



Post Office Box 832, Kittery, Maine 03904 Phone -603-300-7360 E-Mail  
kitterycommunitymarket@gmail.com

## **Rules and Regulations 2015**

**Thank you for participating in the Kittery Community Market.**

**To insure success, please comply with the following market rules and regulations:**

**Location and Time:** The Kittery Community Market (KCM) is located in Kittery Center Village at Post Office Square, 10 Shapleigh Road, Kittery, Maine 03904. The Market is open every Sunday starting June 7<sup>th</sup> until October 4<sup>th</sup> from 10:00-2:00 pm.

**Ethics and Business Conduct:** All vendors must practice the highest standards of business ethics and conduct. Vendors are expected to convey a positive and friendly attitude with all customers and other vendors.

**Vendor Market Space Set Up:** Vendors will be assigned a vendor market space, approximately 10' x 10' by the Market Manager. Vendors are required to provide their own tables, signs, and chairs. Vendors must strive to maintain a clean and attractive display. No sales are allowed until the signal start of the Market. Once the Market has started vendors will not be permitted to enter. Vendors must stay until the Market closes each day.

**Signs:** All vendors must provide a sign that displays their farm/business name and location. All vendors must have a sign displaying prices of items offered for sale.

**Attendance: Please notify the Market Manager in writing one week in advance if you will not be able to attend. This will allow us to try and fill the vendor market space.** If there is an emergency please call Dot at 603-300-7360. No more than three missed weeks without early notification, will be allowed.

**Non-Profit/ Community Vendors:** Each week, one non-profit/ community organization may use a vendor market space for fundraising or information based on space availability. Use is by prearrangement and at the discretion of the Market Manager. The Non-Profit Vendor must file an application. The Vendor fee will be waived.

**Produce:** All produce, fruit, and flowers must be grown or wild gathered by the vendor. **Buying product for resale at the market is prohibited unless preapproved by the market manager.** All harvest, post harvest, transportation, and display handling must comply with State of Maine guidelines for food safety. Any pesticide application must comply with label directions for application rate, target crop and pest, and post application harvest periods to maintain the highest quality and safety of our customers.



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**Plants and Nursery Stock:** All plant material must be grown by the vendor. Buying finished or pre-finished products for resale at the market is prohibited. All Vendors selling plant material must have Maine Nursery license at the site and on file with the Market Manager. Plant material must be of the highest quality. Products with insects or diseases are prohibited for sale and will be cause for expulsion from the Market. No genetically produced product will be allowed.

**Animal Products:** All meat, seafood, dairy products, and eggs must be raised or caught by the vendor. Buying products for resale at the market is prohibited. All dairy products must have been processed by the vendor in a dairy compliant facility. All meat, seafood, dairy, and eggs must be packaged, labeled, transported, and displayed on accordance to Maine Agriculture food and safety guildlines and stored with proper thermometer to track temp.

**Processed Foods:** All baked or processed goods must have been made from scratch by the vendor. No commercial frozen, canned, or premixed ingredients are allowed. All processing facilities or home kitchens must have a Maine State Kitchen License and Mobile Vendor Licences on site and on file with the Market Manager.

**Wool, Fiber, and Wood Products:** All wool and fiber raw materials must be raised and produced by the vendor or purchased from a local farm. All wool, fiber, and wood products should be labeled with the source of the product.

**Crafts and Homemade Items:** All crafts must be hand crafted by the vender in her/his own home or shop. Items must show originality and uniqueness. Natural materials should be used whenever possible. Workmanship, attention to detail and final presentation of the product must be of the highest standard. Products made from kits will not be considered.

**Compliance:** Any vendor can be expelled from the Market for non-compliance of market rules. No refunds will be given. Their expulsion can be challenged in accordance to Kittery Community Market Organization and By-Laws.

Maine has no restrictions on the types of food that may be sold at farmers markets, however, there are requirements related to the source of the food. Food sold at farmers markets must come from "approved" sources meaning sources licensed to provide such food, including food manufactures, processors and retailers. Exempt from license requiremnets is anyone selling only whole, unprocessed, fresh fruits and vegetables. Fruit or vegetables that are processed or products made from processed fruits or vegetables must be produced by a licensed entity. Processing includes peeling, slicing, husking, etc.



