



Dear Farmers' Market Vendors,

September 27, 2020

We hope you've all had a great summer! It's time once again to start thinking about winter farmers' markets!

As with previous seasons, the market will begin in November, and be held on the 2nd Sunday of the month through April, with one exception: The November market will be the Sunday before Thanksgiving.

Dates: Nov. 22, Dec. 13, Jan. 10, Feb. 14, Mar. 14, Apr. 11
Time: 10am to 1:30pm
Location: Nov and Dec Markets: Knowlton School Gym (8 Noble Ln. Berwick, Maine)
Jan – April Markets: Berwick Town Hall (11 Sullivan St, Berwick, Maine)

As you all know, due to COVID-19 we are tasked with some additional operational procedures in order to protect the public, our vendors, and our market volunteers. Following this application is our Response Plan for our indoor market and our vendors. Please take the time to read it so that you understand what is expected as part of your participation this season. We are limiting the number of vendors to 20 this year in order to remain in compliance with physical distancing requirements. We respectfully ask that you keep your vending table to roughly 6' in length, and use stacking shelves to accommodate display space for your products.

To apply please send the following documents by October 31st, 2020:

- 1) The signed application form included with this letter
- 2) Copies of all licenses and insurance coverage needed to vend at these markets
- 3) Written documentation of how you will implement and enforce all applicable COVID-19 measures at your market booth

Applications can be mailed to:

Liz McGranaghan
152 Little River Rd.
Berwick, ME 03901

Thank you for your interest in the Berwick Winter Farmers' Market! Please feel free to contact me with any questions.

Sincerely,
Liz McGranaghan
Berwick Winter Farmers' Market Manager
berwickwinterfarmersmarket@gmail.com
415-756-6682





Vendor Application Form
Winter 2020-2021

Applications are due October 31st, 2020.

Vendors will be notified of acceptance by November 8th.

Please remember our limit to 20 Vendors due to COVID-19 Space Compliance- We encourage you to return this application quickly to guarantee your space- applications will be approved on a first come first serve basis

Market fees are non-refundable.

Please submit copies of all applicable licenses needed to vend at the market with your application.

General Information

Name: _____

Business Name: _____

Address: _____

Town, State: _____ Zip Code _____

Phone number (home): _____ (cell): _____

Email : _____

Vendor Items for Sale: (please review the criteria as listed in the Rules and Policies)

Please list all agricultural, food, processed food, and other products you intend to sell at the market and please be as specific and detailed as possible. (i.e. type of meat [chicken, beef, lamb, etc.]) If items will differ by market date, please indicate when those products will be sold. If you offer prepared foods or non-food products, please highlight use of any locally sourced ingredients.

Please use extra pages as necessary.

Market Dates

Please circle the markets you would like to attend: ALL of them (6 in all)

Nov. 22, Dec. 13, Jan. 10, Feb. 14, Mar. 14, Apr. 11

A Single Space of roughly 6' x 6' is provided. Vendors should bring their own tables.

Do you require electricity? YES / NO

If Yes, for what equipment?

Do you have an online or phone method available for preorder? YES / NO

Please list your online, phone number or email for pre-ordering _____

Please check all of the licenses that you need to vend at the market. Please provide copies of these licenses with your application.

- Mobile Vendor License
- Home Food Processing License
- Commercial Food Processing License
- Retail License with prepared food authorizations
- Maine Milk Distributors License

Market Fees

Reminder: Market fees are non-refundable. Signing the application acknowledges that you understand this agreement with the market concerning refunds. Refunds may be considered for emergency medical or family needs so long as they fall within the market budget.

Individual Markets	\$20 per market
All 6 markets	\$108 (\$18 per market)

If your application is successful you will need to pay your fee by October 31st. Payment must be made in full before you attend any markets. We will not be collecting money at the market. Checks must be made out to the Town of Berwick, and mailed to the market manager at:

Liz McGranaghan
152 Little River Rd.
Berwick, ME 03901

Note: Insurance is required to participate in the market. When you pay your fee you must provide a current insurance certificate/proof of liability with "Town of Berwick, 11 Sullivan Square" as the place of insured in order to be able to participate in the market.

I have read the rules and policies form and will abide by it.

