



FARMERS MARKET  
AT WASHINGTON PARK  
CITY OF GROTON

## 2020 Season Vendor Guidelines

### Mission Statement

The mission of the City of Groton Farmers Market at Washington Park is to provide a venue in our neighborhood park of The City of Groton for local farmers and artisans to sell their produce and products directly to the diverse and integrated community in southeastern Connecticut. Our aim is to make accessible, affordable, healthy, locally produced food available to our community in Groton.

### Market Guidelines

The City of Groton Farmers Market at Washington Park is primarily an agricultural market but also provides a variety of local baked goods, seafood/fish, meats, poultry/eggs. Grown products sold at the market must be grown in Connecticut Foods and food products must be identified as organic, or not, and include place of origin. All meats, poultry and seafood will come from local sources.

The following are vendor categories:

- 1). An agricultural or farmer vendor is defined as follows: a vendor who sells food, fiber, plants, or flowers, and associated agricultural products that were grown in Connecticut by the vendor or the vendor's employees with farming as the dominant way of life. Products not of your own origin must be marked as such.
- 2). A specialty food vendor is defined as follows: a vendor who sells ready to eat Food or Drink prepared by the vendor in Connecticut in a licensed home or community kitchen. Food vendors are encouraged to source ingredients from fellow vendors and/or local Connecticut farms and businesses.
- 3). An artisan vendor is defined as follows: A vendor who sells items that do not qualify as agricultural specialty food yet are hand-crafted in Connecticut by the vendor in their home or shop.

All new vendors will be subject to approval prior to selling at the market. Eligibility to join the market will be determined by the Market Manager in consultation with the City of Groton Parks and Recreation Dept. The Market Manager reviews new member applications to avoid excessive representation of similar vendors and is based on space availability. The City of Groton Farmers Market at Washington Park strives to achieve a high percentage of agricultural vendors. The Market Manager, in consultation with the City of Groton Parks and Recreation Dept, decides the allocation of space to vendors. Spaces are assigned based on seniority and cumulative attendance from the previous market seasons. There is also a consideration of the vendor's general market appeal.

**The market will be held at Washington Park every Tuesday from 3:00 p.m. to 6:00 p.m. from July 7, 2020 to October 27, 2020.** We are currently planning for an open-air market in a limited capacity for the 2020 season due to the ongoing Covid-19 pandemic. If needed, the market structure may be modified to a pre-order, pickup only market if the need arises or guidelines are changed. Please contact the Market Manager with any questions or concerns.

## **Vendor Fee**

Vendor fees are \$110 for 10' X 10' space for the 2020 market season; \$15 per additional tent per market. Loyalty Discount for returning season vendors = \$10 credit. Guest vendor fee is \$15 per 10' X 10' space for each day attending the market.

## **All payments are non-refundable.**

After each market day, vendor spaces must be cleared of debris. All vendors are expected to maintain a clean, presentable space for the duration of the event. Vendors are responsible for leaving their space in the same condition as when they first arrived. Vendor-generated trash must be disposed of appropriately.

It is expected that each vendor will complete a sales report (RE Market Results) by the end of each market. This is especially important information that can help the market adjust to purchasing trends to help improve market sales and seasonal adjustments.

## **Vendor Expectations and Responsibilities**

*Please note these have been updated to include the current operating guidelines put out by the State of Connecticut.*

Connecticut Grown: All produce sold at the market must be grown in Connecticut. Vendors shall comply with all rules and regulations of the State of Connecticut and the Connecticut Department of Agriculture.

The City of Groton Farmers Market at Washington Park is a "Producer Only" market at which farmers sell what they grow and other vendors sell what they themselves have produced. At least one person who is directly involved with production must attend every market. This could be either the owner, employee or a volunteer designated specific by vendor.

Produce vendors must use certified legal-for-trade scales if selling by the pound. The State of Connecticut Dept. of Weights and Measures will inspect scales at random.

Each vendor is required to carry their own liability Insurance. The market insurance does not cover individual vendors.

WIC/Senior Acceptance Certification is required for those who are eligible (fruit, vegetable, and honey producers).

Acceptance of SNAP/EBT benefits is required of all eligible vendors (if you are unsure of SNAP rules, please ask us).

Vendors are expected to be set up and ready for business by start of market and stay until market scheduled closing unless completely sold out or if prior arrangements are made with the Market Manager.

