



Maine Organic Farmers and Gardeners Association

Common Ground Country Fair

December 12, 2011

Dear Organic Farmer/Grower:

Enclosed is the application for the Farmers' Market at the 2012 Common Ground Country Fair. **The dates for this year's Fair are September 21, 22 and 23.** You may apply for one, two or all three days. New and returning organic farmers are welcome to apply.

All vendors in the Common Ground Country Fair Farmers' Market must be certified organic, or must sign an affidavit stating they are growing according to organic certification standards. **Please note that the Farmers' Market Affidavit will be allowable for one year only.** After one year, organic certification will be required for continued participation in the Farmers' Market.

The Fair has two farmers' markets, one at each main entrance: the Pine Gate and the Rose Gate. Note on your application your location preference(s). We will do our best to accommodate requests, within the constraints of available space.

Any item that you wish to sell at the Fair must be on your application, then reviewed and accepted prior to the Fair. Additions to your application must be received by the Fair office at least one month prior to the Fair. The Fair reserves the right to remove any product that is displayed without prior approval.

New this year: If you wish to sell value added food products at the Fair that are not certified organic, you must complete and submit a Food Ingredients Form, detailing each product and its ingredients, and receive approval for these items prior to the Fair. Furthermore, you must have receipts available at the fair for inspection and verification of all off-farm approved ingredients. This approval for a non-certified organic food product will be allowed for one year only.

The application timeline has been moved up considerably to provide farmers a better opportunity to plan accordingly. **Applications are due on Tuesday, January 17.** We will be able to get you an answer to your application in early February. We hope this is helpful.

We would also like to remind you that booths must be staffed from 8:45 am to 6:00 pm on Friday and Saturday and from 8:45 am to 5:00 pm on Sunday. If you do not have enough product for three (or two days) sign up for fewer days. Untended, closed booths detract from the appearance of the whole market.

Lastly, even for returning vendors, please read all of the enclosed guidelines prior to submitting your application. Your understanding of and cooperation with these is essential to a successful Fair experience.

Send your application and \$5.00 application fee to the MOFGA office by **January 17.** Even with the recent addition of the Pine Gate market, we anticipate receiving more applications for space than the Fair can accommodate. Timely applicants are given preference. Feel free to contact us with any questions or suggestions.

Thanks for your participation, enthusiasm and hard work!

Sincerely,

John & Mary Belding (Rose Gate)
Adrienne Lee (Pine Gate)
Farmers' Market Area Coordinators

294 Crosby Brook Road, P. O. Box 170, Unity, Maine 04988 ● **Phone:** (207) 568-4142
Fax: (207) 568-4141 ● **Email:** commonground@mofga.org ● **Web:** www.mofga.org



Common Ground Country Fair September 21, 22 & 23, 2012

Guidelines for Farmers' Market Vendors

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The Common Ground Country Fair has the right to close any exhibit or booth, or require the removal of any item from an exhibit or booth, that fails to comply with the guidelines set forth. Please familiarize yourself with these. Thank you.

MISSION STATEMENT OF THE MAINE ORGANIC FARMERS AND GARDENERS ASSOCIATION

MOFGA, formed in 1971, is the oldest and largest state organic organization in the country. The purpose of the Association is to help farmers and gardeners grow organic food, protect the environment, recycle natural resources, increase local food production, support rural communities, and illuminate for consumers the connection between healthful food and environmentally sound farming practices. MOFGA is a 501(c)(3) tax-exempt organization that welcomes financial contributions and volunteer participation.

Volunteer leadership, the dedication and idealism of our members, and a grass-roots approach to carrying out education and change underlie the success of our programs:

- * Organic certification
- * Farm apprenticeship
- * Technical assistance (phone, mail, on-site visits, publications)
- * Common Ground Country Fair
- * Farmer to Farmer Conference, farm and garden tours, other outreach events
- * Local Chapters
- * Public Policy (initiatives in food safety and environmentally sound agriculture)

GOAL AND OBJECTIVES OF THE COMMON GROUND COUNTRY FAIR

Goal: The Common Ground Country Fair (CGCF) serves to encourage the revival of agriculturally-based rural communities.

