



Kennebunk Artisans Marketplace

Since 2014 the Marketplace has provided shoppers with a wide variety of items created by dozens of 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 2026. 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.

Incomplete applications WILL NOT be considered. Your space will not be reviewed until your application, schedule, and payment have all been received and are complete. Once this has been done, then your application will be forwarded to the Board for approval. Refunds will not be issued after approval of your application, no exceptions.

Please note that the Board reserves the right to suspend or remove any vendor who does not comply with the rules and regulations outlined in this application, for the remainder of the season or future seasons, without refund.

Completed applications may be e-mailed to Linda Johnson - ljohnson@kennebunkmaine.us or mailed to the Kennebunk Town Hall:

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 via e-mailed as soon as a decision has been made. Returning vendors are not guaranteed automatic acceptance. If you weren't accepted into the Marketplace this year, we encourage you to reapply next year.
- All applicants are expected to read and follow all rules and regulations. Every potential vendor must submit an application for review, even if they were an approved vendor in a prior season.
- The Board reserves the right to deny any application. Denied applications, checks and other paper work will be mailed back to the applicant.
- All applications are reviewed/approved on a first come, first serve basis. If there are no available spaces for the dates you are requesting, you will be put on a Wait List (this will include any requested date changes).
- There are several categories of vendors - full-time, part-time, day and non-profit. Requirements associated with each category are defined later in the document.
- Double spaces are available for full-time vendors only. There are only six double spaces allowed within the rink area at any given time. Double spaces may not be available as we continue to grow our vendor family.
- Vendor applications should be submitted as soon as they become available on the Town's web page.

General Information

- The Marketplace is open to the public from 9am-3pm - May through early October, annually.
- Vendors can start to set up as early as 7am and, **as quietly as possible**, respecting our neighbors.
- Marketplace signage will be conspicuously placed at the market site.
- Restrooms are located **near the rear entrance** and are unlocked/available after 8am.
- Vendors are responsible for their own tables, chairs, lights, electrical cords, power strips, 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', with the following exceptions: A) prime spots, space numbers 7, 8, 21, and 22 are unique as they are 8'x10' spaces and B) corner spaces, along with the two flag spaces, are unique but have adequate spacing. Outside tent spaces are 10x10.
- No "Sale" or "Close Out" signs are permitted in any booth.

Policies

- In the event that you are unable to attend a show for which you are scheduled, **you must** call or email Linda Johnson at 207-286-6609 or ljohnson@kennebunkmaine.us before the Thursday preceding the Saturday market. In case of an emergency please call or text Linda Johnson at 207-286-6609 up until 7:30 AM that day.
- **All items sold by vendors must be listed on their application.** Any new/non-juried items appearing in your booth after your application has been approved, will be required to be removed.
- Products must be made by vendors.
- The market is NOT responsible for any lost, damaged or stolen goods.

- Current vendors may **not** arbitrarily invite other vendors as “guests” to the Marketplace. **ALL** vendors must submit an application and receive approval before attending and can only attend if there is adequate space on the day they are hoping to be there.
- 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. This is the responsibility of the vendor.
- Vendors **MUST** arrive no later than 8am and be ready to accept customers by 9am.
- **Vendors may NOT start breaking down or leave before 3pm unless there is an extenuating circumstance and the Marketplace Manager has been notified. Violations will be noted and reviewed by the Board.**
- No soliciting.

Parking

- 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 parking lot, the Parsons Field parking lot, or across the street from the Waterhouse Center. Please refer to the [parking map](#) on the Marketplace's website. Violations will be noted and reviewed by the Board.
- At days end, **and NOT before 3pm**, please breakdown your space **completely** before retrieving your vehicle. This will allow all vendors the opportunity to park close to the market for easy access to re-load.
- **Parking behind the Marketplace (which includes all parking spots for the bakery, etc.), in front and behind the Mark’s Garage, and on Main Street is prohibited during show hours for all vendors.**
- **Please note:** A limited number of vendors with health issues are approved to park in the lot behind Mark’s Garage. Approved vendors will be issued a [Parking Permit](#), that **MUST** be displayed. If you would like to apply for a Parking Permit, please contact Linda Johnson. If you see a crafter’s vehicle without a Parking Permit on their dashboard, please contact one of the Board members to alert them of the situation.

Finances

- Fees/applications are due no later than April 1 of the upcoming Marketplace season, unless you are a day vendor.
- Fees are to be included with your vendor application when submitted. The only exception is if a vendor is a Day Vendor and then fee is due prior to vendor setup on each attendance day.
- Once vendor is approved and requested dates have been scheduled, application fees are non-refundable.
- If a vendor withdraws from the Marketplace before the end of the season, there is no refund.

Full-time vendor rate- \$200.00 per season

- You must request at least 14 of the 20 scheduled weeks in order to be considered a full-time vendor. A **\$100 check must be made payable to the *Town of Kennebunk*** per vendor space rental for rental and insurance coverage **and a second \$100 check per space made payable to the *Kennebunk Artisans Marketplace*** for the promotion of the market. You may request up to a maximum of two spaces for a total cost of \$400.00 per season. Please note that double spaces are limited to six per season. This will be reviewed on a first come, first serve basis.
- Your space will not be available for approval by the Board until your **completed application, show schedule, and payment have been received.**

Part-Time vendor rate- \$100.00 per season

- You must request between 4-10 scheduled weeks in order to be considered a part-time vendor. A \$100 check must be made payable to the *Kennebunk Artisans Marketplace*. Part-time spots are pending availability.
- Double spaces are only available for full-time vendors.
- Your space will not be available for review by the Board until your completed application, payment, and schedule have been received.

