



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 28 through October 1 of 2022. A complete list of approved vendors and their products can be found on the Town of Kennebunk's website 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 an 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

Application Information

Completed applications will be reviewed and voted on by The Kennebunk Artisans Marketplace Board of Directors.

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

Every potential vendor needs to submit an application for review even if they were an approved vendor in a prior season. All applicants are expected to read and follow all rules and regulations.

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

To be determined as a full-time vendor, and guaranteed your spot, you must attend at least 13 of the 18 scheduled Marketplace Saturdays.

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.
- Although public trash receptacles are located throughout the market, vendors must dispose of and carry out their trash.
- Standard vendor spaces are 10' x 10'.

Policies

- In the event that you are unable to attend a show that you are scheduled for call or email Nancy Poli 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 up 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** arrive by 8am and be 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 either the Cole Harrison or Parsons Field parking lots.
- 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.
- Fees are due no later than April 1 of the upcoming Marketplace season, unless you are a day vendor.

Full-time vendor rate- \$150.00 per season

- A \$75 check must be made payable to the *Town of Kennebunk* for space rental and insurance and a second \$75 check made payable to the *Kennebunk Artisans Marketplace* for the promotion of the market.

Part-Time vendor rate- \$75.00 per season

- A \$75 check must be made payable to the *Kennebunk Artisans Marketplace*.

Day vendor rate- \$25.00 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

- The Waterhouse Center is a non-smoking facility. Smoking is prohibited by vendors and visitors.
- All vendor displays and signage must be kept within measured and marked boundaries.
- Electrical usage may be 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 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 and other vendors in a courteous and appropriate manner.
- Hawking or calling out to customers, and false advertising is prohibited.
- Three documented instances of rule breaking within the market will be cause for expulsion.

- An expelled vendor may appeal to the Town's Select Board 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 two 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. No Refunds.**

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 Board and they will then have final say on the issue.
- The Board 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 town's 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 Board 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 12/17/2021

Contacts

General Market E-mail address

market@kennebunkmaine.us

2022 Kennebunk Artisans Marketplace Board of Directors

Alysson Homa

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

To be determined as a full-time vendor, you must attend at least 13 of the 18 scheduled weeks. Please circle the days you **CAN join us.**

Saturday
May 28
June 4
June 11
*June 18 - Pending
June 25
July 2
July 9
July 16
July 23
July 30
August 6
August 13
August 20
August 27
September 3
September 10
September 17
September 24
October 1
*October 8 - Pending

***6/18/2022 and 10/8/2022 might offer limited Marketplace space. Participation in these events is determined by the organizers of these special events.**

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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