



# THE 2024 TEAM JAFFREY COMMUNITY FARMERS' MARKET

FRIDAYS: 3-6PM  
MAY 31, 2024 to SEPTEMBER 27, 2024



## Vendor Application

**LOCATION:**  
Jaffrey Public  
Library Lawn  
38 Main Street,  
Jaffrey



**Contact Info:**  
Tarah Castiglioni at  
[teamjaffreyNH@gmail.com](mailto:teamjaffreyNH@gmail.com)  
OR 603-532-7168



*Rain Venue:*  
American Legion Post 11 Jaffrey.  
20 Webster St, Jaffrey, NH 03452.  
Will be posted on Facebook by  
12pm that day,



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Dear Market Vendor,

TEAM Jaffrey would like to welcome you to apply for our 2024 Farmers' Market season. This year, TEAM Jaffrey is working to build off of the successful 2023 Farmers' Market, and have made some minor changes that we hope will encourage more visitors. The Market will continue to be located on the Jaffrey Public Library lawn, with a new rain venue at the American Legion in Jaffrey. Though we hope not to need it, we are grateful for the space which should be able to accommodate most of the vendors!

Our Market will continue to showcase local nonprofits each week, host live music and demonstrations, and we will see the return of our Lil Sprouts program as well! TEAM Jaffrey is partnered with the Cheshire County Conservation District and will continue with the SNAP/Match Program, and tentatively the Veterans Appreciation Month which runs the month of September. The fee for the entire season is \$85, or you can join at the monthly rate of \$25.

Vendors will have a designated 10'x10' space on the Jaffrey Public Library lawn. We do recommend, though do not require, a tent for your display. This is for your protection and as a visual attraction to entice buyers to the Market. TEAM Jaffrey will be promoting the Market and its Vendors through a Farmers' Market informational brochure, fliers, Social Media, website, local newspapers, our Summer Concert Series, and through coordinated marketing materials.

The following forms have been provided for your information and convenience: the 2024 Vendor Registration Form, Vendor Rules and Agreement, and a copy of the Homestead Food Product FAQs.

We are looking forward to a prosperous 2024 season!

Thank you,

TEAM Jaffrey



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## Market Rules & Vendor Agreement:

1. The Jaffrey Community Farmer's Market operates from 3-6pm every Friday (pending weather) from May 31-September 27, 2024 at the Jaffrey Public Library lawn, 38 Main St, Jaffrey.
2. Participation is open to any family, civic organization, church group or individual who is approved by the Market Manager or TEAM Jaffrey Executive Director and who abides by the Market Rules.
3. Rental Spaces as follows: 1 designated 10'x10' space which will be your space throughout the season/selected month(s). The fee is \$85 for the entire season, or \$25 each selected month. Payment must be submitted with application, and will be processed if the application is approved. You will receive an approval notice via email. Approved payment is non-refundable. Please make checks payable to TEAM Jaffrey, PO Box 116, Jaffrey, NH, 03452.
4. Vendors must set up prior to the Markets 3pm opening, and remain until 6pm. Any vendor that may be late, or depart early will need to give a 48 hour notice to the Market Manager.
5. Each vendor will be responsible for setting up, displaying, and packaging his or her own products, as well as protecting those products from the elements. Vendors are responsible for securing canopies with weights (stakes are not permitted) and other display components and to ensure a safe and attractive display. Each vendor must leave his or her own selling area in clean and orderly condition. All refuse and unsold goods must be removed each market day by the vendor.
6. Only locally grown or produced food products, such as vegetables, plants, herbs, flowers, maple syrup, and honey, baked or prepared goods may be offered for sale. Craft vendors may be allowed at the discretion of the Market Manager. Vendors from beyond Jaffrey may be permitted at the discretion of the Market Manager after consideration of Jaffrey vendors.
7. Baked and prepared foods such as jams, jellies, bread, pickles, or beans must be prepared by the vendor. The vendor is responsible for any necessary State and/or Federal permits or licenses. A copy of said permits/licenses needs to be provided to the Market Manager before Friday, May 17, 2024



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8. The Jaffrey Community Farmers' Market is not responsible for any arrangements made between vendors and customers. No warranty of any sort, implied or expressed is made by the Jaffrey Community Farmers' Market or TEAM Jaffrey.
9. No alcoholic beverages may be consumed on-site. Locally brewed beers & wine may be sold at the market with special town and market permissions. No alcoholic beverage of any type may be sold unless approved by the Market Manager in advance.
10. Political activities, flyers, etc., are prohibited at the Market.
11. All vendors shall be responsible to conduct themselves and their guests in a courteous, non-disruptive manner. Any individual violating this rule will be requested to comply or, if said disruptive behavior continues, thereafter must leave the premises.
12. Any accident or injury must be reported to the Market Manager or designated Coordinator immediately. Anyone who comes to participate in the Jaffrey Community Farmers' Market, vendor or customer, comes at his or her own risk. Neither the Jaffrey Community Farmers' Market, Jaffrey Public Library, nor TEAM Jaffrey is liable for any injury to person or property. Vendors are strongly encouraged to obtain their own liability insurance.
13. Vendors will provide their own table(s) and weather protection. No water, bathroom, or electrical facilities are specifically provided.
14. Violation of Jaffrey Community Farmers' Market Rules may subject a vendor to immediate expulsion and possible exclusion from further participation in the market following a review by the Market Manager and/or TEAM Jaffrey's Executive Director. Said expulsion will be without refund of any fees paid and will be without further recompense.
15. These rules are intended to be fair and to allow for normal operation of the Jaffrey Farmers' Market and those who participate in it. The Market Manager may modify or add to these rules, in collaboration with TEAM Jaffrey, market vendors, and/or other Market stakeholders to best serve the interests and success of the Market.



