendors should have coverage naming the Town of Gorham, 20 Parks Street, Gorham, NH 03581 as an additional covered party.
- Vendors must comply with all federal and state laws that apply to their business.
- Vendors are encouraged to have signage for their business and post pricing for all products.
- Tents must be always secured at all four legs (the market location can be a very windy area).
- Vendors selling products by weight must use a certified legal-for-trade scale.

- No soliciting by political or religious groups.
- Vendors' children and/or pets must always be supervised. If children and/or pets becomes an issue (safety or otherwise), vendors may be asked to leave their children and/or pets' home. If issues continue, vendors may be asked not to return for the season (fees may not be returned).
- Vendors are expected to treat customers, other vendors, and market staff professionally. If you have a concern, please bring it to the attention of the Gorham Parks & Recreation Department or market staff.
- The Gorham Parks & Recreation Department requires all vendors to adhere to honest and ethical business practices. Illegal, fraudulent, or dishonest practices are prohibited.
- Vendors must adhere to all State of NH, Covid-19 guidelines, and mandates (if applicable).

Products

All products sold must be grown or crafted by the vendor, and may include:

- Fruits, vegetables, herbs, flowers, and plants
- Meat, dairy and eggs
- Maple syrup, honey, wool, and other agricultural products
- Vendor-made crafts and artisan items (soaps, jewelry, wood carvings, etc.)
- Baked goods & preserves (bread, pastries, candies, jams, jellies, etc.)
- Prepared foods
- Artwork / authored books
- Non-locally grown or crafted items must be pre-approved by the market manager
- Resale of products is not permitted.

The Gorham Parks & Recreation Department or market staff reserves the right to visit any vendor's business operation to authenticate that products are locally grown or crafted. If a vendor fails to comply with the above rule, their participation in the market may be cancelled with no refund of fees.

Market Token & Coupon Program

For the convenience of vendors and customers, the market will maintain a credit card machine to process customer payments. Customers may swipe their credit, debit, or SNAP/EBT card at the market manager's tent to receive wooden tokens and coupons to spend at vendor booths. Vendors involved in the token program, then submit these tokens and coupons for reimbursement to market staff at the end of each market. Vendors will be reimbursed by check every two weeks. Vendors are encouraged but not required to accept tokens and coupons.

\$5.00 Credit /Debit Card Tokens may be used for any purchase at the market. Participating vendors are required to provide change for these tokens (as if they were cash).

\$1.00 SNAP / EBT Tokens may only be accepted in exchange for SNAP-eligible food and seedlings. **DO NOT GIVE CHANGE FOR THESE TOKENS.**

\$1.00 Granite State Market Match Coupons may only be accepted in exchange for fresh fruits and vegetables.

NO credit, debit, SNAP / EBT tokens or Granite State Market Match coupons from other markets will be accepted.