Houlton Community Market By-Laws

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

There will be a Board of Directors comprised of individuals with skills, knowledge and commitment to the success of the market as well as the greater Houlton community. The Board of Directors will select a Chair, Vice Chair, Treasurer, Secretary and Market Master. The Board of Directors will be considered the Community Market Governing Body. The Governing Body will designate a primary Market Master. Market Master duties include, but are not limited to, insuring that only Market Members are allowed to set up, may allow or disallow walk-in vendors who are not members, and ensure that vendors are set up in an attractive and safe lay out for customers

Non-participating vendors may not set up in Market Square outside the perameters of the market during the hours the market is open.

Membership

1. Participation in the Houlton Community Market is limited to members who pay an annual fee of $75. This annual fee includes a vendor spot for the Chamber sponsored event, Midnight Madness. Those wishing to act as one time vendors will pay a $20 market fee for regular market participation and $40 for Midnight Madness. Subletting vendor 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 the first market day.
4. Membership applications must be submitted with valid State of Maine Mobil Vendor, Home Food Processor or other license if applicable.
5. New membership may be accepted at any time in the calendar year with receipt of application, dues, and a vote to accept by the Governing Body. Decisions on acceptance into the market will be rendered on the 1st and 15th of each month. Until you are officially accepted you may participate in the market for a one time weekly cost of $20. (Rules for attendance are the same).
6. Vendor spaces will be pre-assigned as determined by the Market Master. Vendors who miss 3 consecutive market days without informing the Market Master will forfeit their assigned space and be given a new space if they choose to return.
7. One-time Market vendors are not eligible for use of SNAP, EBT or Maine Harvest Bucks. If a one-time vendor does accept SNAP, EBT or MHB he/she will not be reimbursed by the Market Treasurer.

Acceptable Product

1. Products for sale at the Houlton Community Market must be in compliance with Maine and Federal Laws. Vendor will assume responsibility for such compliance.
2. Examples of acceptable product include, but are not limited to: fresh Maine produce, baked goods, plants, handmade crafts, etc. All acceptable product must be grown or handmade by the vendor. Selling items from other sources is not allowed.
3. Value-added product must be labelled with the product name, the manufacturers name, and contact information. The Governing Body has the right to deny permission to sell a product inconsistent or detrimental to the markets mission.

General Market Guidelines;

1. Market season will start and end as determined by the Governing Body.
2. Membership dues must be paid annually in order to operate as a vendor. Payment must be made prior to set-up for weekly vendors in order to operate as a vendor.
3. The Houlton Community Market will carry "Premises and Operations" Insurance annually to cover the market as a whole in the event of a non-product related vendor accident. It is suggested that each vendor have an additional policy (homeowners) to cover any mishaps related to their product.
4. Each vendor must be neat, suitably dressed and deal with the public in a professional manner. They must display their product neatly and attractively at the discretion of the Market Master.
5. Each vendor space will be no more than 10'X10'. Each vendor will be responsible for any trash generated during the markets operation. The site must be kept clean at all times from start to finish. The Department of Agriculture requires that all produce be displayed at least six (6) inches off the ground.
6. Tents or umbrellas must be secured properly. (Please see Market Master for suggestions).
7. Vendor vehicles may not be parked in Market Square parking spaces during Market hours. Vendors must use the municipal lots located next to the Temple Cinema or behind the south side of Market Square buildings.
8. Alcohol and tobacco use are strictly prohibited in Market Square during Market hours. This includes members and patrons.
9. There shall be no self-service vending allowed.
10. Prices of all items must be clearly displayed.
11. Prices will be determined independently by each vendor based on their sense of market value.

*Failure to adhere to Houlton Community Guidelines may result in expulsion from the market. There will be no refund of dues paid upon expulsion. The Community Market Governing Body reserves the right to revise by-laws and guidelines as well as the membership application at any time.