



City of Portsmouth

Health Department

1 Junkins Avenue

Portsmouth, NH 03801

(603) 610-7238 / Fax: (603) 427-1593

FARMERS' MARKET Vendor Listing

To be completed by Market Manager

This document shall list all vendors wishing to participate in the Farmers' Market. It is to be filled out in conjunction with all other City applications, *not in lieu of them*. The information gathered here provides the Health Department with a list of whom you have approved for participation in the market and whom you are assuming responsibility for. All vendors selling/preparing foods at Farmers' Market should appear on this form. This includes any person selling any prepared, prepackaged, or potentially hazardous foods that would normally require a food permit. Any questions regarding this should be directed to the Health Department at (603) 610-7238. This form must be received by the Health Department no later than **THREE weeks** prior to the opening date of the market to allow adequate verification of licensing requirements. **THIS IS NOT AN EVENT PERMIT**. Permits, licenses or other authorizations may be needed from the Planning Department and Inspections Department, City Clerk, City Council or other state and local authorities.

Name of Event: _____

Location of Event: _____

Date (s) & time(s) of event: _____

Market Manager(s)/On-Site Coordinator:

Name	Address	Phone #
a. _____	_____	_____
b. _____	_____	_____

Telephone # of On-site Coordinator who can be reached at all times during event: _____

Applicant's Signature: _____ Date: _____

Print name: _____

**Set up and inspection must occur prior to licensing or operation.
Complete reverse side and attach a site map of vendor locations.**

Vendor List

All vendors handling foods must fully meet Farmers' Market Vendor requirements including approved hand-washing facilities and means of avoiding bare hand contact with foods.

Vendor Name	Address	Phone #	Start Date

Attach additional sheets as needed.

Note: It may be possible to add vendors after submission of this form to the Health Department, provided the request is in adherence to the two-week minimum notification requirement. Contact the Health Department for further assistance.