Day vendor rate- \$30.00 per day

- Day vendors must have paid before setting up.
- A \$30 check must be made payable to the *Kennebunk Artisans Marketplace*.

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.
- In the event we have to cancel due to severe weather, you will be notified via e-mail.

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 vendor space 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. Unless you have been notified directly, there is no electrical service to your booth space.**
- No candles, open flames, combustible or flammable materials allowed.
- No gas or propane 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.

Outside Tent Spaces Now Available

- The Marketplace has become increasingly popular and more and more vendors are requesting acceptance. With that in mind, the Marketplace will now offer spaces for vendors who would prefer tent space (tent not provided). These spaces will be similar in size to existing spaces but will always have to be setup around the outside perimeter of the Waterhouse rink facility. These spaces will be shown as T-1, T-2, etc. on the weekly Floor Plan that is emailed to all vendors, every Thursday. When submitting your 2026 application please identify that you desire or would accept outside tent space, if needed.
- Please bring your own tent, as none will be provided.
- For consistency of the show, 10' x 10' pop-up tents are required, outside only. Please note that vendors must stay within their allotted 10' x 10' space. All tents must abut each other, with no space between adjoining tents.
- Tent Stakes are not allowed
- You must provide weights that are substantial enough to hold down your tent in the event of strong winds. We suggest a minimum of 40 pounds per corner with the weights securely attached to the legs.
- Unless you have been notified directly, there is no electrical service to your tent space.

Appearance & Conduct

- Vendors must be neat, suitably dressed for interaction with the public and other vendors in a courteous and appropriate manner.
- Name tags are made available to all vendors, regardless of status (full-time, part-time, or daily). If you are new to our Marketplace and have been approved, please email lil.callahan@yahoo.com with the correct spelling of your name and how you would prefer to see your name on your name tag. For example: Lillian, but I prefer Lil on my nametag.
- Hawking or calling out to customers, and false advertising is prohibited.
- **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 Board Member 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.
- If a vendor has a Facebook page, you are encouraged to “Like/Follow” the Kennebunk Artisans Marketplace page. By doing this, you will have access to any updates/communication that is contained on the Marketplace’s page. Also, please “share” these posts online to exponentially get the word out about our Marketplace.

See pages 7 and 8 for the application for participation.

Revised 1/6/2026

Contacts

General Market E-mail address

market@kennebunkmaine.us

2026 Kennebunk Artisans Marketplace Board of Directors

Lil Callahan
Penny Colomb
Rick Conrad
Chauncey Copeland
Tracy Ericson
Nicole Holbrook
Darlene Mantis

Honorary Board Members

Nancy Poli, Peter Raymond, Dee Robinson

Marketplace Manager Contacts

Lil Callahan
C: 207.502.3085
Penny Colomb
C: 207.651.9672
Rick Conrad
C: 203.214.7480
Chauncey Copeland
C: 860-508-8845

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 FY2026 Application for Participation

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

Name

Organization/Business Name _____

Mailing Address

Town _____ State _____ Zip _____

Phone Email

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

Artisan/Vendor: (Describe, in detail, what craft/product/food you will be bringing, how made, where made etc.)

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

- Read the Kennebunk Artisans Marketplace Rules & Regulations document and parking map?
- Completed and signed the application and included payment and schedule?
- Retained a copy of your agreed to schedule and application?
- If full-time**, make out one check to the Town of Kennebunk for \$100.00 (\$200.00 for 2 spaces) and one check to the Kennebunk Artisans Marketplace for \$100.00 (\$200.00 for 2 spaces).
- If part-time** make out one check to Kennebunk Artisans Marketplace for \$100.00?
- If daily**, make out one check to Kennebunk Artisans Marketplace for \$30?
- Include pictures of your work/product (unless returning vendor with same product as last year; if returning vendor has a new product, you **must supply a picture** of that product.)?
- Will you accept outside tent space? Yes No

To be considered as a full-time vendor, you must request at least 14 of the 20 scheduled weeks; and as a part-time vendor, you must request at least 4-10 of the 20 scheduled weeks. Please indicate by checking off “yes” or “no” in the appropriate box.

Saturday	Yes	No
<i>May 23 Raffle</i>		
May 30		
June 6		
June 13		
<i>June 20 Raffle</i>		
June 27		
July 4		
July 11		
<i>July 18</i>		
<i>July 25 Raffle</i>		
August 1		
August 8		
<i>August 15 Raffle</i>		
August 22		
August 29		
<i>September 5 Raffle</i>		
September 12		
September 19		
September 26		
<i>October 3 Raffle</i>		

Please note: Raffle items are put together with donated items from market vendors who choose to participate. There is no requirement to donate an item.

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.

Signature: _____ Date _____

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

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