



Dear Local Artisans,

Fall 2019

The Berwick Winter Farmers Market will be opening up space in the upstairs hallway of the Town Hall to local artisans for the upcoming market season! We have space available for 5 vendors, so if you are interested, get this application in soon as space is limited! Please read the details below and send completed applications by October 15th, 2019 to the address provided.

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 15th, 2019:

- 1) the signed application form included with this letter
- 2) copies of all licenses and insurance that your business is required to have

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, 2019.
Vendors will be notified of acceptance by October 20th.

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 items being offered for sale. Agricultural, food, processed food, and self care products (i.e. soap, lotion etc.) will not be accepted for this space to avoid conflict with our regular season market vendors. If you wish to sell those items, please apply with the 2019-2020 Berwick Winter Farmers Market application found on our website or Facebook page. Please be as specific and detailed as possible. (i.e. where materials were sourced if applicable, who made the item etc. Space is limited, so the more information we have the better).

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

Berwick Winter Farmers' Market
Vendor Application Form
Winter 2019-2020

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

Do you require electricity?
If Yes, for what equipment?

YES / NO

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

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

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

Signed: _____

Date: _____

Berwick Winter Farmers' Market
Vendor Application Form
Winter 2019-2020

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 8'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 sell products they have 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

General Policies

- Vendors must abide by local, state, and federal 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.
- 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.