

the *Gateway*  
**York Winter Farmers' Market**

**2016 - 2017 Winter Application for Prepared Food Vendor Space**

*Note: Please read the Rules & Regulations first.*

Business/Farm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_  I do not want this number made public

E-mail: \_\_\_\_\_ Website: www. \_\_\_\_\_

I will bring my own table(s)  I request to use **one** of the Church's tables

Description of all items to be sold: *(any new products added during the season must be approved by market manager)*

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2016/17 Winter Market held inside the Fellowship Hall at the First Parish Church, in York, Maine from **9:00am – 1:00pm**, please circle the dates you will attend.

Nov 5	Dec 10	Jan 7	Feb 4	Mar 4	ALL DATES
Nov 19		Jan 21	Feb 18	Mar 18	

**PAYMENT:** These are the payment options, due with application:

**Prepared Food Vendor Fee Prior to October 8<sup>th</sup>**

\$30 per week, I am signing up for \_\_\_\_\_ weeks

All 9 weeks – deduct \$15 – Final Cost \$255

**Prepared Food Vendor Fee after October 8<sup>th</sup>**

\$35 per week, I am signing up for \_\_\_\_\_ weeks

Spaces are 8' x 8' for everyone. For placement & layout options at the market please let me know of any special needs: Do you need to be against the wall? Typically, vendors who sign up for the full season are placed against the wall unless there are special circumstances.

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Spot placement & layout will be determined by the market manager based on the indicated needs and availability. Priority will first be given to agricultural vendors, then prepared food vendors, then crafters.

**For market promotion purposes:**

What payment methods do you accept? (please check all that apply)

- Cash    Checks    Credit Cards

Does your business participate in either of the following programs? (Currently, our market as a whole does not, but we're often asked if any of our vendors do.)

- EBT (ex: SNAP)    WIC

**We cannot offer refunds. The market manager does keep track of attendance. (See rules & regulations for attendance policy.) No booth sharing. This is a rain (& snow) or shine event. See rules & regulations #2 for more details on the inclement weather policy.**

Total Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Make checks payable to: York Region Chamber  
Or pay by credit card, we can accept MasterCard, Visa, American Express and Discover cards  
Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_

Space is VERY limited and available on a first come, first served basis. Applications are stamped with a date as they come in. Maximum number of spaces is approximately 23. Preference for approval of applications is based on vendor type, last year's winter market, summer Farmers' Market seniority, availability of space, product mix, and any other consideration that the market manager reasonably believes necessary to maintain a successful Farmers' market.

**Most questions are answered in the enclosed rules & regulations. Please make sure to read over those sheets before sending in an application.**

**Agreement:**

I have read and agree to abide by the rules of the market, as set forth in the enclosed rules & regulations sheets. I realize that failure to do so may result in revocation of my attendance privileges and any money paid to date. I understand that this market is run by the York Region Chamber of Commerce; the Chamber reserves the right to terminate my attendance at the market if the market manager deems my behavior or conduct inappropriate/unsuitable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL OF THESE ITEMS MUST BE ENCLOSED (ONLY COMPLETE APPLICATIONS WILL BE PROCESSED)**

- Self addressed & stamped letter-sized return envelope (in order to receive a confirmation in the mail)
- Prepared Food Vendors: A certificate of insurance with The Greater York Region Chamber of Commerce listed as additionally insured
- Copies of the proper licenses that are required for your product (information included in Rules & Regulations)
- Payment in full by cash, check or credit card (Visa, MasterCard, American Express or Discover)

Return this application to Steph Oeser at the York Region Chamber of Commerce by mail, email or fax.

