



BRUNSWICK-TOPSHAM  
LANDTRUST

## Farmers' Market

at Crystal Spring Farm

### BTLT FARMERS' MARKET APPLICATION

#### 2023 SEASON IMPORTANT DATES

Applications due	January 27
Notice of acceptance or non-acceptance	February 17
Vendor confirmation of participation	March 3
Insurance, licenses, and payment due	April 7
Required vendor meeting	April TBD
First day of Market	May 6
Last day of Market	October 28 or November 4 TBD

1. Please carefully read ALL updated policies and terms contained in all sections of the application and guidelines. If you have questions, please call the BTLT office at (207)729-7694 or email the Market Manager: [market@btl.org](mailto:market@btl.org)
2. If you **agree to the guidelines** and policies and fulfill all requirements, **mail, or email the application and the signed vendor agreement** to: Brunswick-Topsham Land Trust, 179 Neptune Drive, Suite 200 Brunswick, ME 04011. *Do not send payment with your application.* **Applications must be in our inbox or office by January 27, 2023.**
3. Vendor selection is made by BTLT's Agriculture Work Group, a group comprised of food producers/farmers, community volunteers with market experience, and BTLT staff and board members. Priority is given to returning vendors.
4. You will be notified by the Market Manager via email or phone of acceptance into the Market by **February 17, 2023.**
5. If accepted, you must notify the Market Manager to **confirm your participation in the Market by March 3, 2023.**
6. If accepted into the Market, copies of all relevant licenses, insurance certificates, and **payment in full (\$725 single, \$1,450 double and alternating is pro-rated) are due on or before April 7, 2023.** If we do not have payment by this date, your spot at the Market may be offered to a vendor on the waiting list.
7. A meeting for all vendors will be in April, the exact date is TBD, at the Topsham Public Library or on Zoom as appropriate. *You are required to attend this meeting for important Market updates and to share any questions or concerns.*
8. All applications accepted are valid for the 2023 Market season only. All vendors are considered tenants at will. Re-application and acceptance are required for each season.

**2023 APPLICATION**

Name of primary contact person(s)

\_\_\_\_\_

Vendor/Business Name (legal name, LLC, Inc., etc.)

\_\_\_\_\_

Mailing Address \_\_\_\_\_

Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email(s) \_\_\_\_\_

Primary Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Website link: \_\_\_\_\_

Facebook/ Instagram: \_\_\_\_\_

Application Type: Single Booth \_\_\_\_\_ Double Booth \_\_\_\_\_ Alternating Vendor \_\_\_\_\_

If applying for alternating vendor booth, requested frequency \_\_\_\_\_

Name(s) of staff at Market booth: \_\_\_\_\_

Primary Products:  
(Please be specific)

\_\_\_\_\_

\_\_\_\_\_

Secondary Products:  
(Please be specific)

\_\_\_\_\_

\_\_\_\_\_

Products produced, grown, or purchased from other producers:  
(This may be no more than 25% of total offering)

\_\_\_\_\_

Please list where your products are currently sold (including other Farmers' Markets):

\_\_\_\_\_

Do you sell unpasteurized products? \_\_\_\_\_ \*If so, The Brunswick Topsham Land Trust must be shown as Additional Insured on your insurance certificate.

Please list any dates you will *not* be present at the Market: \_\_\_\_\_

Do you accept credit cards? \_\_\_\_\_ WIC? \_\_\_\_\_

This **application is due January 27, 2023**. Upon acceptance, **payment in full is due on April 7, 2023**. Booth fees are **\$725 for a single, \$1,450 for a double and alternating is pro-rated**. Please make check payable to Brunswick-Topsham Land Trust and send to Brunswick-Topsham Land Trust 179 Neptune Ave, Suite 200 Brunswick, Maine 04011. *Please do not send payment with this application*. By signing I attest that I have completed this application to the best of my knowledge.

