



Kennebunk Artisans Marketplace

***** The Marketplace provides shoppers with a wide variety of items created by over two dozen Maine based artisans. A juried application process is utilized to ensure a high level of quality and diversification for all items being sold. Located at the Waterhouse Center on Main Street in Kennebunk, the Marketplace is open each Saturday from May 23 through October 3 of 2020. A complete list of approved vendors and their products can be found on the Town of Kennebunk's website <https://www.kennebunkmaine.us/artisansmarketplace>. Vendors could change from week to week but the quality and diversity is always maintained*****

Artists, Authors, Bakers, Beaders, Butchers, Canners, Carpenters, Chefs, Chocolatiers, Craftsmen, Creameries, Do-gooders, Farmers, Fishermen, Florists, Foragers, Herbalists, Knitters, Metal-Smiths, Musicians, Non-Profits, Painters, Photographers, Quilters, Roasters, Sewers, Volunteers, Weavers and Woodworkers ...are all welcome here at the Marketplace.

Kennebunk Artisans Marketplace Rules, Regulations & Application

Please read all information carefully before filling out application.

Partial applications WILL NOT be considered.

Completed applications may be dropped off at the Parks & Recreation Office at the Kennebunk Town Hall or mailed to:

Linda Johnson
Attn: Kennebunk Parks & Recreation Department
1 Summer Street Kennebunk, ME 04043

To be determined as a full-time vendor, and guaranteed your spot, you must attend at least 13 of the 19 scheduled Marketplace Saturdays.

Completed applications will be reviewed and voted on by the Steering Committee. All applicants need to read and follow all rules and regulations.

Applying vendors will be notified as soon as a decision has been made.

The Steering Committee reserves the right to deny any application. Denied applications, checks and other paper work will be mailed back to applicant.

General Information

- The Marketplace is open to the public from 9am-2pm - May through October annually.
- Doors will open at 7:30am for vendors to set up.
- Signage will be conspicuously placed at the market site.
- Restrooms are located **near the rear entrance**.
- Vendors are responsible for their own tables, chairs, lights, electrical cords, power strips, tents and other set-up equipment.
- Public trash receptacles are located throughout the market. Vendors must dispose of and carry out their trash.

Policies

- In the event that you are unable to attend a show that you are scheduled for call or email Nancy at 207-967-5622 or npoli@myfairpoint.net before the Thursday preceding the Saturday market. In case of an emergency please call Peter Raymond at 207-409-8112 until 7:30 AM that day.
- All items sold by vendors must be listed on their application.
- A vendor's craft may not consist of more than 25% of product not produced, made or grown by the vendor and must be directly related to the vendors produced/made or grown products. No re-sale items.
- The market is NOT responsible for any loss or stolen goods. It is recommended that vendors secure and cover all goods if they are **temporarily** leaving the market site.
- It is the responsibility of the vendor to make sure all fees are paid and the application is up to date.
- A vendor that withdraws for a season DOES NOT get considered before newly applying vendors.
- A copy of all required licenses, permits, organic certification and proof of insurance must be kept at the vendors' booths at **ALL** times.
- Sales tax must be collected as required by Maine law.
- Vendors **MUST** be set up and ready to accept customers by 9am.
- Vendors may NOT start breaking down or leave before 2pm unless there is an extenuating circumstance and the Marketplace Manager has been notified.
- If you wish to be re-located or assigned a different space for whatever reason, please see the Marketplace Manager.
- No soliciting.
- While unloading, vehicles may be parked in the front parking spaces or near the rear entrance. As soon as vendors have unloaded, vehicles **MUST** be relocated to an off-site area
- A vendor that withdraws for a season DOES NOT get considered before newly applying vendors.
- If a vendor withdraws from the market before the end of the season, there is no refund.

Finances

- All applicable fees must be paid by incoming vendors before setting up.

Full-time vendor rate- \$100.00 per season

- A \$50 check must be made payable to the *Town of Kennebunk* for space rental and insurance and a second \$50 check made payable to the *Kennebunk Artisans Marketplace* for the promotion of the market.
- All applicable fees must be paid by incoming vendors before setting up.
- Fees are due no later than April 1 of the upcoming Marketplace season.

Part-Time vendor rate- \$50.00 per season

- A \$50 check must be made payable to the *Kennebunk Artisans Marketplace*.

Day vendor rate- \$15.00 per day

- Day vendors must have paid before setting up.
- Non-profit/Community tables - **No Charge.**

Waterhouse Cancellations & Closings

- If the Waterhouse Center is rented by a private party or if the Town is hosting an event, the Kennebunk Artisans Marketplace could be displaced.
- The market could be closed if any major holidays fall on Saturday or if an event taking place at the Waterhouse Center cannot accommodate the Marketplace.

