



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



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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: _____