



CITY of GROTON
FARMERS' MARKET

2023 Summer 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.

The City of Groton Farmers Market 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). **Agricultural/ Farmer:** 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). **Specialty Food:** 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). **Artisan:** A vendor who sells items that do not qualify as agricultural specialty food yet are handcrafted in Connecticut by the vendor in their home or shop.

All new vendors will be subject to approval prior to selling at the market. The Market Manager reviews new member applications to avoid excessive representation of similar vendors and is based on space availability.

The market will be held at Washington Park every Tuesday from 3:00 p.m. to 6:00 p.m. from June 13, 2023 to October 31, 2023. All vendors must be set up and ready to sell by 2:30 pm.

Vendor Fees

The 2023 Market Season consists of 21 markets. Each vendor space is 10'x10'.

Single Market Day Booth Cost: \$15

Full Season Discount: \$150 (Savings of \$105)

Please note these are per booth space costs. \$15 per additional space per market. **All payments are non-refundable.**

We appreciate your referrals! Current vendors will be granted a \$10 credit (up to \$30) towards next year's booth fees per referral who ends up joining the Market as a full-time vendor.

Booth Sharing: We love to see businesses helping businesses! Vendors that wish to sell other local vendor items in their booth, please fill out and email in an exception form (found at the end of these guidelines). Vendors that would like to host a guest in person needs to make the Market Manager aware ahead of the Market day.

Vendor Expectations and Responsibilities

1. 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.

2. The City of Groton Farmers Market at Washington Park is a "Producer Only" market at which
3. 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.
4. 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.
5. Liability Insurance: Each vendor is required to carry their own liability Insurance with the City of Groton named as Certificate Holder.
6. Acceptance of SNAP/EBT benefits is required of all eligible vendors (if you are unsure of SNAP rules, please ask us).
7. Vendors are required to be set up and ready for business 15 minutes prior to the start of market and to stay until market scheduled closing.
8. 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.
9. Vendors are expected to comply with all pertinent Ledge Light Health District, City of Groton, State of CT and Federal regulations. Vendors must maintain required health documents at their market site. Vendors who are selling food must register with Ledge Light Health District.
- 10. Cancellation: Vendors with reserved spaces MUST notify the Market Manager by Noon 24 hours in advance of the market if they are not attending the market.**
11. Vendors are responsible for providing:
 - o Tents, tables, chairs, trash receptacles for your space
 - Professional-looking signs clearly and legibly lists the name of their business.
 - Labels that clearly state prices and legal trade scales and bags
 - Administrative supplies, and adequate change
 - Properly storing and maintaining freshness of products sold
 - Appropriate masks and gloves for booth representatives. (If required by DoAg).
12. All tents, including umbrellas and canopies, on-site during normal market hours, including during setup and breakdown, are required to be sufficiently and safely weighted to the ground. Each leg must be anchored with no less than 10 pounds. Any vendor who fails to properly weight his or her canopy may not be allowed to sell at KFM that market day, unless that vendor chooses to take down and stow their canopy and sell without it. This is for the safety of other vendors, Market shoppers, and your product.
13. The City of Groton Farmers' Market maintains a family atmosphere. Disruptive or abusive behavior will not be tolerated. Vendors violating any of these regulations may be dismissed from the market without refund of fee. Smoking and Alcohol Consumption by vendors is prohibited on market grounds.
14. To maintain the integrity of the markets, please note that violation of these guidelines may result in suspension or expulsion from the market.

Covid-19 and our 2023 Season

COVID-19 Guidelines from State of CT Department of Agriculture update frequently during this time of rapid change. As new guidelines become available, we will update our vendors. Current Guidelines are posted on our website at www.cityofgroton.recdesk.com.

Weather Policies

We take the safety of visitors, volunteers, and vendors at the City of Groton Farmers Market seriously, trying to control as much as we can to avoid harmful incidents. However, the weather is one thing out of our control and, as we all know... it's Connecticut and the forecast changes as it pleases!

The City of Groton Farmers' Market is a rain or shine market.