**Vendor members with reserved spaces MUST notify the Market Manager by 6 PM 24 hours in advance of the market if they are not attending the market.** *We understand in these uncertain times, there may be extenuating circumstances that will make this not possible. We will be flexible and understand that these things may happen. Please make the safest decisions for you and your employees.* If a seasonal vendor with an assigned space does not arrive by 15 minutes before the start on the day of the event, they could lose their space for the day and be re-assigned to another location.

**DUE TO THE ONGOING COVID-19 OUTBREAK, VENDORS MUST ADHERE TO THE FOLLOWING GUIDELINES PER THE STATE OF CT DEPARTMENT OF AGRICULTURE. Please note these guidelines were released 4/21/2020. City of Groton Farmers Market at Washington Park will continue to monitor for changes to these guidelines and will keep you informed.**

1. Put a sample of the product(s) available for purchase, covered with cellophane, out on display. Pack for individual customers from the truck as they make a purchase.
2. Pre-package loose fruits, greens, and vegetables, among other items (precut cheeses, etc.) to prevent shoppers' from directly touching food.
3. If customers want to see/inspect an item, hold it for them (e.g.: open the egg carton for them), don't allow the customer to handle any product they may not purchase.
4. Remember to keep a six (6) foot distance between you and the customer(s) whenever reasonably possible - there is only three feet between you and a customer on the other side of a typical market table. Put a cone or spray paint a chalk line behind your market tables to visually remind yourselves and your employees where the six (6) foot mark is.
5. NEW 4/17/2020: Bring extra tables and place the extra, empty table in front of the table with product. This provides an additional barrier between the vendor and customer and a place for customers to prop their bags and informative signage.
6. If attending the market with multiple staff, have one person handle product and one person handle money/tokens/coupons. If that's not possible, wash hands or sanitize after handling any form of payment.
7. If attending the market with multiple staff, locate the register for payment as far from the product for sale as possible.
8. Tablecloths, unless they can be cleaned and sanitized (such as oilcloth), should not be used. Avoid sharing equipment and supplies.
9. Pens: consider getting inexpensive pens and letting the customer keep them or sanitize between uses.
10. Wipe down the credit card terminal with an approved disinfectant from the EPA Approved List of Disinfectants after each use and/or provide single-use Q Tips for button pushing and easy disposal.
11. Samples should not be allowed for any reason during this time.
12. REVISED 4/21/2020: Per Executive Order 7S, all market managers, staff/volunteers, and vendors must wear gloves and face masks at all times if they're interacting with customers and/or handling products.
13. Have a handwashing station and/or hand sanitizer and use frequently. Bring a bottle of sanitizing spray to use as well (one (1) part bleach to nine (9) parts water) to clean and disinfect tables during and at the end of each market prior to loading them into a vehicle.
14. Plastic and Reusable Bags: NEW 4/17/20: Reusable bags are strongly discouraged. Remind customers the \$.10 plastic bag fee has been waived per Executive Order 7N through May 15, 2020. If a customer brings a reusable bag, you are not required to handle the bag or fill the bag and can provide the customer with a plastic bag at no additional expense through May 15, 2020.
15. Promote through social medias, e-newsletters, etc. that you're selling at a market and that the market is open and taking place with additional precautions in mind.
16. Left over produce at the end of the market? Reach out to CT Food Bank or Food Share
17. If you do not take credit card, consider using Venmo NEW 4/17/2020: or PayPal as a form of payment to limit the amount of exchange.

### **Vendors are responsible for providing:**

- o Tents, tables, chairs, trash receptacles for your space
- o Professional-looking signs clearly and legibly lists the name of their business.
- o Labels that clearly state prices
- o Legal trade scales and bags
- o Administrative supplies, and adequate change
- o Properly storing and maintaining freshness of products sold
- o Appropriate masks and gloves for booth representatives.

All members are expected to participate in the market in the spirit of cooperation. Vendors are expected to be supportive of the entire market. Disparaging remarks made to customers or fellow vendors about the market, fellow vendors, or vendor products will not be tolerated. If a vendor has a concern about any of the above, it should be brought to the Market Manager.

Smoking and Alcohol Consumption by vendors is prohibited on market grounds. To maintain the integrity of the markets, please note that violation of these guidelines may result in suspension or expulsion from the market.

### **Service/Education Vendors**

Currently, City of Groton Farmers Market does not anticipate being able to have demonstrations or entertainment during the 2020 market season. As the season progresses, and if guidelines are lifted, we may be able to add these back into our season lineup.