1 Stonewall Lane, York, ME 03909 • phone: 207.363.4422 • email: [stephanie@yorkme.org](mailto:stephanie@yorkme.org)  
website: [www.gatewaytomaine.org](http://www.gatewaytomaine.org) • fax: 207.363.7320

**PLEASE KEEP THESE PAGES FOR YOUR RECORDS**

**Mission Statement:** The Gateway Farmers' Market shall exist for the purpose of providing a direct marketing outlet for area farmers and food and craft artisans; it is primarily an agricultural market with emphasis on consumers having an authentic experience meeting the producers face to face.

**1. ELIGIBILITY: These are the 3 vendor categories:**

- A. An **Agricultural Vendor**: a vendor who sells food, fiber, plants or flowers and value added agricultural products that were grown by the vendor. (In other words, products from their land or livestock.) Each agricultural vendor must sell at least 75% of the daily sales of their own products but can supplement with other food, fiber, plants or flowers from an outside source to not total more than 25% of daily sales. This is only to supplement what they are not able to offer.
- B. A **Prepared Food Vendor**: a vendor who sells ready to eat food or drink prepared by the vendor in a home or licensed community kitchen. Food vendors are encouraged to source ingredients from local farms and businesses.
- C. A **Craft Vendor**: a vendor who sells items that do not qualify as agricultural or prepared food and that are hand crafted by the vendor in his/her home or shop. Acceptance is limited and determined by the market manager. Products must be in keeping with the tone of the market. Photos or samples must be submitted by new crafters.

No one will be accepted into the market without a completed application. Approval of all new vendors into the market is by the York Region Chamber of Commerce. Space is VERY limited. Precedence for approval of applications is based on vendor type (priority given to agricultural vendors, then prepared food vendors, then crafters), last year's winter market, summer Farmers' Market seniority, availability of space, product mix, and any other consideration that the market manager reasonably believes necessary to maintain a successful Farmers' market.

**Booths cannot be shared by businesses. The business that signs up and pays must own all products at their booth.** For example, an agricultural vendor can sell products that they have not grown, but that they have purchased from another LOCAL farmer to re-sell. BUT they can only do this if those products don't total more than 25% of their sales (in other words, they are following the rules from #1 part A). This rule applies to all vendors: agricultural, prepared food & crafters.

**2. LOCATIONS AND TIMES:** This year, the location of the Winter Gateway Farmers' Market is inside the Fellowship Hall at the First Parish Church. The market will be officially open on various Saturday mornings from 9:00am to 1:00pm from November 5, 2016 to March 18, 2017. **Vendors may not arrive late or leave early for any reason; if you sell out of your product, you are still required to stay until 1:00pm.** Please make sure to bring enough product to last the whole day. You may arrive as early as 7:30am to begin set-up and must be cleaned up and leaving by approximately 2:00pm (these times are included in our rental agreement with the church). Per the Chamber's rental agreement, vendors cannot use any kind of glitter to decorate tables. The Church can provide about 20 tables each week. We plan to have 23 vendors each week. If your vehicle can accommodate them, please bring your own table(s) to ensure that other vendors can use the provided tables. Spaces are approximately 8' x 8' and at the discretion of the market manager.

**3. ATTENDANCE POLICY:** We cannot offer refunds. If you commit and pay for a date, you are expected to be present. If you sign up for a full season, you are expected to see it through until the final date. The market manager does keep track of attendance. **This is a rain or shine (or snow!) event;** customers know that and they do expect the market to take place, regardless of the weather forecast. With that being said, on days when you feel unsafe to travel to the market, attending the market is at your own discretion. **If there is inclement weather to the point where the roads are unsafe for the market manager to travel from home to the market, she will email out a notice and post a cancellation alert on the farmers' market website ([www.gatewayfarmersmarket.com](http://www.gatewayfarmersmarket.com)) no later than 7:00am the morning of a market.** For this purpose, you need to make sure that the email and mobile phone number you give on the application is accurate. If the person coming to the market has a different contact from your business contact information, you need to indicate it on your application.