Signed: _____

Date: _____

Berwick Winter Farmers' Market
Vendor Application Form
2020-2021 Rules & Policies

Vendor Setup/Breakdown and Parking Procedures

- Drop-off starts no earlier than 8:30am.
- Vendors must move vehicles to the vendor-designated parking area by 9:45am. Requests for a parking spot closer to the Town Hall must be accepted by the market manager a week in advance.
- Vendors may not leave the market or break down displays any earlier than the closing time of 1:30pm.
- Vendors are expected to leave their space clean and are encouraged to help others break down.

Tables and Vending Space Information

- Single spaces are approximately 6'x6'.
- Larger spaces will require the manager's approval and a fee adjustment- IF POSSIBLE
- Vendors are expected to supply their own tables.
- Use of electricity must be requested and approved by the market manager prior to market day.
- Vendors selling by weight must provide their own certified scales.

Cancellations

- If the market must be cancelled for weather, the market fees will not be refunded.
- Unless for emergency situations, vendors must notify the market manager by 6pm the Thursday before market if they cannot attend that week's market.
- Vendors will not be reimbursed for cancellations or no-shows, except at the discretion of the market committee.
- Unannounced absences may result in a loss of vending space for the season.
- If a vendor is dismissed from the market, money paid for a season space will not be refunded.

Product Requirements

- Vendors may sell and display only the items they listed on their application (as these have been approved by the market manager).
- Vendors must primarily sell products they have grown, raised, or produced. No more than 20% of product may be sold on behalf of another local producer; these products must be clearly labeled, sourced locally, and pre-approved by the market manager.
- Preference will be given to vendors near Berwick, ME who are selling mostly edible products they have grown themselves.
- For processed food vendors, preference will be given to vendors using local ingredients.
- Vendors must sell at least one edible product, or they must be selling a non-food product from their own farm, such as wool.
- Vendors selling any genetically modified organism (GMO) produce or using GMO ingredients must clearly label these products GMO.

General Policies

- Vendors must abide by local, state, and federal food regulations and acquire any licensing or certification required for products sold in Maine. Vendors are responsible for being aware of and complying with regulations relevant to products they are selling.
- Vendors must provide a current insurance certificate/proof of liability with "Town of Berwick, 11 Sullivan Square" as the place of insured to participate in the market.
- The market manager and market committee reserve the right to make exceptions to the above rules, but this is expected to occur very rarely.
- By participating in this market you agree to allow us to use your photograph for market promotion including printed material and social media.

Berwick Winter Farmers' Market COVID-19 Response Plan 2020-2021

Updated: 9/8/2020

The Berwick Winter Farmers' Market is an important source of safe, local foods to the community of the greater Berwick area and Farmers' Markets are identified as being "essential businesses and operations" by the Governor's Executive Order (3/24/20). We take our role seriously, and as such are implementing measures to reduce the risk of community spread of the COVID-19 virus, and to protect the public, our vendors, and our market volunteers. These measures will remain in effect for the duration of Maine's public health civil emergency.

Our response plan consists of three parts: measures to be taken by the market as a whole, measures to be taken by each individual vendor, and measures to be taken by our SNAP/EBT Info booth (not included on this application-please contact Liz McGranaghan Market Manager if you are interested in reading these guidelines).

1. Vendors are **required** to document in writing how they will implement and enforce all applicable measures at their market booth before being allowed to attend market.
2. Vendors found to be in non-compliance with their documented plans will be **required** to immediately rectify the non-compliance.
3. Vendors who cannot or will not comply will be **required** to immediately stop participating in the market until such a time as they can come back into compliance.
4. Vendors should give their documented plans to the market manager, who will keep an up-to-date list of vendor's plans and distribute them to the Farmers Market Committee and Town of Berwick staff as necessary. As with any other market rule, the Market Manager will ensure vendors are following their plans.
5. Because of the rapidly changing nature of this crisis, this plan will be updated as needed to reflect the most up-to-date guidance & requirements and -- at such times -- vendors will need to update their documented plans or note that their existing plans are already in compliance.
6. Furthermore, vendors should comply with the most up-to-date city, state and federal guidance & requirements regarding COVID-19, regardless of how promptly this plan is updated.

