

WREN Local Works Markets

Contact WREN [Food & Farm Program Manager](#)

davidw@wrenworks.org

603-869-9736 extension 15



Guidebook & Vendor Contract 2017

Location & Time: [Rain](#) or [Shine](#)

Friday late afternoon (time TBD), Corner of Main Street (Rte. 302) and Park Avenue, Bethlehem, NH

Thursday early evening (time TBD). Pleasant Street **or** Main St –TBD, Berlin NH

Registration:

Annual fee of \$50 includes 12-months of WREN benefits at the [business level](#), registration fee for Berlin market and registration fee for Bethlehem market

Membership benefits include

- Includes full business membership benefits for up to **2 people**
- A single listing in WREN's online business directory, including business description, photo/logo, and link to your web page/social media site
- Opportunity to display your business promotional materials in WREN Central
- Direct marketing of your product through referrals by WREN staff
- Opportunity to participate in two back to back markets
- A one-year subscription to the WRENzine
- **20%** off fees for WREN classes and workshops for the whole year
- A one-time per year **15%** off purchase from Local Works Marketplace at WREN
- **Reduced rates** for office services including photocopying, printing, and faxing
- Weekly Email with WREN news updates
- Facebook cross-marketing of your business through market posts and post sharing
- Mentorship, networking opportunities and **access** to local market and retail opportunities

Scholarships to cover costs are available for start-up vendors and lower income entrepreneurs-contact davidw@wrenworks.org

Weekly Fee:

\$8 per market day. This fee helps WREN cover costs of promotion, marketing, management, administration and any items necessary for market operations.

Site Selection:

The Market Coordinator will assign sites based on requirements and/or specific needs. Efforts will be made to keep you site consistent from week to week. Please be courteous and contact Market Coordinator if you are unable to attend a market.

Set Up:

Vending areas are required to be completely set up prior to the opening of the market. Site shall remain open until the close of the market. Sites must be cleaned and vacated within the hour after the close of the market. Vendors are responsible for their own waste disposal. Set up starts one hour before opening.

Vendor Responsibilities:

- Providing clean produce bags, tables and certified scales.
- Post pricing for all products clearly.
- Comply with all state and federal laws that applicable to their business and products.
- Display a sign with farm name/business name & address.
- No soliciting by political or religious groups is permitted.
- Vendors' children and/or pets must be supervised.
- The Local Works Markets expect vendors to adhere to honest and ethical business practices. Illegal, fraudulent or dishonest practices are prohibited and could result in loss of membership without refund.

Acceptable Products for Local Works Market:

- Locally grown fruits, vegetables, and herbs, meats and cheese grown and/or produced as grower and/or producer employee.
- Fresh or dried floral and plant products.
- Maple, honey, wool and other related farm products.
- Vendor made crafts (soaps, candles, quilts, wood carvings)
- Home baked goods (baked items, jams, jellies, pickles etc.)
- Art produced by the seller

- Farmers and growers who are selling any products not grown at their own farm must clearly display the name, address and contact information of any producer whose products are being sold in their booth.
- All vendors must be preapproved by the Market Coordinator and/or the Local Works Open Market Committee

Market Operations:

The Market Coordinator is responsible for the successful and orderly operation of the Market. Questions and issues are to be directed to the Coordinator before or after official hours of operation.

To ensure a positive, productive marketplace for both vendors and customers, there are to be no disputes at the Market site. Formal complaints may be submitted in writing to the Farmers' Market Committee, c/o WREN, P.O. Box 331, Bethlehem, NH 03574.

The Committee reserves the right to visit any vendor's business operation to authenticate that products are locally grown. If a vendor fails to comply with the above rules, the Local Works Outdoor Market Committee reserves the right to cancel the vendor's participation in the market with no refund of fees.

Please save Market Rules for your records & return signed contract (found on last page) to WREN

Local Works Market 2017 Contract
(Please fill out completely and sign before submitting.)

Business or Farm Name: _____

Owner/Contact Name: _____

Address: _____

Phone #: _____ Email: _____

Website _____ Facebook: Yes _____ No _____

Products (brief description) _____

Would you like to receive an opportunity for possible extra sales through participating in the SNAP program by accepting EBT (food stamps)? Yes _____ No _____

Approximate size of selling area needed (frontage)? _____

Which market would you like to participate in?

Bethlehem Friday _____ Berlin Thursday _____ Both _____

Registration Fee: \$50 annual WREN membership at the business/vendor level

Weekly Fees: \$8 per market day

Please sign below to signify that you have read and will comply with the Local Works Outdoor Market rules.

Signature _____

Please Print Contact Name and Business Name

Submit my mail to

WREN PO Box 331, Bethlehem, NH 03574

To schedule a meeting with manager call 603-869-9736 ext. 15 davidw@wrenworks.org