**Please notify the Chamber in writing one week in advance if you are not able to attend** and we will attempt to fill your spot with an alternate vendor. The Chamber will accept notification by mail or by email at [stephanie@yorkme.org](mailto:stephanie@yorkme.org). If an

emergency comes up, you must call the Chamber at 207.363.4422 and speak to Steph. Two missed weeks **WITHOUT** early notification will result in the forfeiting of your space with no refund. You are allowed four missed weeks **WITH** early notification. If you drop out of a full season or have to forfeit your space, you will also be penalized for one future market season - summer or winter, whichever you sign up for next; your application will go to the back of the line regardless of when you submit it. Empty spaces reflect negatively on the market as a whole.

4. **PAYMENT:** The payment amounts & options are provided on the application. The monies collected are for market expenses, such as rental of the space, insurance, staffing and promotion.

5. **INSURANCE REQUIREMENTS:** Our insurer requires the Chamber of Commerce to have certificates of insurance naming the York Region Chamber of Commerce as additionally insured for Prepared Food Vendors. For Agricultural Vendors, we need proof of Farmers' Market Insurance.

6. **SIGNS:** All members will provide signage that displays their name (or farm name) in a prominent manner every day they are at market. All members will have signs displaying prices of items offered for sale.

7. **PARKING:** Please make sure that you pull up to the front door, unload your stuff and then park your car in vendor parking.

8. **SETTING UP AT MARKET:** All displays should be neat and tasteful. Setup is on the following basis: fully paid vendors receive first priority over occasional vendors. Set-up can begin at 7:30am. **All vendors must be completely set-up 15 minutes before the market start.** The bell will ring signaling the beginning of the market. Each vendor will have to stay within their marked space. Space Restrictions: From time to time during the season, space restrictions may require the market manager to direct that less space than usual be taken up by each vendor. Your cooperation at such times is appreciated. **No selling before the bell!** Vendors may sell to each other from 8:40 - 8:55am. No exchange of product can occur with customers before the bell rings. This is in fairness to everyone. **Customer Walkways:** Maintenance by vendors of a clear walkway for customers to move from one vendor to another without obstruction is important and will be enforced by the market manager.

9. **PICKING UP:** General cleanliness of the market area is everyone's responsibility. It assures customers a pleasant place to shop, and helps us maintain the space. This includes picking up your own area while selling and making certain the area is clean before you leave.

10. **HAWKING:** No hawking or calling out to attract buyers to your goods is permitted.

11. **NON-PROFITS:** Per week, one non-profit organization may operate a fundraising or info booth based on space availability by prearrangement and at the discretion of the Farmers' Market manager. The vendor fee does apply to these organizations at the winter market. They must be sure to adhere to rule #12, this means they cannot collect signatures.

12. **No soliciting or surveying** by any political, religious or other special cause groups or individuals is permitted at the market.

13. The Farmers' Market is a **non-smoking, no-pets** area for everyone's safety & comfort.

14. **Plastic Bag Ban:** The town of York has banned single-use plastic bags provided by retailers. This does apply to our market. On November 3, 2015 the voters of York voted in favor of adopting the Single-Use Plastic Carry-Out Bag Ordinance. The ordinance took effect on March 3, 2016. It also includes "compostable" or "bio-degradable" bags that contain polymer or have the word "plastic" on them. The only plastic bags allowed are handle-less bags (like you would find on a roll) for wet produce, meat or seafood. If you do not sell produce, meat or seafood, and you usually give out plastic bags to your customers, you need to transition to reusable bags or paper bags at the York market. We will have reusable shopping bags available for customers to purchase at the market table for \$3.50 each. Here is a helpful link with ideas and information about the ordinance: <http://www.byoyork.org/>

***A violation of any of the rules constitutes a violation of the agreement which will be terminated and no refunds will be given.***

*These rules have been adapted from the rules of other markets where they have been developed in cooperation with many farmers' market members for over a decade. Their purpose is to keep the high standards our members and customers have come to expect.*

## SELLING FOOD AT THE MARKET

To ensure that you are following all laws, requirements, and restrictions about selling your product at the market, we strongly recommend contacting the Maine Department of Agriculture directly. You must have the proper licenses and permits to sell at our market, but it is your responsibility to make sure that you are in compliance (it is not the responsibility of the market manager). Inspectors do show up at our market. If they discover any problems and you are not able to sell at the market anymore, the York Gateway Farmers' Market and the York Region Chamber of Commerce are not responsible. Again, there are no refunds.

