



Dear Farmers' Market Vendors,

September 25, 2018

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

The market will begin in November this year, and be held on the 2nd Sunday of the month, with the exception of November, which will remain the 3rd Sunday. Updated dates are provided below.

Dates: Nov 18, Dec 9, Jan 13, Feb 10, Mar 10, Apr 14  
Time: 10am to 1:30pm  
Location: Berwick Town Hall (11 Sullivan St, Berwick, Maine)

To apply please send the following documents by October 15th, 2018:

- 1) the signed application form included with this letter
- 2) copies of all licenses needed to vend at these markets

Applications can be sent to:

Sydney Robinson  
3 Pleasant Avenue  
Sanford, ME 04073

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

Sincerely,

Sydney Robinson

Berwick Winter Farmers' Market Manager  
berwickwinterfarmersmarket@gmail.com  
207-651-3303





Applications are due October 15th, 2018.  
Vendors will be notified of acceptance by October 30th.

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 18      Dec 9      Jan 13      Feb 10      Mar 10      Apr 14



A Single Space of 10' x 6' is provided. Vendors should bring their own tables. A limited number of 8' tables may be rented for \$5 per market.

Do you want to rent a table? YES / NO

Do you require electricity? YES / NO  
If Yes, for what equipment?

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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:

Sydney Robinson  
3 Pleasant Avenue  
Sanford, ME 04073

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: \_\_\_\_\_



## 2018-19 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 encouraged to help others break down.
- Except when setting up and breaking down, foot traffic must pass through the downstairs lobby to limit tracking of dirt, salt, and snow on the floor of the main market area.

### Tables and Vending Space Information

- Single spaces are approximately 10'x6'.
- Larger spaces will require the manager's approval and a fee adjustment.
- Vendors are expected to supply their own tables. A limited number of tables are available on a first-come first-serve basis at rental fees of \$5 for an eight-foot table.
- 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.
- 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 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 who are 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.
- Compostable and recyclable items will be collected at the market. Vendors are strongly encouraged to use compostable or recyclable materials as applicable.
- The market manager and market committee reserve the right to make exceptions to the above rules, but this is expected to occur very rarely.