



## TRUMBULL FARMERS' MARKET

### Hold Harmless Agreement

I acknowledge that I have read the Trumbull Farmers' Market Official Guidelines and that I will abide by these rules. I understand my participation will be terminated for violation of Official Guidelines. The vendor shall indemnify, keep and save harmless the Trumbull Farmers' Market, and all agencies that the Trumbull Farmers' Market has agreements with including, but not limited to the Nichols Improvement Association from and against, any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by vendor and shall defend at vendor's own expense any actions brought against the Trumbull Farmers' Market, Inc. and any of the above mentioned organizations or any other person or organization with which the Trumbull Farmers' Market, Inc. has a contractual relationship by vendor's acts or omissions.

Name of applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Do you take pre-orders? Yes \_\_\_\_ No \_\_\_\_

(if yes, please provide link) \_\_\_\_\_

What form of payments do you accept? \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Market Staff Use Only

Vendor Application \_\_\_\_\_

Fee \_\_\_\_\_

Licenses + Permits \_\_\_\_\_

Insurance Certificate \_\_\_\_\_

# TRUMBULL FARMERS' MARKET

## Official Guidelines

**Market Operation:** The market will run from **May 5th through October 27th, 2022**. The market will be held each Thursday from 4 PM to 7 PM at the NIA Ballfields. Selling will not begin before 4 PM and will end promptly at 7 PM each market day. All vendors must be open and ready for business when the market is open. All vehicles must vacate the market site no later than 3:45 PM.

**Set-Up + Clean-Up:** Set-up, for vendors who require additional time, may begin as early as 2 PM and must be completed by 3:45 PM. Farmers/vendors are responsible for cleaning all trash and waste within and around their allotted space, removing garbage from the market site at the end of each market day, and maintaining safety in that area. Failure to clean the space will result in a \$20 fine paid the following market day.

**Producer-Only:** Farmer's must grow or produce at least 75% of the products they sell. Any items that are not homegrown by the farmer must be obtained in the following local states (CT, NY, NJ) and be labeled as such.

**Products To Be Sold:** Fresh, high-quality fruits, vegetables, herbs, honey, jams and jellies, baked goods, cheese, maple syrup, flowers, bedding plants, potted plants, approved meats, eggs, locally handmade soaps, candles, crafts and other items as approved by the Market Committee may be sold at the market. Value-added products will be admitted at the discretion of Market Management. All items sold at the market are subject to Market Management approval.

### Product Guidelines:

- All products must be of top quality.
- All products produced under certification such as organic, licensed meat, poultry, or dairy products or products requiring inspection, such as baked goods or preserves must display certification or license and have a copy on file with the Market Management.
- All products must have the appropriate federal, state and local licenses.
- Baked goods must follow federal, state, and local health regulations.
- All products sold must be described or represented truthfully. Market must be conducted honestly and legally.
- Packaged food should be properly labeled with name of product, ingredient list (if more than one ingredient), name/address where food is prepared and net weight, volume or numerical count.
- If USDA grades are used by vendors, products must meet minimum standards established for the labeled grades.
- For products sold by the pound, a certified scale must be used.

**Commitment to Market:** Product availability may limit participants' beginning and ending dates; therefore, a schedule will be developed prior to the start of the market season documenting the

farmer/vendor commitment to the market. Market Management will give preference to farmers/vendors who commit to the entire market season and participate on a regular basis. Consistency is critical in attracting buying customers to the market

**Weather Exemption:** Trumbull Farmers Market is a rain or shine market. The only exception to this rule is lightning, thunder or excessive heat. The market master and operating committee will make the determination to cancel markets and vendors will be notified ASAP

**Notification of Attendance:** Vendors must notify the Market Manager via email at [niafarmersmarket@gmail.com](mailto:niafarmersmarket@gmail.com) or by text at (203) 650-2903 if they will not be selling at market on any given Thursday. Farmers/vendors should text or email within 48 hours of a market day if they cannot attend. Vendors who are no-shows on market days without prior notification will be fined \$25 for the missed market day. Three missed markets without proper notification will result in dismissal from the market.

**Vendor Parking:** Vendors must move their vehicles out of the market area and to the designated vendor parking area by 3:45 PM. Parking shall be done in an orderly fashion and vehicles can not randomly be left in an open space.

**Signage:** Farmers/vendors must keep all required paperwork at their booth at all times (e.i. Health Forms, Crop Plans, All licensing & Insurance)

**Applications:** All fees must be paid by each market vendor by April 1st in order to secure a spot. Fees are nonrefundable. Vendors must provide a copy of all documentation with their application form. All appropriate documentation (insurance, permits, etc.) must be on file with the Market Manager (including a signed contract indicating that the approved market member agrees to the Rules of the Trumbull Farmers' Market) before the vendor can begin to sell at the Market. Insurance certificates should indicate the following information as additionally insured: Trumbull Farmers' Market 1773 Huntington Tpke, Trumbull 06611

**Farm/Business Visits:** Trumbull Farmers' Market Management may visit farm/business locations to verify compliance with market criteria and guidelines. Farmers/vendors should submit a map and directions to their farm/business location along with the Market application.

**Reselling:** The resale of items purchased by the vendor shall not be permitted except in the case of ingredients required by those producing prepared or value-added products. However, farmers and/or vendors selling these types of products must prepare them predominately with material they have grown or gathered. Baked goods are exempted from this rule.

**Prepared Foods:** All food items must be prepared in accordance with applicable local, state, and federal regulations. Food vendors must submit a copy of their food licenses with their application. If accepted, a vendor may be immediately terminated from market participation if they fail to comply with health department regulations.

**Noncompliance:** The Trumbull Farmers' Market Committee reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the market's criteria and guidelines.

**Reasons to Disallow Participation:** Efforts will be made to accommodate all who apply, however, a vendor may not be allowed to participate due to insufficient space, excess supply of the products to be sold, if criteria is not met, and/or guidelines not adhered to. Any complaints, disputes or violations of the rules may be taken by voice to any Market Committee Member. This should be handled before or after the market so as to not interrupt market sales. Repeated violations of the rules of the Trumbull Farmers' Market may result in suspension or loss of membership. All rules are open to the interpretation of the Farmers' Market Committee.

**Conduct and Professionalism:**

- All Market members must conduct themselves in a professional manner and will maintain a membership of good standing.
- Each vendor must maintain a tidy work area throughout the day.

**Miscellaneous:**

- Each vendor is responsible for conforming to all city, state and federal laws, including all necessary licenses for the operation of your market space.
- Each vendor is responsible for conforming to all local health department guidelines pertaining to the product they sell.
- Each vendor is responsible for collecting and remitting their own sales tax.
- Vendors should carry the appropriate individual liability insurance for products sold.
- No firearms.
- No live animals will be sold at the market.
- No alcoholic beverages unless you are licensed and permitted to sell at the market.