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**Insurance and License Requirements:** Vendors must meet all the State of Maine Department of Agriculture licensing requirement listed on the “Farm Stands and Farmers Markets Mobile Vendor Guidelines.” (See below.) Each Vendor is liable for the safety of his or her own products and must maintain adequate liability insurance. Vendors must have an application and copies of all appropriate licenses at their Vendor space and on file with the Market Manager. A State Scale and Product Inspector may inspect your scale and check for safe food handling compliance and license at any time.

### H. State of Maine License Requirements at Farm Stands and Farmers’ Markets

(Source: “Farm Stands & Farmers Markets Mobile Vendor Guidelines” , Maine Department of Agriculture, Food and Rural Resources, Division of Quality Assurance Regulations at [www.getrealmaine.com](http://www.getrealmaine.com) )

1. Sales of fresh, raw, unprocessed fruits and vegetables only -
  - Exempt from licensing requirements.
2. Sales of fruits and vegetables that have been peeled, sliced, husked, canned, baked, dehydrated, refrigerated, frozen, ground, cured, smoked, shelled, or otherwise prepared and packaged for human consumption at farm stands and farmer’s markets -
  - Mobile Vendor License
3. Sales of ME or USDA inspected meat and poultry products at farm stands and farmer’s markets -
  - Retail Meat Sales License
  - Mobile Vendor License
4. Sales of poultry products at farm stands and farmer’s markets raised, processed and packaged with a Grower/Producer Exemption in a commercial food processing facility -
  - Commercial Food Processor License
  - Retail Meat Sales License
  - Mobile Vendor License
5. Sales of poultry products at farm stands and farmer’s markets raised, processed and packaged with 1,000 birds or less Exemption in a commercial food processing facility -
  - Commercial Food Processor License
  - Retail Meat Sales License
  - Mobile Vendor License
6. Sales of butter at farm stands and farmer’s markets manufactured in a commercial food processing facility, and sold by the commercial processor -
  - Commercial Food Processor License
  - Mobile Vendor License

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3 of 5



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7. Re-sales of butter at farm stands and farmer's markets -
  - Mobile Vendor License
8. Sales of dairy products (except for butter) at farm stands and farmer's markets -
  - Mobile Vendor License
  - Milk Distributor License from the Division of Animal Health & Industry (287-7610)
9. Sales of potentially hazardous food at farm stands and farmer's markets manufactured in a commercial food processing facility, and sold by the commercial processor -
  - Commercial Food Processor License
  - Mobile Vendor License
10. Re-sales of potentially hazardous food at farm stands and farmer's markets -
  - Mobile Vendor License
11. Sales of non-potentially hazardous food at farm stands and farmer's markets manufactured in a home food processing facility, and sold by the home food processor -
  - Home Food License
  - Mobile Vendor License
12. Re-sales of non-potentially hazardous food at farm stands and farmer's markets -
  - Mobile Vendor License
13. Sales of baked goods at farm stands and farmer's markets manufactured in a commercial bakery, and sold by the commercial baker
  - Commercial/Wholesale Bakery License
  - Mobile Vendor License
14. Re-sales of baked goods at farm stands and farmer's markets -
  - Mobile Vendor License
15. Sales of baked goods at farm stands and farmer's markets manufactured in a home food processing facility, and sold by the home food processor -
  - Home Food License
  - Mobile Vendor License
16. Sales of cider/juice at farm stands and farmer's markets manufactured in a cider/juice processing facility, and sold by the cider/juice processor -
  - Cider/Juice Beverage Plant License
  - Mobile Vendor License
17. Re-sales of cider/juice at farm stands and farmer's markets -
  - Mobile Vendor License
18. Sales of maple syrup at farm stands and farmer's markets manufactured in a maple syrup processing facility, and sold by the maple syrup producer -



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### **Rules and Regulations 2015**

- Maple Syrup Producer License
  - Mobile Vendor License
19. Re-sales of maple syrup at farm stands and farmer's markets -
- Mobile Vendor License

**THANK YOU FOR YOUR PARTICIPATION AND WE WISH YOU SUCCESS!**