



## 2025 Fundraising Booth Rules & Regulations

**Dates:** June 15th - September 28th, 2025 (rain or shine unless otherwise notified)  
**Hours:** 10:00 am - 1:00 pm  
**Location:** The intersection of First Street & Main Street in North Andover, MA  
(109 Main Street)

All organizations looking to reserve a booth at the North Andover Farmers Market (hereinafter, "NAFM") in order to conduct fundraising activities and/or raise awareness about a nonprofit organization must submit a completed application and agree to abide by the following rules and regulations:

1. NAFM offers local non-profits a designated 10'x10' space, a tent, tables, chalkboard sign, and a chest freezer for a **discounted rate of \$15**. Organizations can get a refund of their booth fee by participating in set-up and tear-down of the market (not just your booth) on the day of your booth reservation. To qualify, we ask that you bring a minimum of 6 able-bodied volunteers capable of lifting, carrying and putting up tents. Booth reservation fees will be refunded in cash at the end of the market.
2. Set-up at the NAFM begins at 8:00 am. Organizations must be set up by 9:45 am and selling will begin no earlier than 10:00 am. Organizations are required to stay fully set-up until 1:00 pm, even if you've sold out of your products. Tear-down of the market typically takes less than an hour.
3. You must notify the Market Manager ([info@northandoverfarmersmarket.org](mailto:info@northandoverfarmersmarket.org) or 978-886-4846) 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 2025 season.
4. 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.
5. Organizations must keep the vicinity in and around your designated selling area clean at all times, remove all refuse and unsold items at the end of the day, and leave your area "broom clean". The NAFM provides trash receptacles for public use so you must take your trash with you.
6. Only pre-packaged food and drink will be allowed for sale in the fundraising booth.



7. 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/categories/1081/record-types/6513>
8. 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.
9. 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 NAFM.
10. Solicitation and the distribution of materials from any group, organization, or political committee are prohibited without prior approval from the NAFM.
11. 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.
12. Organizations need to bring the appropriate amount of money to make change for cash sales.
13. Organizations are not allowed to have an open flame in their booth.
14. 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.
15. All individuals and organizations participating in the North Andover Farmers Market agree that they are independent operators. As such, they agree that they are individually liable for any loss, personal injury, death and/or any other damages that may occur as a result of the organization's negligence or that of its employees, agents or servants. All organizations agree to indemnify and hold harmless the North Andover Farmers Market, and all members and volunteers associated with the North Andover Farmers Market committees, from and against any loss, costs, damages, and other expenses, including attorneys' fees, suffered or incurred due to the organization's negligence or intentional misconduct, or that of its employees, agents or servants.