Objectives: The volunteers and staff of the CGCF work toward this goal by:

1. Prominently promoting MOFGA, its goals and objectives, and its role as sponsor of the Fair.
2. Designing and coordinating an educational, smoothly operating, attractive, and enjoyable fair that serves as a major fundraiser for MOFGA.
3. Promoting local, environmentally sound, and sustainable food production.
4. Promoting organically grown Maine produce and good nutrition.
5. Promoting a forum for alternative lifestyles.
6. Coordinating agricultural activities and demonstrations with like-minded groups.
7. Serving as a common ground for a wide variety of organizations and ethnic groups to explore shared values and possible areas for cooperation.
8. Contributing to maintaining and improving the quality of rural life, particularly by creating an awareness of the human and physical resources in Maine.
9. Actively encouraging fairgoer participation in CGCF activities.
10. Having fun during all CGCF activities, while encouraging learning about, enthusiasm for, and enjoyment of our environment.

MOFGA Food Policy

As of October 19, 2008

The food offered at all MOFGA events embraces MOFGA's mission "to help farmers and gardeners grow organic food, protect the environment, recycle natural resources, increase local food production, support rural communities and illuminate for consumers the connection between healthful food and environmentally sound farming practices."*

The food offered emphasizes seasonally available ingredients. Whenever possible, the ingredients are produced organically in Maine. Ingredients not subject to organic guidelines are produced or harvested sustainably. Ingredients produced or grown outside of Maine reflect MOFGA's commitment to support "sustainable, organic farming regardless of geographic boundaries. MOFGA is committed to building relationships, when appropriate, with farmers and movements who share our mission."**

** Statement of Purpose, MOFGA Bylaws.*

*** Policy adopted by the MOFGA Board at the June 2007 meeting.*

Decision Tree: When considering the use of any ingredient in your menu item or food product, ask these questions to determine if that ingredient may be used.

1. Is the ingredient/item organic and produced in Maine? If so, use it.
2. If not, is there a reasonable substitute that is organic and produced in Maine? If so, use it.
3. If not, is the ingredient grown or harvested sustainably in Maine? If so, use it.
4. If not, do farmers who share our mission produce the ingredient/item organically outside of Maine? If so, use it.
5. If not, do farmers who share our mission produce the ingredient/item sustainably outside of Maine? If so, use it.
6. If not, don't use it.

Any vendor applying to sell any food item at CGCF is required to submit a Food Ingredient Form listing the food items they wish to offer at the Fair and detailing the ingredients and sources of the ingredients in these items.

Farmers' Market Area Guidelines

Coordinators: John & Mary Belding – Rose Gate
Adrienne Lee – Pine Gate

Purpose: The purpose of the Farmers' Market is to provide an outlet for organic growers in Maine to sell their produce and to educate fairgoers about the quality, variety and feasibility of organic farming in Maine.

