



## **2018 Bozrah Farmers Market**

Vendor Application and Instructions

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[www.BozrahFarmersMarket.org](http://www.BozrahFarmersMarket.org)

### **1. Governing Agencies**

The Bozrah Farmers Market (BFM) is sponsored by the Town of Bozrah in conjunction with the Connecticut Department of Agriculture (DOA). The BFM is organized by a committee of the Friends of Maples Farm Park (MFP) The Farmers Market Committee is designated as the representative body for all matters involving the market. Our goal for the Bozrah Farmers Market is to provide locally grown fresh food to our community, support and promote local farms. The BFM will be held at Maples Farm Park, 45 Bozrah Street, Bozrah.

### **2. Obligations of Market Vendors to Government Agencies**

BFM Vendors must comply with all pertinent Town of Bozrah, State of Connecticut and Federal regulations. Vendors must conform to the requirements of state and local health agencies and must maintain required health documents at their market site. Scales must bear a Connecticut Dept. of Consumer Affairs seal. Responsibility for collection of sales tax lies with the vendor. Sales tax numbers must be furnished on the vendor application if applicable. Vendors who are selling food must register with Uncas Health District. Vendors wishing to provide samples must contact Uncas Health District to find their specific requirement to provide such a service.

### **3. Who May Sell at the Market**

Only Vendors who have been approved by the Farmers Market Committee are allowed to sell in the Market. No activities other than selling approved products will be permitted.

### **4. Market Masters will act as administrators of the weekly market**

Their duties include resolving any questions, comments or complaints involving the operation of the market and ensuring that all regulations are enforced. The Market Masters are the point of contact for all Vendors. All required Vendor paperwork and fees are due to Market Master Miria Toth.

### **5. The Procedure for Becoming a Vendor**

Vendors are required to submit an application to the Farmers Market Committee that includes a description of the products sold along with the following:

- o CT Sales Tax Permit (if applicable)

- o Health Dept. Permit (if applicable)
- o Photos of products to be sold (artisans only)
- o Check for designated Vendor fee, made out to Maples Farm Park
- o Certificate of liability insurance

Applications will be reviewed by the Farmers Market Committee. Participation will be for one year only. Fees are non-refundable. Buying and reselling farm produce is strictly prohibited. Vendors who engages in this practice will not be allowed to sell at the market.

## **6. Items Allowed to Be Sold**

Farmers may sell produce and plant material for food or horticultural purposes, live ornamental plants, or food and fiber derived from animals raised by the farmer. All items must be grown or produced on the property or property owned or leased by the farmer. The farm must be located in Connecticut. Resale of someone- else’s plants is not allowed (pre-finished plants). Artisans items to be sold will be reviewed and approved by the Farmers Market Committee. Artisans must sell only items they create with locally available materials. Jams, jellies and maple syrup from your own farm does not have to be processed in a commercial government inspected kitchen. It must be labeled accordingly. Everything else that is produced must be in a licensed government inspected kitchen and labeled so. Photographs and descriptions must be submitted for review. To ensure a diverse assortment of local products at the Bozrah Farmers’ Market, farmers/vendors may sell products that are not produced on their property only if the product meets the following conditions:

- o Permission is obtained on exempt form in advanced from the Farmers Market Committee & all vendors from the market agree to the exemption
- o Products must be CT made or grown
- o Products must be visibly marked with the name and location where it was produced
- o Receipts for all approved exempt products must be kept for trace back purposes should any question arise about the products origin.

Artisan food processors may sell their CT made products. All items for sale must be fresh and of the highest quality, and marked according to all applicable regulations.

## **7. Hours of operation**

Fridays 4-7pm. Set up begins at 3:00 pm no selling prior to 4:00 pm. Vendors must vacate their space by 8pm. All Vendors must be in place by 3:30pm and stay on site until 7:00 pm.

8. Vendor space is a minimum of 10’ by 10’ and will be assigned by the Market Masters. Sites will be assigned by number based on a first come first served basis (all required paper work in). Sites will remain fixed for the duration of the season. Each Vendor must leave the site in the same condition as

upon arrival. What is brought in must be brought out. The Committee reserves the right to improve market diversity by renting Guest tables on a weekly or monthly basis.

**9. All tents must be securely anchored at all times.**

**10. Vendor attendance.**

Vendors are expected to maintain consistent weekly attendance. In case of an unexpected absence, Vendors must contact the Market Masters by the Tuesday prior to the Market. Vendors not letting the Market Master know in advance of the absence or not listing and having absent dates approved on the application will be assessed a \$25 fee per market, unless the absence is deemed an emergency by the Market staff. If multiple markets are missed without proper notice, the vendor will be removed from the market. The Market will be open rain or shine.

**11. All prices must be clearly marked.**

**12. Insurance**

The proper insurance, including product liability, is the responsibility of the Vendor. A certificate of \$300,000 minimum liability insurance is required, showing that the insurance is in place for the market. The Town of Bozrah assumes no liability for loss or injury caused by products sold by any Vendor.

13. Family atmosphere is the expected decorum at the Market. Disruptive or abusive behavior will not be tolerated.

14. Vendors violating any of these regulations may be dismissed from the market without refund of fee.

15. The Town of Bozrah and Friends of Maples Farm Park reserve the right to close the Market in emergency situations. Attempts will be made to contact Vendors for unforeseen closures. We welcome you and look forward to a wonderful season.