

HPR Hanover Market: Rules & Standards

The Hanover Market will be held inside the RWB Community Center

1. Eligibility of vendors.

- a. Products should be locally grown or made and produced by the vendors or their immediate representatives. To determine whether applicants meet these criteria, the following questions will be addressed:
- b. Are the products grown or made locally?
- c. What is the geographical scope of the operation's marketing?
- d. Are the products home- or shop-made?
- e. What pre-prepared ingredients or materials are used?
- f. Do the products have a homespun quality?
- g. Will the products benefit the market as a whole?
- h. No one question will serve to determine eligibility: rather, HPR will consider the overall tendency of the answers in arriving at their final decision.

2. Market season and hours of operation.

- a. The market will be held the 2nd Wednesday of each month February – December.
- b. The market is open to vendors for setup beginning at 2:00 p.m. on market day.
- c. The market is open for selling from 3 – 6p.m.
- d. Vendors are expected to be prepared for opening at 3p.m. and to stay until closing.
- e. In the case of inclement weather, the call to cancel the market will be made by 12pm.
- f. Each vendor is responsible for having his/her space clean by 6:45 p.m.

3. Eligibility of products.

- a. Only local products (i.e., grown or produced within the state of New Hampshire or Vermont by the vendors or their immediate representatives) may be sold.
- b. Products must be of high quality and may include produce (agricultural, animal, and horticultural), prepared foods, art, and crafts.
- c. All products are subject to the approval of HPR. New vendors will be given a probationary period for their first two (2) scheduled market dates. If found to be in violation of market rules and standards, vendors will be asked to leave the market. No refunds will be given.
- d. All plants must be grown by the vendor for at least six weeks prior to being sold at Market.
- e. Each vendor must sign a Product Liability Waiver annually.

4. Conditions of sale.

- a. Products must be sold by the grower, producer or artisan themselves, or by an employee thereof.
- b. Vendors selling by weight must provide their own certified scales.
- c. Vendors are responsible for any licensing or certification required for products sold in NH.
- d. Collection of applicable New Hampshire sales tax, if any, is the responsibility of the vendor (usually built into the selling price).

Connecting you to explore our community, enrich your life and expand your experiences.

5. Allocation of space.

- a. Space shall be allocated annually by the Market Manager and under the following general guidelines:
- b. The HPR Indoor Market has a capacity of 14 vendors.
- c. Applications are accepted on a rolling basis and are considered on a first come, first served basis.
- d. Vendors must pay for their space regardless of attendance. The market must be paid directly (no subletting), and payments and application fees are due prior to the day you wish to participate.
- e. If a reserved vendor has not arrived at the market by 2p.m. and has not called to advise the market manager of his/her arrival time, his/her space may be assigned to another vendor. Should the reserved vendor arrive after 2pm, every effort will be made to find the reserved vendor a space for the day. However, no vendor will not be asked to relocate.

6. Regulation of structures and provided equipment.

- a. Stand space is rented on the basis of square plots approximately ten feet on each side.
- b. HPR will provide each vendor with one six-foot table and a chair (if needed).
- c. Vendors must provide any additional equipment needed for their booth set up.
 - i. All additional equipment brought in MUST have soft or padded feet so as not to damage or indent the rubber gym flooring.
- d. Tents and Canopies will not be allowed inside the building.
- e. No part of any display can extend beyond the vendor's allotted area into the customer walking areas.
- f. All booths, stands, and displays are subject to market approval.
- g. No taping of materials is allowed on the walls or floors.

7. General market regulations.

- a. Each vendor must keep his/her space and surrounding area clean. Vendors who sell prepared food or provide samples to be eaten at the market must do so using compostable materials.
- b. No cooking of food can be done onsite. All food must be premade and kept at acceptable food safety temperatures.
- c. Consumption of alcoholic beverages is not permitted at the market.
- d. Each vendor is responsible for cleaning and vacating his/her space by 6:45 pm.
- e. Vendors are required to notify the market coordinator at least 48 hours in advance if they are unable to attend market. Please give more notice if it's not an emergency.
 - i. Repeated failures to notify the Market Manager of an absence will result in removal from the market for the remainder of the season and no refund of fees will be given.
- f. HPR reserves the right to cancel the market if there is not a minimum of 8 vendors registered.

8. Parking.

- a. Vendor's parking will be available on a first come first choice basis from 2:00 - 3pm
- b. Vendors must park in the area closest to the RWB Community Center parking lot exit.
- c. Each vendor is allowed up to one parking spot and trailers cannot be accommodated within our parking lot.