Guidelines for the Farmers' Market

1. Farmers' Market vendors are required to follow the general guidelines of the Common Ground Country Fair (CGCF).
2. Produce, prepared food, and value-added food items sold in the Farmers' Market Area are subject to the MOFGA Food Policy.
3. Farmers' Market vendors whose produce or plants are not MOFGA-certified organic must submit with their applications an affidavit stating that they are growing organically and thus that their produce or plants are certifiable. This affidavit is allowable for one year only. After the initial "Affidavit year" Farmers' Market participants will be expected to become certified in order to participate. During the growing season, a member of MOFGA's Staff may pay random visits to non-certified Farmers' Market vendors for verification of organic record keeping and organic growing practices. Products not covered by NOP certification standards will be reviewed by the Farmers' Market Area Coordinators.
4. The CGCF will loan "MOFGA-Certified Organic" signs to certified organic vendors in the Farmers' Market. The CGCF will collect the signs on Sunday at the close of the Fair.
5. A vendor may sell value-added items provided the primary ingredients are grown and raised on their own farm and processed by the farmer. For food products, all non-farm ingredients must comply with the MOFGA Food Policy. Applicants intending to sell value-added items should refer to the MOFGA Food Policy and fill out a Food Ingredient Form if the value-added food product is not certified organic. A one year only exception will be made for a non-certified value-added food product. At the Fair, Coordinators will check vendor receipts or proof of purchase for all purchased ingredients.
6. In light of the increasing ecological concerns about genetic engineering and agriculture, the CGCF strongly encourages Farmers' Market vendors to raise fiber-producing animals on grain that is free of genetically modified organisms.
7. All vendors providing fresh produce, food, or processed food products must show proof of insurance covering general liability. The Fair office will accept a photocopy of the vendor's policy. If a vendor needs to get insurance for the Fair, a short term policy, in effect for only the Fair, is available for Fair vendors through Keyes/Philbrick/Finley/Mullen Insurance, PO Box 100, Skowhegan, ME 04976. Phone: 474-9576.
8. The Farmers' Market Area Coordinators assign to each vendor space that is large enough for a single vendor's vehicle and display table (approximately 15' X 25').
9. The CGCF does not provide shelter to Farmers' Market vendors.

10. The CGCF supplies a limited amount of electricity for Farmers' Market Vendors, for perishable food safety. Electrical hookups are available only in a limited area of the Rose Gate Market, near the Information Booth and are subject to availability. Vendors must request an electricity supply form from the MOFGA office, and pay an electricity fee.
11. Prepared foods sold at the Farmers' Market must be intended for off-site consumption. However, vendors may offer samples of their products for promotional purposes.
12. Vendors contract for space on a daily basis, paying \$50.00 per day. MOFGA certified growers receive a \$10 per day discount. All accepted vendors may reserve booth space for \$10.00 per day until a designated date in July when the contract balance is due.



The Common Ground Country Fair has the right to close any exhibit or booth, or require the removal of any item from an exhibit or booth, that fails to comply with the guidelines set forth.

GENERAL GUIDELINES FOR THE COMMON GROUND COUNTRY FAIR

Each year, the Common Ground Country Fair (CGCF) takes place on the third weekend (Friday, Saturday and Sunday) after Labor Day. The following guidelines apply to all people attending the Fair in any capacity.

1. Pets are not permitted on the fairgrounds or in the Fair parking areas. Animals tied to trees or cars, or left within vehicles (whether locked or not), may be removed by the local animal control officer.
2. Smoking is prohibited in the following areas of the Fair: the Children's Area; the shuttle and wagon rides; all food preparation, service and eating areas; all buildings, including barns and all tents; within 20 feet of any entrance or window to any enclosed area, including all buildings, barns and tents.
3. Fair participants may not build fires without written permission from the CGCF office.
4. The CGCF strictly enforces Maine laws prohibiting public drinking of alcohol and use of illegal drugs on the fairgrounds and in the Fair parking lots.
5. Audio and video devices audible to the general public are prohibited on the fairgrounds unless they are part of a CGCF-approved demonstration.
6. Do not feed livestock or other display animals unless tending to your own animals.
7. Skateboards, bicycles or other unauthorized wheeled vehicles on prohibited the fairgrounds.
8. The CGCF office assumes no liability for damage to or loss of personal property.

GUIDELINES FOR ALL DEMONSTRATORS, EXHIBITORS AND VENDORS

Henceforth, the words "vendor" and "vendors" refer to "demonstrator(s)" and "exhibitor(s)" as well.