**2024**

## **TEAM Jaffrey's Community Farmers' Market Application**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

If selling prepared food, proof of permit/license: Y / N

☐

Copy enclosed

☐

Will send copy before 5/17/24

Market Items/Product(s): \_\_\_\_\_

Seasonal Commitment: Check all that apply.

☐

Full Season: \$85

☐

June: \$25

☐

July: \$25

☐

August: \$25

☐

September: \$25

Please make check payable to TEAM Jaffrey

I/We have read, understand, and agree to abide by the TEAM Jaffrey Community Farmers' Market rules as presented here. I/We further understand that modifications and revisions to the rules may occur and will be provided to us to re-sign, as necessary, prior to our continued participation in the Market thereafter.

\_\_\_\_\_  
Authorized Vendor Signature

\_\_\_\_\_  
Date



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## Homestead Food Operations

Many states do not allow home food manufacturing because it can be dangerous if done improperly or in an unsanitary manner, and foodborne illness can result. However, New Hampshire allows home food manufacturing under certain circumstances. On June 11, 2012, newly signed legislation changed the licensing requirements for home food operations in New Hampshire.

Below is a summary of the current licensing requirements for home food operations.

### When a Homestead License is NOT required

A homestead food license is no longer required if:

- o You only sell your non-potentially hazardous food from your own residence, from your own farm stand or at a farmer's market; and,
- o You do not exceed a maximum annual gross sales of \$10,000.

Please be advised you can only make non-potentially hazardous food in your residential kitchen including but not limited to breads, rolls, muffins, cookies, brownies, double crusted fruit pies, candy and fudge, packaged dry products, jams and jellies.

You cannot make potentially hazardous food in your home to offer to consumers. Examples of these foods are: cheesecakes, pumpkin pies, custards, soups, sandwiches and acidified or low acid foods such as pickles and relish.

However, even if you do not need a license you are still required to label your products with the following information:

- o Name, Address, Phone number of the homestead food operation;
- o Name of the homestead food product;
- o The ingredients of the homestead product, in descending order of predominance by weight;
- o The name of each major food allergen contained in the food unless it is already part of the common or usual name of the respective ingredient already disclosed in the ingredient statement;
- o The label must also state in at least 10-point font "This product is exempt from New Hampshire licensing and inspection."



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## Example of what the label should look like:

<p style="text-align: center;"><b>Chocolate Chip Cookies</b></p> <p>Ashley's Cookies 2550 Kingston Lane Anytown, NH 03333 (603) 555-5555</p> <p>Ingredients: Enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk), Soy lecithin as an emulsifier), walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda.</p> <p>Contains: wheat, eggs, milk, soy, walnuts</p> <p>"This product is exempt from New Hampshire licensing and inspection."</p>
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### When a Homestead License IS Required

A Homestead License is required if:

- o Your annual gross income from your homestead products exceeds \$10,000; or,
- o You wish to offer your non-potentially hazardous products to restaurants, other retail food establishments, over the Internet, by mail order or to wholesalers, brokers or other food distributors.

The homestead license applies to non-potentially hazardous foods only made in the residential kitchen of the homestead food operation. You are not able to offer potentially hazardous food with a homestead license.

You must meet the licensing requirements for a Class H Homestead license, which has a fee of \$150.

- o Homestead License Application Form

Homestead licensees must also label their products with the following information:

- o Name, Address, Phone number of the homestead food operation
- o Name of the homestead food product
- o The ingredients of the homestead product, in descending order of predominance by weight,
- o The name of each major food allergen contained in the food unless it is already part of the common or usual name of the respective ingredient already disclosed in the ingredient statement.
- o The net weight, volume, or numerical count in both U.S. customary and metric and
- o The label must also state in at least 10-point font "This product is made in a residential kitchen."



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If you need information to determine if you need to be licensed or if your product is considered to be potentially hazardous, we would be happy to consult with you. Please contact: (603) 271-4589 or email [foodprotection@dhhs.state.nh.us](mailto:foodprotection@dhhs.state.nh.us)

- o Homestead Food Operations FAQs

Also, there are 15 self-inspecting cities and towns. If you desire to sell your product in any of these self-inspecting communities, you must check with them to see if a license is needed.

- o Self-inspecting Cities and Towns List

#### Out of State Producers

Producers manufacturing food in an out-of-state residential non-commercial kitchen must complete an out-of-state producer registration application.

- o List of Process Authorities
- o Out of State Producer Registration Application

It is unlawful for any person, unless exempted under RSA 143-A:5, to operate a food service establishment or retail food establishment within the state without having obtained a food service license. If the DPHS Food Protection Section is satisfied that the information regarding the applicant, the applicant's operation and facilities are in compliance with He-P 2300, the NH Rules for the Sanitary Production and Distribution of Food, a license shall be issued.



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