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Please be sure to review all policies and guidelines outlined in the following pages and sign the vendor agreement on the last page.**



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### 2023 MARKET POLICIES & GUIDELINES

The Brunswick-Topsham Land Trust Saturday Farmers' Market at Crystal Spring Farm brings together a diverse range of local farmers, producers, and craftspeople in order to offer locally produced food and goods to the Brunswick and mid-coast community. Our goal is to support and develop the local natural resource-based economy as a way to keep farmland, forests, and fisheries open, working, and productive. We established the Market to strengthen the economy in our community; support a more locally focused food system in Maine; provide a valuable opportunity for vendors to sell their products with low overhead costs; and as a gathering place to enrich the lives of people in our region through community building, education, and fun.

#### Participation

It is a goal of the Market to focus on farm products grown and made by small-scale local producers. Preference will be given to local producers for whom farmers' markets are their primary retail venue.

The Land Trust strives to create a market that offers a diversity of products, including fresh produce; meats; seafood; dairy products; value-added items (baked goods, preserved foods, fiber, etc.) and related services.

Acceptance or renewal in the Market is based on the relative abundance of a particular product or product type and the judgment of BTLT's Agricultural Work Group as to what is most supportive of our local food economy. Preference will be given to returning vendor applicants.

#### Products

Requirements for all products for sale at the Market include:

**Products must be local.** Items for sale at the Market must be grown, harvested, or produced within Maine; or purchased from a producer/distributor that is local or regional (northern New England or maritime Canada). Value added producers should prioritize using Maine-grown raw ingredients.

**Goods must be produced by the vendor.** At least **75%** of a vendor's products must be grown, caught, wild-harvested, or made by the vendor, their family members, or employees. Up to **25%** of the products offered may be purchased from or sold on behalf of other Maine or regional producers. These products need to bring new diversity of goods to the Market and not create undue competition with another vendor's primary offerings. **Products that are not grown or produced in Maine, made by the vendor, or utilizing Maine-grown ingredients must be clearly portrayed as such.** Questions that arise around product sourcing (whether for value add or as part of the 25% sold on behalf of another producer) will be resolved by BTLT's Agricultural Work Group. Production, labeling, display and sale of all products is the individual vendor's responsibility and must comply with all local, state, and federal regulations.

## Vendor Fees

Vendor fees help to cover the annual cost of operating the Market. Major costs include: the Market Manager and parking attendants' salaries; SNAP and Maine Harvest Bucks administration; market licenses and liability insurance; grounds maintenance (mowing, road grading); administrative costs (bookkeeping, processing applications, scheduling musicians, etc.); safety needs; site materials (ropes, posts, signage, porta-potties); and site improvements.

The Land Trust contributes a portion of staff administrative costs in keeping with our support of local agriculture and the development of the local economy and community. The Land Trust does not profit financially from the Farmers' Market, and we continually explore ways to keep costs as low as possible.

## Booth size, Allocation and Parking

Standard booth size is 11' x 30' **vendor booth and vehicle must fit within this space**. You **MUST** make a note in your application if you anticipate this being a problem.

Double booths are 22' x 30' (double the frontage on the market green). Applying for a double booth does not guarantee that you will be allocated one. Double booth allocations are kept to a minimum in order to prioritize a diversity of food offerings and food businesses. Vegetable producers are prioritized due to the large variety of products they offer.

## Vendor Responsibilities, Market Hours, and General Market Policies

1. Market hours are **8:30 – 12:30**. The parking lot will be closed to customers until 8:30 to facilitate setup and ensure the safety of vendors, staff, and customers. **No selling is permitted before or after these hours.**
2. Vendors and their employees are to **arrive no later than 8:15 am. Access through the center of the market green is limited and will be closed at 8:00**. Late arrival and setup cause unnecessary disruption and jeopardize the safety of customers and vendors in the parking lot and market area. Late arrival may result in being denied entry. **If you must be late for a market, please make advance arrangements with the Market Manager.** Continual violation of this policy may result in forfeiture of your vendor space.
3. Vendors are expected to be **present every week and absences must be communicated in advance to the Market Manager** in order to facilitate the efficient functioning of the Market and to meet customer expectations. Exceptions may be made in the following cases: products are primarily seasonal (prior arrangements must be made with the Market Manager to utilize one of the alternating booth spaces); an emergency prevents the vendor from attending (notification appreciated); and planned absences are coordinated in advance with the Market Manager. *Three absences that fall outside of the excused or agreed-to absences will likely result in non-renewal.*
4. Vendors are expected to bring their own tables, chairs, pop-up canopy tents, weights, stakes, and other materials necessary for their stall.
5. All qualifying vendors must participate in the **SNAP, Maine Harvest Bucks, Bumper Crop, and POP Club** programs offered at the Market. Vendors *and* booth staff must be familiar with the policies and procedures of these programs. Information about these programs will be provided by the Market Manager, but it is the responsibility of the vendor to ensure that booth staff are familiar with each program. Reimbursements for these vouchers will be made via direct deposit. Upon acceptance, vendors will be required to complete a direct deposit form.
6. Vendor booths must have **signage** indicating the farm/business name and location.