**The information below is meant to give you an idea of requirements. For the most up-to-date, accurate information, you should contact the Department of Agriculture directly.**

Maine has no restrictions on the types of food that may be sold at farm stands or at farmers' markets; however, there are requirements related to the source of the food. Maine law requires that food sold at farmers' markets be fresh, locally-grown foods. Other laws require that food sold at both farm stands and farmers' markets come from "approved" sources meaning sources licensed to provide such food. Those needing licenses include food manufacturers and processors and retailers. Exempt from license requirements is anyone selling only whole, unprocessed, fresh fruits and vegetables. Fruit or vegetables that are processed or products made from processed fruits or vegetables must be produced by a licensed entity. Processing includes peeling, slicing, husking, etc.

**LICENSE REQUIREMENTS: (This list is taken from "Farm Stands & Farmer's Markets Mobile Vendor Guidelines" put out by the Department of Agriculture, Food and Rural Resources, Division of Quality Assurance Regulations. This document can be found online at [www.getrealmaine.com](http://www.getrealmaine.com).)**

1. Sales of fresh, raw, unprocessed fruits and vegetables only
  - exempt from licensing requirements
2. Sales of fruits and vegetables that have been peeled, sliced, husked, canned, baked, dehydrated, refrigerated, frozen, ground, cured, smoked, shelled, or otherwise prepared and packaged for human consumption at farm stands and farmer's markets
  - Mobile Vendor License
3. Sales of ME or USDA inspected meat and poultry products at farm stands and farmer's markets
  - Retail Meat Sales License & Mobile Vendor License
4. Sales of poultry products at farm stands and farmer's markets raised, processed and packaged with a Grower/Producer Exemption in a commercial food processing facility
  - Commercial Food Processor License & Retail Meat Sales License & Mobile Vendor License
5. Sales of poultry products at farm stands and farmer's markets raised, processed and packaged with 1,000 birds or less Exemption in a commercial food processing facility
  - Commercial Food Processor License & Retail Meat Sales License & Mobile Vendor License
6. Sales of butter at farm stands and farmer's markets manufactured in a commercial food processing facility, and sold by the commercial processor
  - Commercial Food Processor License & Mobile Vendor License
7. Re-sales of butter at farm stands and farmer's markets
  - Mobile Vendor License
8. Sales of dairy products (except for butter) at farm stands and farmer's markets
  - Mobile Vendor License & Milk Distributor License from the Division of Animal Health & Industry (207-287-7610)
9. Sales of potentially hazardous food at farm stands and farmer's markets manufactured in a commercial food processing facility, and sold by the commercial processor
  - Commercial Food Processor License & Mobile Vendor License
10. Re-sales of potentially hazardous food at farm stands and farmer's markets
  - Mobile Vendor License
11. Sales of non-potentially hazardous food at farm stands and farmer's markets manufactured in a home food processing facility, and sold by the home food processor
  - Home Food License & Mobile Vendor License
12. Re-sales of non-potentially hazardous food at farm stands and farmer's markets
  - Mobile Vendor License
13. Sales of baked goods at farm stands and farmer's markets manufactured in a commercial bakery, and sold by the commercial baker

