

SEACOAST GROWERS ASSOCIATION RULES AND REGULATIONS

1. MEMBERS

- A. Members are defined in the SGA bylaws, Article VI, Section A. and shall be allowed to vend at the assigned market(s) as noted on their approved applications provided that they meet all the conditions of SGA bylaws, Article VI, Section I.
- B. Only members, their employees and invited guests and vendors and demonstrators shall be allowed to participate in any Seacoast Growers Association market or function. Guest vendors and demonstrators may be invited only by the currently serving demo committee. Members, invited guests, and demonstrators will not be allowed to employ expelled members of the Seacoast Growers Association at any Seacoast Growers Association market or function. Violation of this rule will result in the immediate suspension of the violating member.
- C. If a member is expelled from the Seacoast Growers Association for any reason, this member shall not participate in any Seacoast Growers Association market or function in any capacity.
- D. Membership is non-transferable.
- E. All members, guest vendors and demonstrators shall abide by market regulations, decisions of the board, and rulings of the market manager.
- F. Membership and guest vendors' status is revocable.

2. APPLICATIONS

A. NEW

- 1. Applicants shall complete and return a detailed application form by March 1st.
- 2. Applicants shall submit a \$40.00 application fee to be returned if not accepted.
- 3. An interview by the Board of Directors will be scheduled for late February/early March.
- 4. Notice of acceptance/non-acceptance for new applications shall be returned to applicant by April 1st.
- 5. An opening for membership does not have to be filled in any given year if there are no applicants who qualify for membership or if the Board decides that the welfare, balance, and interests of the markets are being maintained.
- 6. Space assignment will be determined by the Board of Directors or Market Manager.

B. RENEWAL

- 1. Applicants shall complete and return a detailed application form postmarked between January 1st and January 15th. Applications received prior to January 1st will be considered postmarked January 1st.
- 2. Applicants shall submit a \$40.00 application fee to be returned if not accepted
- 3. Notice of acceptance/non-acceptance shall be returned to the applicant by March 1st.
- 4. Every Effort will be given to place applicant in the same relative location in the market to which they were assigned.
- 5. Membership application forms shall be sent/made available to members by December 1st.

3. VENDORS

A. Farmers:

1. Farm vendors must grow on their farm, 100 percent of what they sell at the Portsmouth Farmers Market.
2. Farm vendors must grow 90 percent of what they sell at the weekday markets. The remaining 10% may come from a Seacoast Growers Association member in good standing.
3. Farm vendors may grow on leased land, provided that they are solely responsible for produce grown on that land. Any agreement in which the lessor is involved in the production of crops will be considered subcontracting, and will be subject to disciplinary proceedings

B. Prepared Foods: Baked goods, jams, jellies, and similar prepared foods may be sold if made by the vendor. It is the vendor's responsibility to meet all the requirements of the Health Department and to obtain all necessary licenses. A copy of the health certificate will be submitted with the application to the Board of Directors. Prepared food vendors shall be limited to 20 percent of the membership. In no case shall more than 40 percent of the spaces assigned for the season, at any market, be used for both craft and food vendors.

C. Crafts: Craft vendors shall be defined as members who offer for sale their own locally made crafts. These crafts must be made by the vendors themselves and by made in York County in Maine, or in Rockingham or Strafford Counties in New Hampshire. Craft vendors shall be limited to 20 percent of the membership. In no case shall more than 40 percent of the spaces assigned for the season, in any market, be used for both craft and food vendors.

1. Crafts should be made of natural, preferably local materials whenever possible. Items offered should reflect fine craftsmanship, personal vision and attention to detail. They must be in keeping with the spirit of the Farmers' Market.

D. Vendors may sell products from each of the other two categories listed above, not to exceed 1/3 of their display. Everything a vendor sells must conform to the pertinent rules and regulations of the Seacoast Growers Association.

4. MARKET GOODS

A. Processed foods such as jams, jellies, baked goods, etc., must conform to the New Hampshire labeling laws and all other state health requirements. A copy of the current health certificate must be submitted with the application to the Board of Directors. All vendors are responsible for complying with New Hampshire room and meals tax regulations where applicable.

B. Produce must be sold by standard weight or volume according to standard weights and measures regulations.

C. Quality Control Guidelines:

1. No lot or container of produce that appears rotten, spoiled, moldy, improperly sprayed, or otherwise unfit for human consumption may be brought to market and offered for sale.
2. Produce that is less than top quality may be offered for sale, but must be so labeled and appropriately priced. Examples: "Apples: drops for sauce," "Tomatoes: canning only," or "Corn:

over one day old.”

3. While members are not required to post in writing the day that produce was picked, they shall be totally truthful when questioned by customers. Employees of members are subject to the same requirements. They should know how old the produce is.
4. Produce that is labeled “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 given to the Board of Directors. When talking with a customer members will not call anything organic unless it is certified.
 - 4a. If new acreage is acquired mid season and will be in use, a copy of organic certification will be given to the board of directors before produce from said acreage may be brought to market.
5. If a member suspects that produce or products are being offered for sale that do not meet the above guidelines, a member of the Board of Directors will be notified. If the problem cannot be resolved by agreement, the President will then follow procedures for discipline as given in Bylaws, Article VI.
6. Any chemicals used in growing produce must be used according to label instructions.
7. All live animals offered for sale must be handled in a humane manner.
8. All prices must be clearly visible to the buyer.

