

BROOKSVILLE FARMERS' MARKET GUIDELINES

For the 2022 Season

MISSION STATEMENT: *To support, encourage and promote sustainable living communities by helping directly connect local farmers and food producers with local customers, and in the process, foster an appreciation and better awareness of Maine's rural resources.*

COVID-19 Statement: Given the current conditions relative to the coronavirus global pandemic, all vendors and must follow CDC guidelines regarding the pandemic. As long as Hancock County remains in 'Low Community Level', wearing a facemask is optional for vendors and visitors. If at any point during the Market season the community level reaches 'Medium' or 'High', the Market Manager may implement a facemask policy. Each visitor and vendor must wash hands and do not attend the Market if you are sick or experiencing flu-like symptoms. Products sampling and tasting is done at the discretion of the vendor.

I. PARTICIPATION

A. The Brooksville Farmers' Market focuses primarily on local growers of fruits, vegetables and other agricultural products; local producers of "added value" items such as baked goods, pickles, preserves, local people involved in raising and processing poultry and livestock, and local fishermen involved in catching and processing Maine seafood products from nearby waters. Space is also made available for local crafts people, writers, artists, and non-profit groups; however, priority is given to food producers, as has been the same since the market was started.

B. Any local vendor interested in joining the Brooksville Farmers' Market for the 2022 season must complete the Vendor Application Form and send it by post or email (please put "Farmers' Market Manager" and send it to: David McBeth, Farmers' Market Manager, P.O. Box 102, Brooksville, Maine 04617 or email: bfmmanager2016@gmail.com The Farmers' Market Manager will reply to each vendor with a decision, confirming the vendor as a member of the 2022 Farmers' Market or with any further questions if additional information is needed in order to make a final decision based on the guidelines or on market need for product(s) to be sold. Priority will be given to Brooksville-based vendors. Location spots at the market for each vendor are determined on a first come first serve basis, once the above information has been received and vendor confirmation has been made. Preference will be given to those vendors who are returning from 2021, based on the same spot they had the previous year.

C. It is recognized that although members sell as individuals, the market is a cohesive unit - its success depends on the cooperation and joint effort of all the vendors as a whole. Our goal is to have a vibrant and successful Farmers' Market with an array of products

that helps benefit the Brooksville community and is an enjoyable experience for vendors and consumers alike.

D. Vendors or their family members, must make, grow, raise or catch 100 percent of the products they sell at the Brooksville Farmers' Market. Items purchased for resale are strictly forbidden, as are any items that do not meet the above vendor description. If you have a question about whether an item fits the above requirements, please ask the market manager first before attempting to sell it at the market. Local farms are allowed to partner together on selling each others' items should they wish to do so, but only if it is done without any resale price mark up of products sold.

E. The Farmers' Market will take place every Tuesday next to the Brooksville Community Center with hours for the 2022 season as follows: 9:30am to 12:00pm, beginning on May 31st and ending on September 20th, for a total of 17 weeks.

F. Dues will remain as they were last year – \$5.00 per vendor per week or \$50.00 for the entire season - and are mandatory so we can build a pool of funds for supporting the market, including advertising, etc. The market manager or another market representative will collect the dues to be paid weekly from each vendor during the Farmers' Market every Tuesday. These funds will be kept by the market manager. If you are unable to make the dues payment during a particular week for any reason, please contact the market manager.

G. Please make every effort to attend the weeks you have signed up for, and let the market manager know ahead of time if for some reason, you are unable to attend a particular week when we are expecting you. **Please arrive no later than 9:00am** to set up or we are not able to guarantee your spot. Again, the success of the Brooksville Farmers' Market depends on the commitment of vendors attending each week, as agreed, to sell their products.

II. MARKET MANAGER

A. There will be a Market Manager for each Market day. The Market Manager will make any on-site decisions relating to the market when the need arises. Such decisions by the Market Manager include the allocation of spots for each vendor and ensuring compliance of vendors with the market guidelines. The aim of the market is to provide vendors with an opportunity to sell their local products as described above under "Participation" in a friendly and positive manner, and to provide visitors to the market with an opportunity to purchase fresh farm produce and other local products, in a pleasant and enjoyable atmosphere.

III. MARKET SITE

A. Layout of the Market will be determined by the Market Manager in consultation with the property owners where the market is held.

B. Parking arrangements are subject to approval by the property owners.

C. The Community Center Building is available for use during the Farmers' Market on rainy days, provided it has not been already booked by someone else on that day. It must be left in at least as good a condition as it is found when used by the Farmers' Market. No vendor may remove anything from the Community Center (chairs, tables, etc.) without the permission of the Community Center Committee. Community Center rest rooms are available for use by vendors and visitors during market hours. ***FOR THE 2022 SEASON, IT IS UNCLEAR WHETHER THE COMMUNITY CENTER WILL BE AVAILABLE TO VENDORS AND OUR VISITORS. THERE WILL BE A PORT-A-POTTY AVAILABLE ONSITE, RENTED ON A MONTHLY BASIS.***

IV. MARKET OPERATION

- A. **No sales may be made before the opening of the market at 9:30 a.m.** One of the vendors will signal the start of the market so all are aware that the market has officially started. This is per the agreement of vendors at the conclusion of the 2011 season.
- B. Knowledge of and compliance with all state regulations, rules and recommendations, including liability insurance, regarding the production, labeling, display and sale of all products at the Farmers' Market is the sole responsibility of the participating individual vendor.
- C. Sales tax must be collected as required by Maine State law. Maine's sales and use tax law requires tax collection on non-edibles such as crafts. It is the responsibility of each vendor to obtain their own tax numbers, and be familiar with which of their items are taxable, and to collect such taxes and forward them to the State Treasurer.
- D. Processors of homemade foods such as pickles, jams, baked goods etc. must comply with Chapter 345 of the Department of Agriculture requirements and assume responsibility for licensing, inspection, etc. For the sale of baked goods (defined as breads, rolls, buns, flatbreads, cakes, cookies, pies, and other pastries) and in accordance with Maine State regulations, such baked goods must be displayed unpackaged in a manner that allows customers to directly select their choice of the baked goods for purchase.
- E. Eggs, fish, meat, dairy products, and any prepared local food items for sale, must be handled in a manner according to and acceptable to Maine STATE REGULATIONS which is the responsibility of the individual vendor to be fully informed about (e.g. product must be kept in a clean cooler or on ice or under refrigeration, among other State requirements).
- F. Department of Agriculture law requires that fresh produce must be displayed at least 6 inches off the floor.
- G. All produce sold by weight must be weighed for the customer at the Market site. Only scales carrying current certification by the Department of Weights and Measures will be allowed, in compliance with State of Maine law.

- H. Vendors engaged in growing and selling plants of all kinds must obtain a license from the Maine State Department of Agriculture.
- I. Individual vendors are responsible for knowing and abiding by any applicable state and federal laws, and for keeping abreast of any changes to those laws from season to season and during the season.

V. APPEARANCE AND CONDUCT

A. Vendors will deal with the public in a courteous and appropriate manner, exercising consideration for the other vendors and the general public. No shouting or hawking of products.

B. Vendors are responsible for their own areas, and will supply all necessary trash containers, and will leave their site clean and in a condition suitable to the Market and property owner.

C. We encourage all vendors to set up in such a way as to make the Farmers' Market visually appealing to visitors, as a nice way to buy local products and socialize in the community.

*Updated on April 13, 2022 from the March 20, 2012 document.
David McBeth, Market Manager*