Application Process

1. A non-refundable application fee must accompany each application (with the exception of Youth Enterprise Zone applications) for booth space in commercial areas.
2. Area Coordinators determine application deadlines for respective areas. The Crafts Area Coordinators do not accept applications postmarked after their established deadline. Other Area Coordinators process timely applications before late applications, allocating space first to timely applicants. Late applicants receive space if available.
3. A late fee may be applied to late applications.
4. Area Coordinators review vendor applications each year, and give preference to vendors in good standing who meet respective area guidelines. The "vendor in good standing" guideline does not apply to areas where juries review applications for quality.
5. Failure to meet application and/or contract fee deadlines will result in forfeiture of booth location and/or booth space.
6. Area Coordinators, in consultation with the Fair Steering Committee, may refuse to accept any vendor who does not meet the Guidelines of MOFGA, the CGCF, or the Area itself.
7. The CGCF office does not grant vendors exclusive rights to sell any particular item.
8. Vendors must reside in Maine, and represent Maine-based businesses or organizations. The CGCF accepts goods and services not made in Maine if they are important to the quality of rural living, and are not yet available from a Maine-based business or organization.
9. Area Coordinators give preference to applicants who make their products with sustainably harvested, natural resources from Maine. When a product made in Maine depends upon materials or components from elsewhere, its approval will depend upon the need it fills, the value added by the Maine worker who makes it, and the source of the materials or components. Examples of products not made in Maine but acceptable if they contribute to the quality of rural living are: books; farming and gardening tools; cotton fabric; soil supplements; hardware; animal feeds; home heating units for renewable energy sources; tractors, rototillers, and accessories. Examples of unacceptable products not made in Maine are: those making no essential contribution to the quality of rural living; those detracting from Maine's becoming more self-sufficient; or those which exploit producers or consumers.
10. Vendors must list on their application all items and services that they wish to sell. Items and services listed on the application must relate directly to the area to which the vendor applies. Vendors serving or selling

any food item must submit an Ingredient Form with their application. The CGCF will not permit the sale of items not listed or approved on the applications. The CGCF requires vendors to remove such items from booths immediately. Vendors may not take orders for display items that are not approved for sale.

11. Vendors may sell their own business T-shirts, but may not sell T-shirts of other businesses or organizations. The CGCF restricts sales of other promotional products.
12. Vendors may not share booth space. Each business or organization must apply for booth space separately.
13. Vendors needing any amount of electricity must fill out electricity request forms and return them to the CGCF office by the contract deadline. Vendors needing electricity in excess of an amount designated by the CGCF Electrical Coordinator must pay for it. Payment is due by the respective area contract deadline.
14. Vendors wishing to be listed in the directory of Fair participants must fulfil contract or registration obligations by respective area deadlines.
15. Applicants must answer all questions on their area application forms. Area coordinators may ask applicants for clarification on questions answered unclearly. Area coordinators reserve the right to reject applicants who fail to provide requested clarification.
16. The CGCF does not accept applications from network or multi-level marketing businesses.

Participation in the Fair

1. Vendors agree to make no misrepresentations, implicit or explicit, about the nature of their businesses, the nature of their products and services offered, or their ethnic and/or cultural backgrounds.
2. All MOFGA-certified growers and processors are eligible to receive a \$10/day reduction in vendor booth fees for all areas of the CGCF.
3. All food or ingestibles served or sold at the CGCF, even free samples, must adhere to the MOFGA Food Policy.
4. The CGCF prohibits raffles on the fairgrounds.
5. Food and meals served by the Common Kitchen are for use by current CGCF volunteers only.
6. Vendors who camp in their booths must contact the Fair office to get a permission form and must attach the form to the outside of their booths for the evening. Vendors may not camp elsewhere on the fairgrounds.
7. The State of Maine requires the CGCF to send a list of commercial vendors and their tax ID numbers to the state tax office. Vendors are responsible for reporting earnings and workers' pay to the IRS and the State of Maine.
8. Vendors assume all risk for their property. Neither the CGCF nor MOFGA will be responsible for any loss or damage from any cause.
9. MOFGA, doing business as the CGCF, disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities; and adhering to all local and state ordinances and regulations. MOFGA does not have separate vendor coverage under any insurance it may maintain.
10. In the event of a dispute, the decision of the CGCF officials will be accepted as final.

