

Wakefield Marketplace Guidelines*

Membership

To become a member you must:

1. Reside and produce or grow your products within 30 miles of Wakefield, New Hampshire.
2. Complete the enclosed membership application and mail with a \$40 check** to: The Wakefield Marketplace, P O Box 465, Wakefield, NH 03872.

Market

Members must:

1. Reserve a space by contacting the Market Manager (603-301-0045) no later than 6 PM Friday. A \$10 table fee will be assessed if the Market Manager is not notified of your cancellation by PM Friday.
2. Plan to arrive early enough to be set up, have your car parked and ready to sell by 9 AM. No sales shall be made prior to the opening of the market day.
3. Clearly label the product(s) of another Wakefield Marketplace member in good standing when selling that member's product(s). No more than two vendors shall share one space.
4. Sell items of acceptable quality as determined by the market manager. 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 produce or products in line with other vendors. The Marketplace should not be used as a way to unload excess product or produce.
7. Possess the appropriate license(s) and/or certificate(s) for their products and follow rules for safe storage and display of perishable products.
8. Maintain a tidy and hazard free area during the market day and leave a clean table or space afterward.
9. Not bring pets to the Marketplace or smoke within the tent or building area.
10. Settle disputes in a calm, quiet and respectful manner. The Market Manager will arbitrate such cases.
11. Remain until closing at 3 PM. Farmers may leave at 1 PM.

* Taken from Wakefield Marketplace by-laws.

** Membership fee \$40 before May 1st. Although the Wakefield Marketplace carries insurance for its members, you are strongly advised to carry your own product liability.

Wakefield Marketplace

P O Box 465

Wakefield, NH 03872

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 1st 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 close 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.