- Commercial/Wholesale Bakery License & Mobile Vendor License
14. Re-sales of baked goods at farm stands and farmer's markets
    - Mobile Vendor License
  15. Sales of baked goods at farm stands and farmer's markets manufactured in a home food processing facility, and sold by the home food processor
    - Home Food License & Mobile Vendor License
  16. Sales of cider/juice at farm stands and farmer's markets manufactured in a cider/juice processing facility, and sold by the cider/juice processor
    - Cider/Juice Beverage Plant License & Mobile Vendor License
  17. Re-sales of cider/juice at farm stands and farmer's markets
    - Mobile Vendor License
  18. Sales of maple syrup at farm stands and farmer's markets manufactured in a maple syrup processing facility, and sold by the maple syrup producer
    - Maple Syrup Producer License & Mobile Vendor License
  19. Re-sales of maple syrup at farm stands and farmer's markets
    - Mobile Vendor License

The sale of food at a farmers' market requires a **Mobile Vendor's License**. The sale of meat and poultry products requires an additional Retail Meat Sales license. Anyone producing and selling milk and milk products must obtain a Milk Distributors License from the Department's Division of Animal Health & Industry (AH&I). To contact AH&I, call (207) 287-7610. Regulations are available at [www.maine.gov/agriculture](http://www.maine.gov/agriculture). Maine allows the sale of non-pasteurized products but such products must be clearly labeled "non-pasteurized."

A **Home Food License** is required for food made for resale in the home kitchen. The Home Food License allows the sale of food products directly to the consumer from home or wholesale distribution; however, the retail sale of these products at different locations requires an additional Mobile Vendors License. Processing of jams, jellies, pickles or other acidified foods requires a process review from an approved authority. For a process review, contact the Food Science Program at the University of Maine at Orono by calling (207) 581-1629. Processing Potentially Hazardous Foods (PHF) in home kitchens is prohibited. Potentially hazardous foods include any food that supports the rapid and progressive growth of microorganisms. Meats, eggs and dairy foods are examples of potentially hazardous foods--these foods must be appropriately refrigerated to control the growth of bacteria. Foods with a water activity less than .85, foods with a pH less than 4.6 when measured at 75° F, or foods processed and packaged to remain commercially sterile are not considered to be potentially hazardous foods--typically, these foods can be stored at room temperature.

**FOOD HANDLING & STORAGE:** Food safety requires that foods be handled, stored and displayed safely. Cold food must be held at less than 41° F and hot foods must be held at 140° F or hotter. All foods must be stored six inches off the floor or ground. Sufficient means must be taken to maintain proper temperature during storage, display or transportation. Proper temperature may be accomplished with mechanical refrigeration or with an abundant supply of ice. Storage units for refrigerated foods must be equipped with thermometers and temperatures should be monitored hourly. If a food inspector finds food out of condition due to a failure of refrigeration, the vendor may be asked to dispose of all the food held in the storage unit. However, if hourly monitoring indicates the failure recently occurred, the inspector would likely allow the food to be sold so long as it can be quickly returned to proper condition.

Handling or preparation of unpackaged food requires the availability of a hand washing facility. All ready-to-eat foods offered for sale at open air markets must be covered and protected from outside contamination--certain packaged foods or whole fruits and vegetables are exempt. *The above are general guidelines gleaned from a presentation by Steve Giguere. Specific questions should be addressed to Mr. Giguere at (207) 287-3841 or e-mail Steve at [steve.giguere@maine.gov](mailto:steve.giguere@maine.gov).*

**HANDICRAFTS, PROCESSED FOOD, SCALES:** Handicrafts and like items may be sold provided that they are made by the vendor and approved by the Chamber. All producers of home processed items such as maple syrup, honey, jams, jellies, relishes, baked goods and home canned goods are required by Maine law to obtain the proper licenses from the Maine Department of Agriculture. A state Scale Inspector may visit the market during the season to check the accuracy of your scales. Farm, home or shop visits by the York Region Chamber staff may be made as needed to verify a vendor's production of what is being offered for sale, and to familiarize themselves with the vendor's operations.