Spaces & Safety

- All vendor displays and signage must be kept within measured and marked boundaries.
- Electrical usage is subject to a fee. **Extension cords must be securely taped down and must be placed in a manner that prevents any trip hazards. Extension cords must be appropriate voltage for your device.**
- No candles, open flames, combustible or flammable materials allowed.
- No smoking allowed.
- No generators allowed.
- Aisles must be kept clean and clear.
- All products, displays and signage that might pose a safety threat to vendors or customers must be properly secured.
- Vendors are responsible for keeping their space and belongings tidy and clean and provide their own trash receptacle.
- Vendor's access into their booth is their own responsibility within the measured boundaries of their space.
- Vendor signage is encouraged.

Appearance & Conduct

- Vendors must be neat, suitably dressed for interaction with the public, Marketplace Manager, Town Events Coordinator and other vendors in a courteous and appropriate manner.
- Hawking or calling out to customers, and false advertising is prohibited.
- The Waterhouse Center is a non-smoking facility. Smoking is prohibited by vendors and visitors.
- Three documented instances of rule breaking within the market will be cause for expulsion.
- An expelled vendor may appeal to the Board of Selectmen at a meeting, and upon compliance, may be allowed to return to the market. The decision is final for one year.
- Vendors who are not present on four or more of their planned Marketplace days in the previous season may lose their place in the market to a potential vendor on **the waiting list. The former vendor will be required to submit a new application to participate.**

Conflict & Resolution

- If an *unresolvable* issue/conflict arises, the Marketplace Manager should be notified.
- If the Marketplace Manager is unable to resolve the issue, it shall be presented to the Steering Committee and they will then have final say on the issue.
- The Steering Committee reserves the right to ask any vendor to leave the market. No refunds will be issued.

Meetings & Notification

- Town staff will maintain Marketplace information on the towns website.
- E-mails are sent periodically to all vendors with updates and important information. Please read these e-mails!
- There will be general meetings. Dates and times to be determined.
- The goal of the Steering Committee is that they will rotate by two members each year. At the end of each season two new members will be voted into positions at the October meeting; the new members will begin at the November meeting. One Chair and one regular person shall be replaced each year. The new persons can volunteer or be nominated. The members in good standing will vote at the October meeting. Members must be present to vote.

See pages 6 and 7 for the application for participation.

Revised 1/17/2020

Contacts

General Market E-mail address
market@kennebunkmaine.us

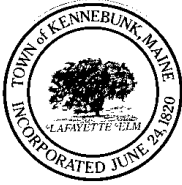
2020 Steering Committee
Nancy Poli
Chauncey Copeland
Peter Raymond
Lillian Quatrano

Co-Marketplace Managers
Nancy Poli
Peter Raymond

Town Events Coordinator
Linda Johnson
ljohnson@kennebunkmaine.us
W: 207-985-2102 x1341
C: 207-286-6609



FOR BOARD USE ONLY:
 Date Application received: ___/___/___
 Accepted ___ Denied ___ Date ___/___/___



Kennebunk Artisans Marketplace FY2020 Application for Participation

Note: Please read the attached "The Kennebunk Artisans Marketplace Rules and Regulations" before completing this form.

Name _____

Organization/Business Name _____

Address (mailing) _____

Town _____ State _____ Zip _____

Phone _____ Email _____ Website: _____

Please describe what you plan to bring to the community market.

Artisan/Vendor: (Describe craft/product/food, how made, where made etc.)

Before mailing or handing application in for review, have you...

- ___ Read The Kennebunk Artisans Marketplace Rules & Regulations document?
- ___ Completed and signed the application?
- ___ Included a copy of all permits, licenses and organic certification?
- ___ Made out one check to the Town of Kennebunk for \$50.00 and one check to Kennebunk Artisans Marketplace Kennebunks for \$50.00?
- ___ Included pictures of your work/product?
- ___ Please keep a copy of your agreed to schedule and application

To be determined as a full-time vendor, you must attend at least 13 of the 19 scheduled weeks. (Note: Launch and HarvestFest* will offer limited Marketplace space. Participation in these events is determined by the organizers of these special events.)

Please circle the days you **CAN** join us.

Saturday
May 23
May 30
June 6
June 13
June 20
Not Available
July 4
July 11
July 18
July 25
August 1
August 8
August 15
August 22
August 29
September 5
September 12
September 19
September 26
October 3
HarvestFest*

Agreement: I have read and agree to abide by the Kennebunk Artisans Marketplace Rules and Regulations. I realize that failure to do so may result in revocation of membership and attendance privileges. I also understand that the Town reserves the right to reallocate spaces as it deems fit. Refund requests (if applicable) are solely at the discretion of the Town.

Signature: _____ Date _____

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 Kennebunk Parks & Recreation Department
 1 Summer Street
 Kennebunk, ME 04043

Revised 3/9/2020