5. VENDOR RESPONSIBILITIES

- A. Violent, disorderly, or threatening behavior at the market or at any market meeting is prohibited.
- B. Presentation at the market of poor quality produce as defined in the Quality Control Guidelines is prohibited.
- C. Any violation of any health laws in connection with the production or marketing of the members’ produce or goods is prohibited, including but not limited to, smoking while handling food or food products.
- D. Vendors may not bring their dogs to markets.
- E. There will be no hawking permitted at the markets. After the start of the market, vendors may not lower prices.
- F. Vendors are expected to closely supervise their young children for the safety of the children and others at the market.
- G. Each vendor will be responsible for having his or her space in “broom clean” condition ½ hour after closing.
- H. Each vendor will be responsible for setting up, displaying, and packaging their goods and providing protection from the elements.

- I. Any farm vendor who acquires new property, either bought or leased, after they have sent in their application, must notify the board of directors and provide in writing, the location, acreage, possible crops (if different from those stated on application) and proof of sale or lease of new property.

6. INSPECTIONS AND JURYING

- A. Inspections of farms and greenhouses will be made by members of the farm inspection committee to verify that produce is primarily home grown. Vendors found in violation will be unable to sell at the market for the remainder of the season.
- B. All crafts must be juried. All work must be original, hand crafted, and well executed. See Craft Criteria (p.2).
- C. At initial application, prepared foods will be juried and kitchens will be viewed.

7. MARKET OPERATIONS

- A. Market Manager, appointed by the Board of Directors, shall be assigned to manage normal market operations such as parking, collecting fees, scheduling, quality determination, and public relations. A Market Manager will be rehired by the Board only if a majority of members present at the annual meeting vote in favor of this action. The Market Manager will settle most disputes arising from problems or disagreements; major disputes will be addressed by the Board. A written evaluation of each market will be submitted by the Market Manager at the annual meeting in November.
- B. All vendors shall be at the market ½ hour before official opening time and must stay until official closing time. The official opening and closing times shall be set by the Board of Directors. There will be no selling permitted prior to the official opening time of any market.
- C. Vendors will be charged a space fee for all markets and market dates specified on a vendor's application. Space fee will be charged whether or not the vendor comes to market. Fee for a missed market will be due on the following week's market for that town. As a courtesy to the Market Manager, notification of a planned absence should still be made by 9 a.m. on Friday for the Saturday market and by 7:30 a.m. for a weekday markets.
- D. Each member is expected to serve on a standing committee as assigned by the Board of Directors.
- E. Spaces at all markets shall be assigned on the basis of application and space available. A list will be maintained for each market where there is not enough space to accommodate all the vending members who wish to attend.
 1. Vendors who had a space in a market(s) the previous season will be assigned space in the same market(s), as long as their SGA membership application is received by the January 15th deadline. If there are more spaces available than returning vendors, then new vendors will be considered.
 2. If more new qualified vendors apply for the Portsmouth market than there are spaces available, the postmark on the vendor's SGA membership application will determine the order of vendor selections. In the event of a postmark "tie", qualified vendors will be selected by lottery.
 3. Qualified vendors not selected for Portsmouth will go on a waiting list. If space becomes available, it will be offered to the first vendor on the waiting list. The order of the waiting list shall be determined by the postmark on the vendor's SGA membership application. In the event of a

postmark “tie”, waiting list position will be determined by lottery.

4. Once established, a member’s position on the waiting list shall be maintained from year to year with additions being determined by postmark.

5. The above procedure shall apply to any Seacoast Growers Association market where spaces are limited.

F. Each vendor is entitled to one space in the market to which they are assigned. One space is approximately equal amount of space in which to display and sell, and varies in size, market to market. Space size in Portsmouth shall be determined by the Board of Directors.

G. Products and display items shall not be placed in any grass area in Portsmouth. The only exception shall be the use of the area for a demo and shall be worked out in advance with the demo committee.

H. Market cancellation will take place only in extreme weather conditions or their anticipation. The Market Manager will enforce market cancellation on site. Markets may also be rescheduled to open at a later time.

8. BOARD MEMBERS

A. Board members must hand over to the Board, all information pertaining to SGA within two weeks after they have left.

ADOPTED: January 6, 1994
SIGNED: January 20, 1995

AMENDED: March 24, 1995
SIGNED: March 31, 1995

AMENDED: March 22, 1996
SIGNED: February 27, 1997

AMENDED: March 20, 1998
SIGNED: April 29, 1998

AMENDED: March 27, 1999
SIGNED: March 30, 1999

AMENDED: March 24, 2000
SIGNED: April 3, 2000

AMENDED: April 6, 2001
SIGNED: April 11, 2001

AMENDED: March 25, 2002
SIGNED: March 25, 2002

AMENDED:
SIGNED:

