

Madawaska Farmer's Market and Food Vendors Court

By-Laws and Guidelines

Mission:

The mission of the Madawaska Farmer's Market and Food Vendors Court is to supply the general public with high quality products, provide market members a venue for marketing and selling their goods, and selling their prepared food products.

Governance:

The Madawaska Board of Selectmen will be considered the Farmer's Market Governing body. The Governing Body duties include, but are not limited to, ensuring only market members are allowed to set up, may allow or disallow walk-in vendors who are not members, ensure that vendors are set up in an attractive and safe layout and traffic control.

Membership:

1. Participation in the Market and Food Court is limited to members with the following fees:

Seasonal	\$35.00	Weekly	\$10.00
Monthly	\$20.00	Daily	\$5.00

2. Vendor's are requested to be in attendance for 75% of the market days which they've applied for. Notice must be given to the governing board if this is not attainable.
3. Subletting member space to another vendor is **not** allowed.
4. All market-related issues shall be decided by the governing body. Such issues may include adding or ejecting vendors, setting dues, expenditures, date and times of operation.
5. Returning members in good standing will be reinstated upon receipt of application and payment of dues by May 1st.
6. New membership may be accepted at any time within the calendar year with receipt of application, dues, and a vote to accept by the governing body.
7. Vendor space allocation will be assigned by the order of registration. Only approved spaces will be used by the vendors.
8. Food Vendors must comply with all Maine and Federal regulations for food vending.
9. Food vendors must pass all state inspections and have proper insurance.

Acceptable Products:

1. Products for sale at the market must be in compliance with Maine and Federal Laws.
2. Examples of acceptable products include but are not limited to: fresh Maine produce, baked goods, plants, handmade crafts, etc.. **All acceptable products must be grown, prepared, or hand made by the vendor.** Selling items from other sources is not allowed.
3. The Governing Body has the right to deny permission to sell a product inconsistent or detrimental to the market mission.
4. Value-added products must be labeled with the product name, the manufacturer's name, and contact information.

General Market Guidelines:

1. Market season will run as determined by the Governing body annually.
2. Membership dues must be paid annually to operate as a vendor. Payment must be received prior to setup.
3. Each vendor must obtain all required permits, licenses, collect any sales tax required and must be in compliance with all state and federal regulations regarding the production, labeling, display and sale of all products at the Market. The Market does not assume responsibility for any vendors. All vendors assume liability on product sales.
4. Each vendor must be neat, suitably dressed and deal with the public in a professional manner. They must display their products neatly and attractively with consideration to everyone involved.
5. No vendor can attach anything to any part of the Farmer's Market pavilion without approval of the governing board. Any signs or displays must be free standing and removed after each day.
6. Each vendor space will be no more than 10'x10'. Each vendor will be responsible for the removal of any trash created during the market's operation. The site must be kept clean at all times from start to finish. Vendors will be asked to leave if this becomes a problem. The Department of Agriculture law currently requires that fresh produce be displayed at least six (6) inches off the ground. Vendors will display their name and address in a prominent manner every time they are vending.
7. Tables will be provided by the Town, and each 10x10 space will be allowed, no more than 3 tables.
8. The Farmer's Market will hold no more than 8 vendors under the pavilion. If demand warrants additional vendors, the governing board will work with vendors to set up outside of the pavilion.
9. All walkways must be a four-foot minimum, and vehicles must be parked in a safe and space efficient manner.
10. No vehicles allowed in the pavilion at any time.
11. No alcohol, firearms, or explosives are allowed at the market site. No smoking allowed on site.
12. There shall be no self-service vending allowed.
13. Prices of all items must be clearly displayed.
14. Prices are determined independently by each vendor based on their sense of market value.
15. Failure to adhere to by-laws and guidelines may result in expulsion from the market.
16. The vendors will be responsible for cleaning daily the tables that are being used. All vendors are also responsible for putting away tables each day after use.

The Community Farmer's Market and Food Vendors Court Governing Body reserve the right to revise the by-laws & guidelines as well as the membership application at any time.

MADAWASKA FARMER'S MARKET AND FOOD VENDORS COURT

Fresh Food, Fruits & Vegetables, Arts & Crafts

2024 APPLICATION FOR MEMBERSHIP

Please read the Madawaska Farmer's Market and Food Vendors Court By-Laws and Guidelines before signing the application.

Applicant Name:

Business Name:

Mailing Address:

Telephone Number(s):

Email Address:

List products you would like to sell (subject to the approval of the market governing body) i.e. vegetables, fruits, value-added goods, plants, homemade food items, handmade crafts, etc.:

2024 Community Farmer's Market and Food Vendors Court Season runs from June 1st through to October 1st.

Community Market and Food Court Days of Operation: Monday to Sunday 7 Days a Week, 7AM-7PM daily.

Fee includes 1 parking space at the market for each vendor. No parking or vehicles allowed in the pavilion. Proper licensing is the responsibility of the individual vendor and can be obtained through the Maine Department of Agriculture.

I have read and agree to abide by the Madawaska Farmer's Market and Food Vendors Court By-Laws and Guidelines. I realize that failure to abide by these by-laws and guidelines may result in revocation of membership and attendance privileges. The Madawaska Farmer's Market and Food Vendors Court does not assume responsibility for any vendors or their products.

Signature: Date:

Return completed application and fee to: Madawaska Farmer's Market and Food Vendors Court, Town of Madawaska, 328 St. Thomas Street, Madawaska, ME 04756