Passes / Admission Tickets

All vendors and personnel are required to have a gate ticket for admission to the Fair. The CGCF provides a limited number of admission tickets for vendors. Vendors may purchase additional tickets in advance from the Fair office. Vendors and personnel without tickets will be charged for admission to the Fair.

Booth Operation

1. Vendors must set up booths and be ready for business by 8:45 a.m. each day of the Fair.
2. Vendors must staff their booths for the duration of the Fair—from 9:00 a.m. to 6:00 p.m. on Friday and Saturday, and from 9:00 a.m. to 5:00 p.m. on Sunday.
3. Vendors should bring an adequate amount of food or merchandise to last through the entire Fair.
4. The CGCF assigns booth spaces to vendors. Vendors may not change booth location or designated boundaries of any booth space. Vendors must place all supports within the boundaries of their assigned booth spaces.
5. Vendors must restrict their activities to their booth spaces. The CGCF prohibits hawking of wares.

6. Vendor contracts are for space only. The CGCF does not supply tables, chairs, etc... Vendors should prepare for dirt/grass floors in tents and outside vendor locations.
7. Vendors must make their booths as attractive as possible. Vendors may not use plastics (clear, colored and poly-tarps) in the construction of booths. The only exception to this is rip-stop nylon. Preferred materials include canvas, denim, and cotton. Vendors may cover booths with plastic tarps at night, but must remove them by 8:00 a.m. daily.
8. Be prepared for inclement weather.

Move-in/Move-out

1. Food Area Vendors may move-in beginning the Sunday prior to the Fair. All other Vendors and Exhibitors may begin move-in the Thursday before the Fair, or before 8:00 a.m. on Friday of the Fair. Vendors needing to set up before Thursday should make arrangements with their Area Coordinator.
2. The CGCF restricts vehicle movement on the fairgrounds. The CGCF prohibits vehicles from entering the fairgrounds after 8:00 a.m. on Friday, Saturday and Sunday. All vehicles already on the fairgrounds must exit by 8:30 a.m. Vehicles may return to the fairgrounds at 9:00 p.m. Friday and Saturday, on Sunday all Vendors must wait till the Fair Safety Coordinator gives permission to move onto the grounds when all Fairgoers have left.
3. Vendors must obtain permission from the MOFGA's Facilities Coordinator before digging any holes. Vendors must fill in holes before leaving the fairgrounds.

Utilities

Water and/or electricity are not available in all areas or booth locations on the fairgrounds.

Electricity

1. The CGCF provides electricity, where available, for a fee to vendors.
2. Vendors needing electricity must indicate such on their application and, if accepted, submit an electricity request form and payment with their contract.
3. Vendors must bring suitable panels, cords and outlet strips to meet their electrical needs.
4. The CGCF encourages electricity conservation. Using Compact Florescent Lights (CFL) will cut consumption dramatically.

Water

Vendors needing water must contact their area coordinator to determine whether the CGCF can meet their needs.

Cooking/Heating Equipment and Propane

1. Any vendor using cooking equipment must have a 40 BC-minimum fire extinguisher. Any vendor who serves food must have a 20 BC-minimum fire extinguisher. The CGCF encourages all vendors to obtain 40 BC-minimum extinguishers.
2. Per State of Maine regulations, propane tanks must be secured firmly on a hard, non-combustible surface, i.e. cement blocks, tin, etc... Vendors must supply their own surface on which to secure tanks—the ground alone does not suffice. The Fire Marshall will check for compliance.

