



# 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 25 through October 5 of 2019. A complete list of approved vendors and their products can be found on the Town of Kennebunk's website [www.kennebunkmaine.us/ArtisansMarketplace](http://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

**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

- 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.
- If a full time vendor is unable to attend a market the Marketplace Manager must be notified before the day of absence.
- 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.
- If a full time vendor withdraws for a season but wishes to return, their application may be kept on file. The Steering Committee will vote on re-entry at the time the vendor wishes to rejoin the market.
- 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.
- Absolutely **NO** parking in the designated Trolley Stop area during their season/hours.
- If a vendor withdraws from the market before the end of the season, there is no refund.
- 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

## Finances

- It is the vendor's responsibility to get all payments to the market on time.

### **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 **corresponding** market season.

### **Fill-in vendor rate- \$50.00 per season**

- A \$50 check must be made payable to the *Kennebunk Artisans Marketplace*.
- All applicable fees must be paid by incoming vendors before setting up.

### **Day vendor rate- \$15.00 per day**

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

## 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, and deal 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 market 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

- Any social media accounts and postings will be administered and approved by Town staff.
- 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 1/30/2019**

## Contacts

General Market E-mail address  
[market@kennebunkmaine.us](mailto:market@kennebunkmaine.us)

2019 Steering Committee  
Nancy Poli  
Darlene Burns  
Chauncey Copeland  
Peter Raymond  
Kathy Eaton

Co-Marketplace Managers  
Nancy Poli  
Peter Raymond

Town Events Coordinator  
Linda Johnson  
[ljohnson@kennebunkmaine.us](mailto: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 FY2019 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 give us an idea of 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?

As you know, you are expected to attend all Community Market Saturdays.

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

If you know, please circle the days you CAN join us.

<b>Saturday</b>
May 25
June 1
June 8
Launch*
June 22
June 29
July 6
July 13
July 20
July 27
August 3
August 10
August 17
August 24
August 31
September 7
September 14
September 21
September 28
October 5
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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Linda Johnson  
Kennebunk Parks & Recreation Department  
1 Summer Street  
Kennebunk, ME 04043