

# William Fogg Library Community Market

## Rules and Regulations - 2021

Thank you for participating and becoming a part of the William Fogg Library Community Market. To ensure a successful season please read and comply with the following market rules and regulations:

**Location and Time:** The William Fogg Library located at 116 Old Rd, Eliot, ME 03903. The Market is open every other Sunday starting June 13<sup>th</sup> until October 3<sup>rd</sup>, 2021. The hours are 10:00am to 1:00pm.

**Ethics and Business Conduct:** All vendors must practice the highest standards of business ethics and conducts. All Vendors are expected to display a friendly and upbeat environment and treat all customers equal and with kindness.

**Vendor Market Space Set-Up:** Vendors will be assigned a market space; approximately 10' x 10' by the Market Manager. Vendors are required to provide their own tents, booths, carts, tables, signs and chairs. Trash receptacles will be provided by the library but each vendor will be responsible for cleaning up their market space after the market has closed and leaving it as they found it prior to the market starting. Failure to clean up a market space can result in revocation of your application with no refunds allowed.

**Weather:** The William Fogg Library Community Market will be open rain or shine. However, any extreme weather forecasts (severe winds and/or lightning) may be cause for cancelling the market or closing it down early to ensure the safety of the public. A call list will be established to notify vendor Members in the event of a cancellation.

**Signs:** All vendors are encouraged to provide a sign or documentation with their farm or business name and location. All Vendors must have pricing shown for all items offered for sale.

**COVID-19:** All Vendors must comply with both the William Fogg Community Market and the State of Maine regulations for COVID-19. These regulations are revised continually and therefore, may change during the market season. Spacing between vendors meeting COVID-19 protocol will be established. Mask wearing will be required unless withdrawn by State mandate.

**Smoking:** The William Fogg Library does not permit smoking within certain areas of the property or inside the library buildings. Smoking will not be permitted in the vendor selling areas. Designated areas will be provided.

**Facilities:** The William Fogg Library will allow access to their public restroom within the main library during the hours of the market (10:00am to 1:00pm). No other library access is offered or allowed.

**Insurance and License Requirements:** All Vendors (if applicable) must meet all the State of Maine Department of Agriculture licensing requirements listed on the "Farms Stands and Farmers Market Mobile Vendor Guidelines". (See Farm Stands & Farmers Markets Mobile Vendor Guidelines below.)

**New Vendors:** To become a part of the William Fogg Community Market please complete our application which is offered at the library at the front desk. Alternately, the application can be emailed by reaching out to [FWFL1907@gmail.com](mailto:FWFL1907@gmail.com) or visiting the library website at [www.williamfogglibrary.org](http://www.williamfogglibrary.org). Your application will be reviewed and a \$25.00 application fee will be applied at that time. Upon approval the Market Manager will contact you with the next steps to becoming a part of our community market. Payment should not be sent until you have been approved and the market manager has approved your dates.

(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 farmers' markets -
  - Mobile Vendor License
3. Sales of ME or USDA inspected meat and poultry products at farm stands and farmers' markets -  
**- Only Frozen Meats & labeled are allowed and maintained at proper temperature during the market.**
  - Retail Meat Sales License
  - Mobile Vendor License
4. Sales of poultry products at farm stands and farmers' markets raised, processed, and packaged with a Grower/Producer Exemption in a commercial food processing facility -  
**- Only Frozen Meats & labeled are allowed and maintained at proper temperature during the market.**
  - Commercial Food Processor License
  - Retail Meat Sales License
  - Mobile Vendor License
5. Sales of butter at farm stands and farmers' markets manufactured in a commercial food processing facility, and sold by the commercial processor -
  - Commercial Food Processor License
  - Mobile Vendor License
6. Re-sales of butter at farm stands and farmers' markets -
  - Mobile Vendor License
7. Sales of dairy products (except for butter) at farm stands and farmers' markets -
  - Mobile Vendor License
  - Milk Distributor License from the Division of Animal Health & Industry (287-7610)
8. Sales of non-potentially hazardous food at farm stands and farmers' markets manufactured in a home food processing facility, and sold by the home food processor -
  - Home Food License
  - Mobile Vendor License
9. Re-sales of non-potentially hazardous food at farm stands and farmers' markets -
  - Mobile Vendor License
10. Sales of baked goods at farm stands and farmers' markets manufactured in a commercial bakery and sold by the commercial baker.
  - Commercial/Wholesale Bakery License
  - Mobile Vendor License
11. Re-sales of baked goods at farm stands and farmers' markets -
  - Mobile Vendor License
12. Sales of baked goods at farm stands and farmers' markets manufactured in a home food processing facility, and sold by the home food processor -
  - Home Food License
  - Mobile Vendor License
13. Sales of cider/juice at farm stands and farmers' markets manufactured in a cider/juice processing facility, and sold by the cider/juice processor -

- Cider/Juice Beverage Plant License

- Mobile Vendor License

14. Re-sales of cider/juice at farm stands and farmers' markets -

- Mobile Vendor License

15. Sales of maple syrup at farm stands and farmers' markets manufactured in a maple syrup processing facility, and sold by the maple syrup producer -

- Maple Syrup Producer License

- Mobile Vendor License

16. Re-sales of maple syrup at farm stands and farmers' markets -

- Mobile Vendor License

**William Fogg Library Community Market**  
**"Supporting our community with more than just books"**

116 Old Rd, Eliot, ME 03903

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