



Dear Farmers' Market Vendors,

August 8, 2019

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 two exceptions: April will be held on the 19th to avoid conflict with Easter, and the addition of a Thanksgiving Market on November 24th! This means that there will be TWO markets in November this year. This has been accounted for in the vendor fee for the season.

Dates: Nov 10, Nov 24, Dec 8, Jan 12, Feb 9, Mar 8, Apr 19
Time: 10am to 1:30pm
Location: Berwick Town Hall (11 Sullivan St, Berwick, Maine)

To apply please send the following documents by October 1st, 2019:

- 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 1st, 2019.
Vendors will be notified of acceptance by October 15th.

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 (7 in all)

Nov 10 Nov 24 Dec 8 Jan 12 Feb 9 Mar 8 Apr 19

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?

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 7 markets \$126 (\$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: _____

2019-20 Rules & Policies

Vendor Setup/Breakdown and Parking Procedures

- Drop-off starts no earlier than 8:15am.
- 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 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 a rental fee 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.
- 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.