

**SCARBOROUGH FARMERS' MARKET RULES
(2016)**

I. ELIGIBILITY:

- A. All Maine farmers, gardeners, growers, artisans, bakers and others who produce what they offer for sale are eligible for participation in the market.
- B. No one will be accepted into the market without a completed application and a signed release. The application process includes the requisite \$400,000 proof of insurance required by the Town of Scarborough. The deadline for application to the market is May 1. Applications from vendors received after the deadline will be placed on waiting list, and shall be considered on the basis of value to the market.
- C. The market will have a maximum capacity of 25 stalls for vendors. If the market reaches capacity, a waiting list will be started. Vendor selections will be based on what best meets the needs of the market and its customers.
- D. All vendors will be asked to commit to attending the market each week, excessive absentness may result in displacement in future markets
- E. A completed membership application form constitutes agreement to obey all rules set forth as the Scarborough Farmers' Market Rules.

II. LOCATION AND TIMES:

- A. The Scarborough Farmers' Market will be located in Town Hall Parking. The market will be held every Sunday, beginning the first weekend of June through the Last weekend of October. The Farmers' Market will be open to the public from 9:00am-1:00pm.
- B. The Market will be held each week rain or shine.

III. SETTING UP AT MARKET:

- A. The location of the vendor spaces will be determined on a first-come, first-serve basis, at each Farmers' Market during the season. Vendor set-up shall be complete by the time the market starts at 9:00am and may begin at 8:00am on the day of the market.
- B. All vendors have signs that display their name and location in a prominent manner each day they are at market. All displays should be neat and tasteful.
- D. Vendors will maintain a clear, safe walkway for customers to move from one vendor to another without obstruction.
- E. Only one vehicle per vendor is allowed in the parking spots immediately adjacent to the market area.
- G. No overnight parking is allowed by market vendors in the locations used for set up. Any disabled vehicle must be removed from the immediate set up area by the end of the market day.
- H. A State Scale Inspector may visit the market during the season to check the accuracy of your scales.
- I. Individual farmers are responsible for obtaining approval to accept WIC and food stamps, if they so choose.
- J. Bathroom facilities are available during business hours at Scarborough Town Hall and during non-business hours at Memorial Park and at the High School field house.
- L. Display tents are not required and are the complete responsibility of the vendors.

IV. HANDICRAFTS

- A. Items that are made from a majority of materials that are not grown, gathered, or caught by a vendor will be considered handicrafts or nonfarm items. The sale of handicrafts and nonfarm items will be determined on a case-by-case basis, but in no instance shall the number of vendors selling primarily this kind of item exceed 25% of the total number of vendors at the Scarborough Farmers' Market. Vendors selling this type of product are responsible for procuring any necessary permits from the Town of Scarborough.
- B. Handicrafts and like nonfarm items may be sold by vendors considered as farm vendors, provided that 75% portion of the vendors' display is farm products or similar products of their own growing, gathering, or catching.

V. PROCESSED FOODS:

A. All producers of home processed items such as maple syrup, honey, jams, jellies, relishes, baked goods, and home canned goods are required by Maine law to obtain the proper licenses from the Town of Scarborough and the Maine Department of Agriculture. A copy of all applicable state licenses and insurance must be turned in with the other Farmers' Market paperwork and also displayed at the vendor's stand at all times, and photocopies shall be given for reference, if requested.

VI. 25% BUY-IN RULE:

A. In order to assure the freshest and highest quality produce at the Scarborough Farmers' Market, and to assure customers they are dealing directly with the farmer and not with peddlers, market vendors must produce at least 75% of items they sell. Vendors may only purchase another Maine farmers' produce for resale at market in order to avoid running out of an item or to meet peak demands.

VII. NON-PROFITS ORGANIZATIONS:

A. Community, Agricultural, and Food focused non-profit organizations such as the Scarborough Land Conservation Trust, the Eastern Trail Alliance, and Friends of the Scarborough Marsh will be allowed to have an informational table at the Scarborough Farmers' Market. Other Land and Food related non-profit organizations' inclusion will be at the discretion of the Market Manager. Non-Profits table location will be at the discretion of the Market Manager in order to provide the best arrangement for the market. Non-Profits are encouraged to make donations to the Farmer's Market.

VIII. PRODUCT PRICING & REPRESENTATION:

A. Predatory pricing or pricing products far below the cost to produce them will not be allowed. Competition is good for everyone, but throat cutting can destroy the entire market. Please take the time to know your production costs and set your prices at a fair market value.

B. Any attempt to mislabel items for sale will be considered an attempt to defraud the public, and may result in being barred from the market. Nonsatisfactory items returned by consumers must be refunded or exchanged by the vendor.

IX. PERSONAL CONDUCT & PRESENTATION:

A. Vendors should present themselves in an appropriate manner, dress and state of cleanliness. Shirts must be worn.

B. Vendors should behave in a cooperative manner towards other vendors, especially when a customer has a complaint or is asking to return a non-satisfactory item.

C. The stand may be staffed with an immediate family member or employee. Ghost members (growers who themselves do not attend, but join the market for the sole purpose of supplying another market vendor) are not allowed. Items offered for sale must be fresh and of high quality.

C. No hawking or calling out to attract buyers is permitted.

D. Consumption of alcoholic beverages by vendors at the market is prohibited.

X. PICKING UP:

A. General cleanliness of the market is everyone's responsibility. It assures customers a pleasant place to shop, and keeps us on good terms with the Town. This includes picking up your own area while selling and making certain the entire market (especially your immediate area) is clean before you leave.

XI. VIOLATION OF THE RULES:

A. Upon determination that market rules have been violated, the offender will be given a verbal warning. Any further violations may result in the offender being asked to leave the market season altogether.

XII. SPECIAL CIRCUMSTANCES:

A. These rules may be temporarily modified to address unanticipated circumstances not herein covered. Any modifications will be communicated to all vendors in a timely manner and shall state the reason and the specific duration of the modification.