

Mast Rd Community Market 2025 Rules and Regulations

Mast Rd Community Market is run by a panel of volunteer Advisory Board Members for the benefit of local artisans, farmers, and the community. We are a maker's market community organization. All interested parties will be reviewed and juried upon application.

Our Mission: The mission of the MRCM is to bring back the days of the 'village green' where the community gathers. We want to be a part of fostering strong relationships with our local farmers, artisans, and our community.

Farmers Market Location and Market Time: The Campus of Jacques Flower Shop, 712 Mast Rd., Manchester, NH 03102. 2025 Market Dates are on the 2nd and 4th Thursday of the month - 6/12/25 until 9/25/25.

Vendor Responsibilities: Vendors need to be set up and ready for business **no later than 3:15pm**

- Absolutely NO early breakdown prior to 6:30 pm will be allowed. If you sell out of product you will be required to keep your booth set up until the end of the market.
- Vendors are responsible for providing their own tents/canopies (with weights), tables, chairs, change, bags, and other promotional material. 40Lb weights are required.
- 10x10 space • Pop-up tent, tables, chairs – bring your own. Table coverings, tent sides (weather permitting)
- Clearly display signs/banners to identify your business and items must be priced clearly
- **VERY IMPORTANT:** Be sure that your display is weather proof – wind and rain can happen very quickly.
- Be responsible for carrying their items in and out of the farmer's market.
- Provide own trash receptacle and are responsible for the removal of any trash.
- The cleanliness of booth space required. Leave space clean and debris free.
- Vendors must inform the market manager within 48 hours if they are unable to attend the market
- All Vendors must carry general liability insurance in the amount of \$1,000,000 for the market duration.
- Items not listed on your application cannot be added without prior approval.

Market Cancellations: Mast Rd Community Market reserves the right to cancel any given scheduled market in the event of inclement weather or any unforeseen circumstances. We are a rain/shine event held outdoors and will not be canceled unless the weather is deemed dangerous by the Market Committee. No Refunds for canceled markets.

Absences: Please make every effort to attend each market day you sign up for. If for any reason you must miss a day, please notify the Market Manager by Monday of the market week. Two unnotified absences from the market will terminate your acceptance to the rest of the market and future markets. Cancellation of market results in forfeiture of payment, vendor will not be refunded.

Market Manager: Contact- Robert Fischer 603-498-0508 Email: MastRdCM@gmail.com

Smoking/ Vaping/ Alcohol: No Smoking, vaping, drugs, or alcohol consumption will be allowed at the market.

Vendor Distribution: We do not wish to have duplication from other vendors, artisans, and farmers as it is our goal to provide a wide variety of choices and options to our customers. We reserve the right to deny applications and limit the number of vendors in certain categories. Exceptions may be made by the Market Committee.

Allowable Items: We are a maker's market and do not allow the resale of purchased or mass-produced items that are not local. All items sold by a vendor must be listed on their application and will be approved or rejected on a per-item basis by the Market committee. The Mast Rd Community Market committee will be reviewing the items you are selling on the day of the market to ensure they are consistent with our requirements and your application. Products must be grown, produced, and/or made by the vendor unless otherwise approved. Special consideration will be given to items that cannot be grown locally and to prepared food vendors. Vendors must be 18 years of age or older.

Space Assignment: Vendors will be directed to their space by members of the Mast Rd Community Market team. Space assignment will be at the discretion of the Market Manager.

Sales: We will limit customers from entering the market before the scheduled opening time. Vendors may limit early sales to other vendors only. Vendors are responsible for establishing their own prices and sales policies.

Loading and Parking: Upon arrival, vendors will be asked to quickly unload products and move their vehicles to the vendor parking area before setting up. At the end of the market vendors are asked to break down and pack up their booths BEFORE retrieving their vehicle from the lot. This will allow vehicles to exit the market area quickly and easily. Vehicles MUST be moved to the **designated vendor parking area**

No political party or controversial organizations allowed: Persons or groups holding, advancing, or advocating beliefs or practices that conflict with the Mast Rd Community Market will not be permitted.

Insurance: Jacques Flower Shop/Mast Rd Community Market holds general liability coverage for the public attending the Market. A certificate of individual commercial liability insurance is required for each vendor.

Restrooms: Jacques Flower Shop will allow vendors the use of restrooms inside of the shop. No public restroom.

Vendor Non-compliance, Violations and Removal

- Decisions by a member of the Market Management Team made are final.
- The Mast Rd Community Market reserves the right to revoke the approval of any vendor’s application at any time, for any reason, resulting in expulsion of the vendor and the forfeiture of booth fees paid.
- Any vendor who has been determined to be in non-compliance with the rules and regulations of the MRCM, infringes upon the rights of other vendors, or acts in a dangerous manner as determined by the Market Management Team, will be removed for just cause.
- Any violation of any health laws, in connection with the production or marketing of the vendors’ produce or goods, is strictly prohibited and cause for removal from future markets.
- When the Market Management Team determines that a vendor has violated any provision of these guidelines as set forth, a vendor may receive a warning, a temporary suspension, or expulsion from the market.
- You are required to acknowledge receipt of the MCRM Policies and certify that you have read, understand, and agree to adhere to its content. This acknowledgement is located on your vendor application.
- Policies and Procedures are subject to change and the vendor agrees to adhere to all changes. Vendors will be notified via email of any changes.
- Vendor fees are non-refundable.

Social media: It is important to share your events with your customers. Set up pages on social media – it is free marketing (Facebook, Instagram, TikTok, Twitter, LinkedIn). Encourage your customers to visit your page – perhaps create a “VIP Group” for them to join. You can **create a QR code** for the customer to scan at your table so they can join when they are at your table. Once they leave, they are not likely to join

Be sure to promote the events that you will be attending on all your social media pages. Once your customers “follow” you, each event you post will populate on the customers news feed. This will encourage them to find you at your next events

Policies and Procedures are subject to change. Vendors will be notified. This is not a contract.

Signature	Business/Farm	Date
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