7. Every vendor is responsible for maintaining their vendor area. You are required to provide trash receptacles if you offer samples or ready-to-eat items, and you must **carry out all trash that your booth and customers generate.**
8. Dogs are *not* permitted on the Market Green. Vendors may bring their dogs though it is not encouraged. **Vendor's dogs must be kept behind the booth at all times.**
9. Substitution of vendor booths at the Market when you are not present is not allowed. Producers who are interested in part time participation in the Market are invited to apply as an “alternating vendor.” See policy 10.
10. There are 1-2 “alternating” booths at the Market to accommodate seasonal, or part-time vendors. The alternating booth(s) provide a way for part-time or seasonal vendors to share a booth, introduces potential new vendors and products to the Market, and is a way of supporting new food producers. The schedule for the booth(s) is determined based on who applies for these spots and the products they offer, and how frequently they would ideally like to attend. Acceptance as an alternating vendor does not qualify you for a regular booth as soon as one becomes available. See “Participation” section for more information.
11. All vendors and booth staff participating in the Market are expected to adhere to the policies and guidelines outlined in this application. Although vendors sell as individuals, the Market is a cohesive unit, and its success depends on the cooperation and joint effort of the vendors, Market Manager, and Land Trust. The Land Trust strives to make the Market a positive, beneficial experience for all participants, and we expect vendors to support this goal.

## 2023 VENDOR AGREEMENT

I understand that the Brunswick-Topsham Land Trust (Land Trust) requires at least \$500,000 in liability insurance that covers all employees and merchandise sold. I guarantee that such insurance is appropriate for my business/commercial/retail sale(s) at the Brunswick-Topsham Land Trust Farmers' Market. I agree to provide the Land Trust with a **Certificate of Insurance listing Brunswick-Topsham Land Trust as the Certificate Holder for the Market season from May through November 2023**. Failure to have a valid current certificate on file with the Land Trust will result in being denied access to the Market.

I recognize that it is my responsibility to be informed about all appropriate permits and licenses governing the regulation and/or sale of my products. **I agree to provide copies of valid permits and licenses**, demonstrating compliance with all local, state, and federal laws, to the Land Trust by **April 7, 2023, and updated permits and licenses as they are renewed**.

I understand that all vendors are considered tenants at will. Non-compliance with these policies and those outlined in The Guidelines is grounds for suspension and possible removal from the Market with no refund. All decisions by the Brunswick-Topsham Land Trust and/or its board/Market Manager are final. This application is valid for the 2023 Market season. Re-application is required for each year.

Upon acceptance of my application, **I agree to pay the full vendor fee on or before April 7, 2023**. I understand that failure to pay my fees may result in the loss of my space at the Market.

The Brunswick-Topsham Land Trust will periodically release information about the Market and vendors including, but not limited to, printed media such as newspapers or fliers, electronic media such as email or television, or social media including Facebook and Instagram. Disclosed information will be limited to business contact and merchant products only. This information will not be sold or distributed for any other purpose. Participation in the Market means that you permit Brunswick-Topsham Land Trust to mention your representatives, farm, or business name, and share photos both in print and in electronic advertisements.

I certify that **I have read all the Farmers' Market Guidelines**. I understand that not following these policies may result in suspension or removal from the Market. By signing below, I agree to abide by these provisions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Vendor/Business Name: \_\_\_\_\_