

the *Gateway*



CRAFTERS' MARKET

2022 Rules & Regulations

PLEASE KEEP THESE PAGES FOR YOUR RECORDS.

Mission Statement: The *gateway* Summer Crafters' Market shall exist for the purpose of providing a direct marketing outlet for craft artisans with an emphasis on consumers having an authentic experience meeting the producers face to face.

1. ELIGIBILITY: These are the 3 vendor categories:

- A. **Juried Vendor:** a vendor who sells items that do not qualify as prepared food and that are hand crafted by the vendor in his/her home or shop.
- B. **Resale Vendor:** a vendor who sells products that are not made by them but are of good quality and not novelty items, Noisemakers, clackers, firecrackers, cap-shooters, knives, swords or guns of ANY kind, lighters, ANYTHING that shocks. **This is a no tolerance policy** - if a staff member sees any of these types of items, you will leave the market immediately with no refund.
- C. **Prepared Food Vendor:** a vendor who sells ready to eat food or drink prepared by the vendor in a home or licensed community kitchen. Food vendors are encouraged to source ingredients from local farms and businesses.

No one will be accepted into the market without a completed application. Approval of all new vendors into the market is by the York Region Chamber of Commerce. Space is limited and available on a first come, first served basis. Preference for approval of applications is based vendor type, availability of space, product mix other consideration that the market manager reasonably believes necessary to maintain a successful Artisans market. The market manager reserves the right to limit the number of same type vendors for all market dates. Vendor type priority will first be given to juried crafters then resale vendors then prepared food vendors.

Booths cannot be shared by businesses. The business that signs up and pays must own all products at their booth.

2. LOCATIONS AND TIMES: The location of the *gateway* Summer Crafters' Market is in the back & upper lots behind the York Region Chamber of Commerce Visitor Center building on 1 Stonewall Lane, Route One, York, Maine. The market will be officially open on Sunday mornings from 10:00am to 4:00pm on July 10, 2022, and August 14, 2022. **Vendors may not arrive late or leave early for any reason; if you sell out of your product, you are still required to stay until 4:00pm.** Please make sure to bring enough product to last the whole day.

3. ATTENDANCE POLICY: We cannot offer refunds. If you commit and pay for a date, you are expected to be present. The dates that you sign up to attend are advertised and customers expect you to be there.

This is a **rain or shine event**; customers know that, and they do expect the market to take place, regardless of the weather forecast. On days when the weather is truly threatening and you are worried about your products, attending the market is at your own discretion. We are not liable for any loss of product.

4. PAYMENT: The payment amounts & options are provided on the application.

5. INSURANCE & LICENSE REQUIREMENTS: Our insurer requires the Chamber of Commerce to have certificates of insurance naming the York Region Chamber of Commerce as additionally insured for Prepared Food Vendors. All Prepared Food Vendors must provide copies of all licenses required by the State of Maine.

6. PARKING: ALL extra parking for vendors is in the lower parking lot.

7. **SETTING UP AT MARKET:** General: All displays should be neat and tasteful. **Vendors are required to provide their own tent, tables, signs, and chairs; space is approximately 10' x 10'. Vendors must have weights or stakes in case of wind.** Set-up can begin on Sunday morning at 8:00 am. If you set up before that time and there is any kind of issue, the market manager has the right to instruct you to move and/or rearrange your materials when she arrives. Each vendor will have to stay within their marked space. **All vendors must be completely set-up 15 minutes (9:45) before the market start at which time the gate will close.** The bell will ring signaling the beginning of the market.

No selling to customers before the bell! Vendors may sell to each other from 9:40 – 9:55am.

No exchange of product can occur with customers before the bell rings at 10:00am. This is in fairness to everyone.

Customer Walkways: Maintenance by vendors of a clear walkway for customers to move from one vendor to another without obstruction is important and will be enforced by the market manager.

8. **PICKING UP:** General cleanliness of the market area is everyone's responsibility. It assures customers a pleasant place to shop and helps us maintain the space. This includes picking up your own area while selling and making certain the area is clean before you leave.

9. **HAWKING:** No hawking or calling out to attract buyers to your goods is permitted.

11. **No soliciting or surveying** by any political, religious, or other special cause groups or individuals is permitted at the market.

12. **The Chamber of Commerce is a smoke-free & pet-free campus.** Pets are not allowed for everyone's safety & comfort. ADA Licensed Service Dogs will be permitted, however Emotional Support Animals of any type that are not ADA Licensed are prohibited.

13. **Reminder:** On November 3, 2015, the Town of York voted in favor of adopting the Single-Use Plastic Carry-Out Bag Ordinance that prohibits single-use carry out plastic bags provided by retailers at checkout throughout York.

14. **Refunds:** We do not offer vendor space refunds.

SELLING PREPARED FOOD AT THE MARKET

To ensure that you are following all laws, requirements, and restrictions about selling your product at the market, we strongly recommend contacting the Maine Department of Agriculture directly. You must have the proper licenses and permits to sell at our market, and it is your responsibility to make sure that you are in compliance (it is not the responsibility of the market manager).