

Houlton Community Market

Bylaws and Guidelines

Mission: The mission of the Houlton Community Market is to provide the general public with high quality products and provide market members a venue for marketing and selling their goods.

Governance: Board of Directors comprised of individuals with skills, knowledge, and commitment to the success of the market and the Houlton community. The Board of Directors will select a Chair, Vice Chair, Treasurer, Secretary and Market Master(s). The Board of Directors will be considered the Community Market Governing Body. The Governing Body will designate primary Market Master(s). Market Master(s) duties include, but are not limited to, ensuring only market members are allowed to set up, may allow or disallow walk-in vendors who are not members, ensure that vendors are set up in an attractive and safe layout and traffic control.

Membership:

1. Participation in the Houlton Community Market is limited to members with an annual fee of \$75. This annual fee includes a vendor spot for the two Chamber events listed in #7 below. Those wishing to act as one time sellers at the market will be charged a \$20 fee. Subletting member space to another vendor is not allowed.
2. All market related issues shall be decided by the Governing Body. Such issues may include adding or ejecting vendors, setting dues, expenditures, date and location of the market, time, date, and location of meetings.
3. Returning members in good standing will be reinstated upon receipt of application and payment of dues by May 12.
4. Membership applications must be submitted with applicable and valid State of Maine mobile vendor, home food processor, etc. license.
5. New membership may be accepted at any time within the calendar year with receipt of application, dues, and a vote to accept by Governing Body.
6. Vendor spaces will be pre-assigned as determined by Governing Board. Vendors who miss 3 consecutive markets without notifying Market Master will forfeit their assigned space.
7. Participation in the Community Market during specific Houlton Chamber events (Midnight Madness & Potato Feast) for non-members will be \$40 per event.

Acceptable Products:

1. Products for sale at the Houlton Community Market must be in compliance with Maine and Federal Laws. VENDORS ASSUME ALL RESPONSIBILITY.
2. Examples of acceptable products include but are not limited to: fresh Maine produce, baked goods, plants, handmade crafts, etc. All acceptable products must be grown or handmade by the vendor. Selling items from other sources is not allowed.
3. Value-added products must be labeled with the product name, the manufacturer's name & contact information. The Governing Body has the right to deny permission to sell a product inconsistent or detrimental to the market's mission.

General Market Guidelines:

1. Market season will run as determined by the Community Market Governing Body annually.
2. Membership dues must be paid annually in order to operate as a vendor. Payment must be received prior to setup for weekly vendors in order to operate as a vendor.
3. The Houlton Community Market will obtain "Premises and Operations" insurance annually to cover the market as a whole in the event of a non-vendor product related accident.
4. Each vendor must be neat, suitably dressed and deal with the public in a professional manner. They must display their products neatly and attractively with consideration to everyone involved.
5. Each vendor space will be no more than 10'x10'. Each vendor will be responsible for removal of any trash created during the market's operation. The site must be kept clean at all times from start to finish. TENTS OR UMBRELLAS MUST BE SECURED PROPERLY. The Department of Agriculture law currently requires that fresh produce be displayed at least six (6) inches off the ground.
6. Vendors will display their name and address in a prominent manner every time they are vending.
7. All walkways must be at a four foot minimum and vehicles must be parked in a safe and space efficient manner.
8. ALCOHOL and TOBACCO ARE STRICTLY PROHIBITED IN THE COMMUNITY MARKET AREA - this includes vendors and patrons.
9. There shall be no self-service vending allowed.
10. Prices of all items must be clearly displayed.
11. Prices are determined independently by each vendor based on their sense of market value.
12. Failure to adhere to by-laws and guidelines may result in expulsion from the market.

The Community Market Governing Body reserves the right to revise the by-laws & guidelines as well as the membership application at any time.

HOULTON COMMUNITY MARKET

Market Square, Houlton

Fruits & Vegetables- Arts & Crafts

2017 APPLICATION FOR MEMBERSHIP

Please read the Houlton Community Market By-Laws and Guidelines before signing the application.

Name: _____

Business Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

List products you would like to sell (subject to the approval of the market Governing Body) i.e. vegetables, fruits, value- added goods, plants, handmade crafts, etc...

2017 Community Market Season runs May 27th through October 7th

Community Market Days of Operation: Saturdays 9am- 1pm

Membership Fee: \$75/year

Fee includes: 1 10x10 vendor space at the market, marketing costs and "Premises and Operations" insurance for the Houlton Community Market. (Vendor parking off-site at municipal lots.)

I have read and agree to abide by the Houlton Community Market By-Laws and Guidelines. I realize that failure to abide by these By-laws and Guidelines may result in revocation of membership and attendance privileges. The Houlton Community Market does not assume responsibility for any and all vendors.

Signature: _____ Date: _____

Return completed application, a copy of applicable State of Maine licenses and fee to:

Houlton Chamber of Commerce
109 Main Street
Houlton Maine 04730