



North Andover Farmers Market
PO Box 552
North Andover, MA 01845

www.NorthAndoverFarmersMarket.org
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2022 Fundraising Booth Rules and Regulations

- Dates:** Sunday, June 19th - Sunday, October 2nd, 2022 (rain or shine unless notified otherwise)
- Hours:** 10:00 am – 1:00 pm
- Location:** The intersection of First Street & Main Street in North Andover, MA (109 Main St. for permits)

All organizations looking to reserve a booth in order to conduct fundraising activities at the North Andover Farmers Market (hereinafter, “the NAFM”) must submit a completed application on the form approved by the NAFM and agree to abide by the following rules and regulations:

- Your organization will be assigned a reservation date for the fundraising booth based on the requested dates submitted in your application, on a first-come, first-served basis determined by the date your application is received.
- You must notify the Market Manager (info@northandoverfarmersmarket.org or 978.985.4537) 48 hours in advance of market start time if you are not able to attend the market to which you have been assigned. Failure to notify the market manager will prohibit your organization from reserving a booth for any future dates in the 2022 season.
- Set-up at the NAFM begins at 8:00 am. Organizations must be set up by 9:45 am and selling at the NAFM will begin no earlier than 10:00 am. Organizations are required to stay fully set-up until 1:00 pm, even if they have sold out of their products.
- Each organization must commit to participating in set-up and tear down of the market on the day they have the fundraising booth at the market. We ask that you bring a minimum of 6 able-bodied volunteers capable of lifting, carrying and putting up tents. Failure to participate in market set-up and tear-down will result in forfeiture of any future fundraising booth reservations during the 2022 season.
- Each organization will be assigned a designated area in which to set up and conduct sales. Special requests for certain locations will be considered when possible but are not guaranteed.
- Organizations must keep the vicinity in and around their designated selling area clean at all times, remove all refuse and unsold items at the end of the day, and leave their area “broom clean”. The NAFM provides trash receptacles for public use.
- Only pre-packaged food and drink will be allowed for sale in the fundraising booth.
- Organizations are required to comply with all federal, state and/or local laws and regulations, including those of the North Andover Board of Health. If you have any questions concerning local requirements, please contact the North Andover Health Department at 978-688-9540. More information and forms can also be found here: <https://northandoverma.viewpointcloud.com/search>

- Prices for all items for sale shall be posted clearly on a sign. No item shall be sold unless the price of the item is clearly displayed.
- No one shall drink alcohol or possess or use any controlled substance while at the NAFM. Absolutely NO smoking is allowed within 25 feet of the NAFM.
- Solicitation and the distribution of materials from any group, organization, or political committee are prohibited without prior approval from the NAFM.
- Organizations must be courteous to other vendors and to the public at all times. Organizations and their representatives must maintain a neat and clean personal appearance at all times.
- Organizations need to bring the appropriate amount of money to make change for cash sales.
- Organizations are not allowed to have an open flame in their booth.
- Organizations must comply with all COVID-related rules pertaining to mask wearing, social distancing, and hand washing. Rules may be re-evaluated at any time. The NAFM will align with guidelines put forth by state and local boards of health.

Any material failure to abide by the terms of these Rules and Regulations shall be sufficient grounds to expel an organization from participating in any future markets.