Compost and Recycling

CGCF strives to produce Zero Waste. To that end, all waste at the Fair is sorted for compostable and recyclable materials by our Compost and Recycling volunteers. To assist in these efforts:

1. Vendors must separate all the trash they generate into compostable/non-compostable waste piles, and take the waste to the CGCF recycling area or the nearest Resource Recovery Station.
2. Vendors shall break down and clean cardboard boxes of tape, staples, etc., tie them in bundles, and take them to the CGCF recycling area, or take them home.
3. Vendors must take their entire booths -- including carpets, display racks, storage containers, and decorations -- home with them. All booths must be taken down by Monday night unless special arrangements have been made with the vendor's Area Coordinator.

Cancellation Policy

1. The CGCF makes no refunds for cancellations made after August 1.
2. The CGCF makes no refunds in the event of inclement weather.

FARMERS' MARKET Booth Application

Application Due Date: 01/17/2012

COMMON GROUND COUNTRY FAIR
September 21, 22 & 23, 2012

FOR OFFICE USE ONLY

Location: _____ Day: _____ Fee: _____

Location: _____ Day: _____ Fee: _____

Farm Name: _____

Contact Person: _____

Address/City/State/Zip: _____

Work Phone: _____ Cell Phone: _____

Email: _____ Website: _____

- First Time Applicant
 Returning Vendor Applicant. Has any of your contact information changed since last year? _____
 MOFGA Certified Organic for 2012 Season

1. **Location & Days:** Please circle the location(s) and day(s) on which you would like to sell produce in the Farmers' Market. The cost for space is \$50.00 per-space per-day. MOFGA-certified growers receive a \$10.00 per-day discount. *Send only the \$5.00 application fee now.*

Rose Gate (North) Friday Saturday Sunday

Pine Gate (South) Friday Saturday Sunday

Check here if requesting space at both gates. Space will be allotted according to availability.

Please note any special preferences (gates, days, etc...): _____

Electricity requested. (Limited availability at Rose Gate, not available at Pine Gate). *If checked, also complete the Electricity Request Form and submit with your application.*

2. Please list all the items that you wish to sell at the Farmers' Market. _____

3. A **Food Ingredient Form** and an **Affidavit** for verification of organic practices are enclosed. Please review and complete these forms, if they apply. Food Ingredient forms are required for processed/value-added foods unless those products are certified organic. An affidavit verifying organic growing practices is required if your farm is not certified organic. Acceptance to the Farmer's Market with an affidavit will be permitted for one year only.

a) Are you applying to sell non-certified organic value-added foods? YES _____ NO _____
If "Yes," a Food Ingredient form is required.

c) Are you an organic certified grower? YES _____ NO _____
If "No," an affidavit verifying organic growing practices is required.

(continued on reverse)

4. If you are **NOT** certified organic, answer Question 4a and 4b, below:

a.) Please briefly outline your growing techniques in the areas of pest control; crop rotation; what you use for soil inputs; whether you use purchased or prepared compost and how you produce it; the size of your growing area; etc. Use a separate sheet if necessary.

b.) Do you use seed starting mixes? _____ If you purchase mixes, state source(s).

Application Checklist: *Application Postmark Due Date – Tuesday, January 17, 2012.*

- I have read and understand the Fair Guidelines and Farmers' Market Guidelines.
- If non-certified organic, a completed **Affidavit Verifying Organic Growing Practices** is enclosed.
- If applying to sell non-certified organic farm raised and processed value added foods, a **Food Ingredient Form** is enclosed.
- If requesting electricity, an **Electricity Request Form** is enclosed.
- Enclosed \$5.00 processing fee with this application. **Do not send a booth fee at this time.** Check #: _____

If this application is accepted by the Common Ground Country Fair (CGCF), I agree to: sell and/or display only products listed on this application form and approved by the Area Coordinators; staff my booth for the duration of the Fair days listed on my contract – from 8:45 a.m. to 6 p.m. on Fridays and Saturdays and from 8:45 a.m. to 5 p.m. on Sunday; and abide by all relevant guidelines for the CGCF, as well as all terms listed on my contract with the CGCF.

Signature: _____ Date: _____

Return this application by Tues., Jan. 17, 2012 to Common Ground Country Fair, PO Box 170, Unity, ME 04988.