If lightning or heavy wind are reported in the vicinity of the market during normal business hours, customers, vendors and, volunteers will be asked to move to a safe place until the weather has passed. Once passed, a determination will be made about resuming normal market operations for the remainder of the market day. In severe situations, the Market will close early.

On days with high winds or gusts, all freestanding display racks, sandwich boards, and shelves must be secured with stakes or weights as possible or consider taking down until the wind passes. If the wind starts to destabilize canopies or other display items, all vendors will be required to take down canopies and remove free-standing display items for the remainder of the Market day.

If the severe weather threat occurs prior to the opening of the market and/ or there is reason to believe the threat will persist through much of the afternoon, the Market may be cancelled altogether. If that were to happen, notification would be posted on our website, and communications would go out by email, and Facebook. With weather forecasts often changing hourly, we will make the best call we can with the information we have at that time.

The City of Groton Farmers' Market is not responsible for lost or damaged merchandise. Refunds or payment transfers are not provided in the event of Market cancellation.

Marketing

Help us market you as a vendor by doing the following:

1. Email a photo and description of your business to be featured in our Vendor Spotlight section of our email newsletter to cogfarmersmarket@gmail.com.
2. Follow us at www.facebook.com/cogfarmersmarket and Instagram @cogfarmersmarket. Interact and share are posts often! Help us spread the word of our Farmers' Market.
3. Each week, the Market Manager will email asking for any new items, menus, offering at this week's Market. We aim to feature what shoppers can find each week at the Market. Please let us know so we can market you!

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.

•• 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
 Artichoke
 Arugula
 Asian Cucumbers
 Asian Eggplant
 Asian Greens
 Asparagus
 Bok Choi
 Beans
 Beets
 Bell Peppers
 Broccoli
 Broccoli Rabe
 Broom Com
 Brussels Sprouts
 Bulbing Fennel
 Bunching Onions
 Burdock Cabbage
 Callaloo
 Carrots
 Cauliflower
 Celeriac
 Celery
 Chard
 Cherry Tomatoes
 Chicory
 Chiles
 Chinese Cabbage
 Collards
 Corn
 Cucumbers
 Cumin

Fava Beans
 Fiddleheads
 Fingerling Potatoes
 French Beans
 Fresh Shell Beans
 Frying Peppers
 Garlic
 Garlic Scrapes
 Ginger
 Gourds
 Green Beans
 Green Onions
 Greens
 Habanero Peppers
 Herbs
 Heirloom Tomatoes
 Horseradish
 Hot Peppers
 Indian Corn
 Italian Eggplant
 Jerusalem Artichokes
 Kale
 Kohlrabi
 Leaf Lettuce
 Leeks
 Lettuce
 Lima Bean
 Mache
 Mesclun
 Mesclun
 Mixed Greens
 Mustard Greens

Peas
 Peppers
 Pickling
 Cucumbers
 Pole Beans
 Potatoes
 Pumpkins
 Radishes
 Rhubarb
 Rutabaga
 Salad Greens
 Savoy Cabbage
 Scallions
 Shallots
 Shelling Peas
 Snap Peas
 Snow Peas
 Sorrel
 Spaghetti Squash
 Spinach
 Sprouts
 Squash Blossoms
 String Beans
 Sweet Corn
 Sweet Potatoes
 Tomatillos
 Wax Beans
 Wheat Grass
 Winter Squash
 Yellow Squash
 Zucchini
 Other: _____

Daikon Radishes
 Delicata Squash
 Dry Shell Beans
 Edamame
 Eggplant
 English Cucumber
 Escarole

Napa Cabbage
 Okra
 Onions
 Ornamental Corn
 Parsnip
 Pea Shoots
 Mushrooms

Other: _____
 Other: _____
 Other: _____
 Other: _____
 Other: _____
 Other: _____
 Other: _____

Fruit

Apples
 Apricots
 Black Currants
 Black Raspberries

Blackberries
 Blueberries
 Cantaloupe
 Carentais
 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: _____