All of these measures are taken from the following guidance, recommendations and requirements:

- Guidelines for Farmers' Markets, DACF, Updated March 26, 2020
- AN ORDER REGARDING FURTHER RESTRICTIONS ON PUBLIC CONTACT AND MOVEMENT, SCHOOLS, VEHICLE TRAVEL AND RETAIL BUSINESS OPERATIONS, Office of the Governor, State of Maine, March 31, 2020
- AN ORDER REGARDING ESSENTIAL BUSINESSES AND OPERATIONS, Office of the Governor, State of Maine, March 24, 2020

Measures to be taken by the Market As A Whole:

- Work with local authorities to ensure that we are operating the market as safely as possible
- Plan the market layout to avoid bottlenecks and spread out checkout lines
- Do not allow onsite food consumption, including sampling
- Do not allow musical performances, demonstrations, bistro tables, etc
- Implement and actively enforce social distancing requirements
- Due to the size of the space, we will limit the number of vendors so that a 6-foot distance can be maintained between each booth
- Post signage encouraging customers to make quick transactions, avoid socializing/lingering, bring their own hand sanitizer and wash hands when they get home, wash all produce before consumption, remain home if they are sick, even with mild illness, leave 6' space between themselves and their nearest neighbor, including when waiting in line
- Communicate measures with customers via our Facebook page, Instagram, and website
- Provide access to hand sanitizer for customers
- Limit the number of customers into the building to 25, based on the square footage of the market space, and require a mask before entrance can be allowed, unless a medical reason for not having a mask is presented
- Painters tape will be used to mark directional arrows on the floor, to keep foot traffic flowing in the same direction and minimize the potential for bottlenecks
- Limit the vendors to essential products such as food and soap, omitting the crafting or non-essential vendors for this season

Measures to be taken by Each Vendor: *(See Exhibit A for examples.)*

- Do not come to market if you have any symptoms of COVID-19, or have been exposed to anyone with symptoms of illness
- Arrange your booth and checkout procedure so that staff and customers can comply with social distancing requirements, including maintaining 6-foot social distancing for both staff and customers at all times, such as during shopping and checkout
- Take all reasonable steps to minimize customer handling of unpurchased merchandise
- Whenever possible, bring a portable hand washing station to market for use by yourself and your employees. If not possible, bring an ample supply of hand sanitizer.
- Wash and/or sanitize your hands frequently.
- Encourage and remind customers to refrain from long conversations and to encourage quick, responsible shopping
- Allow shoppers to preorder, if possible
- Pre-package foods whenever possible ("grab and go" bags)
- Ensure that staff wear gloves while handling payments, and consider having two separate staff people to handle payments and products
- Disinfect commonly touched surfaces regularly following established disinfectant protocols
- Persons traveling in private vehicles shall limit passengers to persons within their immediate household.
- Vendors and staff must wear facemasks while at market, and should practice appropriate mask hygiene.
- Designate with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance

Exhibit A:

Example documentation of measures to be taken by each individual vendor (it doesn't have to be fancy or complicated to be safe!)

- Arrange your booth and checkout procedure so that staff and customers can comply with social distancing requirements, including maintaining 6-foot social distancing for both staff and customers at all times, such as during shopping and checkout

Example: *I will "rope off" my booth and clearly mark an entrance and exit so that customers can't walk in from any direction. I will post a sign stating that only 1 customer is allowed in my booth at a time, and I will verbally enforce this. I will use to tape on the pavement to mark 6-foot distances*

- Arrange your booth to prevent customers from handling produce prior to purchase
- Whenever possible, bring a portable hand washing station to market for use by yourself and your employees. If not possible, bring an ample supply of hand sanitizer.

Example: *All of my products are prepackaged and require cooking before they can be eaten. I also have a plan to not touch any payment materials, so I think that frequent use of hand sanitizer will be sufficient.*

- Allow shoppers to order ahead, if possible

Example: *I'm printing business cards and giving them to my regular customers so that they can email orders to me ahead of time.*

- Ensure that staff handling payments wear gloves, and consider having two separate staff people to handle payments and products

Example: *I will get change from the bank a week in advance of each market. Any money received from customers will go into a separate container from the change so that they don't comingle. I won't touch or make change from the just-received payments. I'll encourage debit/credit payments whenever possible.*

- Disinfect commonly touched surfaces regularly following established disinfectant protocols

Example: *I'll bring a bottle of 70% isopropyl alcohol and regularly spray down my scale and other surfaces.*

I will place my products on a table, then I will place another table in front of and parallel to it, so that customers are at least 6-feet away from my products at all times. I will disinfect and wipe down the "front table" regularly.