### **Application Instructions**

The City of Groton Farmers Market is built on a strong foundation of trust and collaboration. We hope you apply with these ideals in mind!

Farmer Market Vendor Ideals:

- Commitment to helping fulfill the mission of the City of Groton - to engage the community in growing an equitable, local food system that promotes economic development, community development and sustainable agriculture.
- Commitment to promoting CT agriculture and farm viability; for Food Producers, this means sourcing ingredients locally whenever possible.
- Commitment to the Groton Community-the stronger and closer the better.

To apply, please submit the following:

- Completed Application Form
- Completed Exception Form, if applicable
- Product List
- Copy of Liability Insurance

Email, fax, or mail your application documents to:

City of Groton  
Parks & Recreation Department  
295 Meridian Street  
Groton CT 06340  
Fax: 860.446.4109  
Email: cogfarmersmarket@gmail.com



FARMERS MARKET  
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**Vendor Application  
2020 Market Season**

\_\_\_\_\_  
Farm/Business and Contact Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/ State/ Zip

\_\_\_\_\_  
Website

\_\_\_\_\_  
Email

Do you have a Facebook page? \_\_\_\_\_

Please provide a brief description of your business: \_\_\_\_\_  
\_\_\_\_\_

Please indicate how many spaces you anticipate needing. \_\_\_\_\_

If you are a farmer, do you plan to seek an exception to the Producer-Only rule? Y N  
If so, please complete an exception form and include with your application documents.

If you are a food producer, list all farms from which you are sourcing your ingredients:  
\_\_\_\_\_  
\_\_\_\_\_

Please check any of the following that describe your growing practices:

- Animal Welfare Approved       CT NOFA Farmers Pledge  
 Certified Naturally Grown       Integrated Pest Management  
 Certified Organic      Other: \_\_\_\_\_

Do you grow any heirloom varieties of fruits, vegetables, or animals? Y N

If yes, please list: \_\_\_\_\_  
\_\_\_\_\_

Do you grow any genetically modified varieties of fruits, vegetables or animals? Y N

If yes, please list: \_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**•• Exception Form ••**

If you are seeking an Exception to the Producer-Only Rules, please fill out this form and include a copy with your application documents. We reserve the right to request a signed and dated invoice during the season indicating the procurement of produce from another Connecticut farm.

It is possible to obtain an exception to bring in produce that is grown in Connecticut but not on your farm, so long as it meets the following requirements:

- No other producer at that market is bringing the product from their own farm,
- The product for which you seek an exception is clearly marked with signage indicating the name and location of the farm from which the product is sourced, and
- The product for which you seek an exception adds variety to the market.

**Exception 1**

Name of Product: \_\_\_\_\_

Farm providing produce-Farm Name, Address, Contact Name, Phone Number \_\_\_\_\_

\_\_\_\_\_

**Exception 2**

Name of Product: \_\_\_\_\_

Farm providing produce-Farm Name, Address, Contact Name, Phone Number \_\_\_\_\_

\_\_\_\_\_

**Exception 3**

Name of Product: \_\_\_\_\_

Farm providing produce-Farm Name, Address, Contact Name, Phone Number \_\_\_\_\_

\_\_\_\_\_

**Exception 4**

Name of Product: \_\_\_\_\_

Farm providing produce-Farm Name, Address, Contact Name, Phone Number \_\_\_\_\_

\_\_\_\_\_

Please attach an additional sheet outlining the above information for any additional products for which you seek an exception.

Please indicate all products that you would like to bring to the market that you yourself grow by crossing it off the list. Please indicate all products for which you are seeking an exception by crossing it off and writing an E next to it. City of Groton Farmers Market will indicate which items you are approved to bring to the market(s) by circling the items that you are approved for. We will return this form to you with the Vendor Agreement when you are asked to participate this season.

## Vegetables

Amaranth	Fava Beans	Peas
Artichoke	Fiddleheads	Peppers
Arugula	Fingerling Potatoes	Pickling
Asian Cucumbers	French Beans	Cucumbers
Asian Eggplant	Fresh Shell Beans	Pole Beans
Asian Greens	Frying Peppers	Potatoes
Asparagus	Garlic	Pumpkins
Bok Choi	Garlic Scapes	Radishes
Beans	Ginger	Rhubarb
Beets	Gourds	Rutabaga
Bell Peppers	Green Beans	Salad Greens
Broccoli	Green Onions	Savoy Cabbage
Broccoli Rabe	Greens	Scallions
Broom Com	Habanero Peppers	Shallots
Brussels Sprouts	Herbs	Shelling Peas
Bulbing Fennel	Heirloom Tomatoes	Snap Peas
Bunching Onions	Horseradish	Snow Peas
Burdock Cabbage	Hot Peppers	Sorrel
Callaloo	Indian Corn	Spaghetti Squash
Carrots	Italian Eggplant	Spinach
Cauliflower	Jerusalem Artichokes	Sprouts
Celeriac	Kale	Squash Blossoms
Celery	Kohlrabi	String Beans
Chard	Leaf Lettuce	Sweet Corn
Cherry Tomatoes	Leeks	Sweet Potatoes
Chicory	Lettuce	Tomatillos
Chiles	Lima Bean	Wax Beans
Chinese Cabbage	Mache	Wheat Grass
Collards	Mesclun	Winter Squash
Corn	Mesclun	Yellow Squash
Cucumbers	Mixed Greens	Zucchini
Cumin	Mustard Greens	Other: _____
Daikon Radishes	Napa Cabbage	Other: _____
Delicata Squash	Okra	Other: _____
Dry Shell Beans	Onions	Other: _____
Edamame	Ornamental Corn	Other: _____
Eggplant	Parsnip	Other: _____
English Cucumber	Pea Shoots	Other: _____
Escarole	Mushrooms	Other: _____

**Fruit**

Apples  
 Apricots  
 Asian Pears  
 Black Currants  
 Black Raspberries  
 Blackberries  
 Blueberries  
 Cantaloupe  
 Charentais  
 Melon  
 Cherries  
 Concord Grapes  
 Crabapples  
 Currants  
 Table Grapes  
 Peaches  
 Figs  
 Gooseberries  
 Grapefruit  
 Ground Cherries  
 Honeydew Melon  
 Jostaberries  
 Kiwis  
 Pears  
 Nectarines  
 Plums  
 Quinces  
 Summer Raspberries  
 Fall Raspberries  
 Strawberries  
 Watermelon  
 White Flesh Peaches  
 Yellow Flesh Peaches  
 Wine Grapes

**Dairy Products**

Cow's Milk  
 Goat's Milk  
 Sheep's Milk  
 Cow's Yogurt  
 Goat Yogurt  
 Cream  
 Half and Half  
 Eggnog  
 Chocolate Milk

Other Flavored Milk  
 Duck Eggs  
 Chicken Eggs  
 Butter  
 Buttermilk  
 Cow Cheese  
 Chevre  
 Emu Eggs  
 Heavy Cream  
 Light Cream

**Specialty Food**

Pickles  
 Pickled Vegetables  
 Apple Butter  
 Apple Cider  
 Apple Cider Donuts  
 Baked Goods  
 Beef Jerky  
 Black Currant Juice  
 Bread Creamed  
 Dipping Sauce  
 Dressings  
 Granola  
 Honey  
 Other Honey Products  
 Jam Jelly  
 Maple Syrup  
 Other Maple Products  
 Pies Popcorn  
 Preserves  
 Relish  
 Salsa  
 Sauerkraut  
 Seeds  
 Sorbet  
 Soup  
 Spices  
 Spreads  
 Tea  
 Tomato Sauce  
 Vinegar

**Handicrafts/Fiber**

Candles  
 Wool for Roving  
 Yarn  
 Knitted crafts  
 Felted crafts  
 Wreathes/garlands  
 Herb Soaps  
 Herbal Salve  
 Natural Bug Spray  
 Natural Face Products  
 Potpourris  
 Soap  
 Soy Candles  
 Wool Blankets

**Nursery/Plants**

Vegetable Seedlings  
 Herb Seedlings  
 Flower Seedlings  
 Bedding Flower Plants  
 Potted Vegetable  
 Plants/Bushes  
 Potted Fruit  
 Plants/Bushes  
 Potted Herb  
 Plants Potted Flower  
 Plants/Bushes  
 Hanging Flowers  
 Flower Bouquets  
 Compost  
 Christmas Trees

**Meat/Fish**

Beef  
 Pork  
 Bison  
 Chevon  
 Turkeys  
 Chicken  
 Duck  
 Goose  
 Lamb  
 Rabbit  
 Shellfish  
 Veal  
 Other: \_\_\_\_\_