



GFM 2021 Market Rules

Glastonbury Farmers Market Coalition, Inc. ("GFMC") is a not-for-profit organization that operates the Glastonbury Farmers Market ("Market"), a public market, located in the Town of Glastonbury, Connecticut. Vendors may participate by invitation only, by submitting an application, and are required to make or grow everything that they sell.

The following Market Rules apply to all participants of the Glastonbury Farmers Market, including, but not limited to, farmers, vendors, artisans, community organizations, educators, and entertainers. Your acceptance as a participant of the Market confirms your agreement to abide by the following Market Rules.

1. All state laws and recommendations in the State of Connecticut of Agriculture Farmers' Market Guide shall be followed. The Farmers' Market Reference Guide may be found at [http://www.ct.gov/doag/lib/doag/marketing_files/Complete FM Ref. Guide 04-25-2012.pdf](http://www.ct.gov/doag/lib/doag/marketing_files/Complete_FM_Ref_Guide_04-25-2012.pdf).
2. Farmers market health and safety regulations are mandated by the State of Connecticut and administered by the Town of Glastonbury Health Department. It is the responsibility of each vendor preparing food or offering samples to obtain the proper permits, and submit a copy of such permits to the Market Master. Regulations and forms are available from the Town of Glastonbury website at <http://www.glasct.org>. For more information, please contact the Town of Glastonbury Department of Health at 860-652-7534 no later than April 15, 2021.
3. Market goods allowed for sale include:
 - Connecticut grown produce, fruit, herbs, flowers, plants;
 - Connecticut produced eggs, cheese, dairy products, and meats from the vendor's herd;
 - Locally raised fish and shellfish;
 - Value-Added Products containing Connecticut grown ingredients such as, but not limited to, jams, jellies, preserves, sauces, pickles, other canned fruits/vegetables, salsas, pestos, spreads, flavored oils, baked goods, prepared foods, soaps, natural body products, wool, pelts, and ornamental greenery that are made in Connecticut; and
 - Vendor made artisanal and/or craft items featuring a unique quality not available in the mass market that are made in Connecticut.
4. All Market goods sold at the Market shall be listed on the Market Application and Crop Plan(s) and require prior approval for sale by the Market Master in their sole discretion. **Only those items listed on the Market Application may be offered for sale.** Other products not listed on the Market Application shall require prior approval by the Market Master before Market day.

5. Farmers shall sell only what they grow in accordance with their crop plans filed with the State of Connecticut, Dept. of Agriculture. If a farmer wishes to sell produce not grown on their farm, they must first get approval from the Market Master prior to the next scheduled market day. A farmer approved to sell produce from another Connecticut farm must clearly mark the name of that farm from which the product is sourced. All other vendors shall sell what they have produced in Connecticut. No out of state grown items are allowed.
6. All Value-Added Products shall use Connecticut grown ingredients to the extent possible. If the main ingredient cannot be sourced locally, the theme ingredient must be grown or produced in Connecticut. Minor ingredients like spices or products not grown in the Connecticut region, i.e., flour, oils or vinegars, may be purchased from non-local sources. All value-added products must be made in Connecticut. No out of state produced items are allowed.
7. All prepared and/or processed food products shall comply with all applicable state and federal health and safety regulations and be prepared in a commercial inspected kitchen except for items covered by Connecticut General Statute Secs. 21a-24a – “Sale of Jams Jellies and Preserves.”
8. All prepared and/or processed food product vendors are required to fill out a Glastonbury Seasonal Market Application no later than April 1, 2021 or will not be allowed to attend. This includes canned goods, baked items, food trucks, honey, or any other prepared items. The application can be found online at <http://www.glastonbury-ct.gov/home/showdocument?id=16822>.
9. All prepared food products shall have all ingredients displayed on the item or available for shopper inspection if they are not displayed on the item. If applicable, commercial food license numbers shall be printed on all product labels. Copies of health permits shall be provided to the Market Master.
10. Artisanal and/or craft items offered for sale by a vendor shall be made by the vendor. Mass-produced products not originally created by the vendor, including distribution of products created for chain manufacturers, are prohibited. All non-farm vendors shall submit a specialty crop plan to the Market Master along with Sales and Use Tax Permits, if applicable, in accordance with the State of Connecticut, Dept. of Agriculture Regulations. All value-added products must be made in Connecticut. No out of state produced items are allowed.
11. The GFMC Board reserves the right in their sole discretion to select vendors and products to create the appropriate balance for our shoppers.

12. Community organizations may participate in the Market to promote **local programs or events** upon submission of an application, and approval by the GFMC Board. Such organizations must have tax exempt status under IRS Section 501(c)(3). A copy of the tax-exempt status of the organization must accompany the Market Application. If the Market Application is approved, the organization shall be eligible to participate one day per season and additional days at the vendor “pop up” rate. No political organizations, politicians, political candidates, etc., shall be allowed at the Market. The Market Master reserves the right to revoke, deny, remove, or make an exception for any organization’s application for any reason.

13. The 2021 Glastonbury Farmers Market shall operate from **10:00AM to 1:00 PM**, rain or shine, on the following Market days:

All Saturday starting June 19th thru Sept 4, 2021

A 10’ x 10’ space is provided with each paid Market Application. The Market Master shall assign all spaces. Requests for specific locations must be made prior to Market day. Should a participant require additional space, arrangements must be made with the Market Master prior to Market day. Rental fees are discounted for participants who sign up for the entire market season with all necessary paperwork & fees before March 31, 2021. All fees are required to be paid prior to the start of the market season with **all** necessary paperwork. *Please make checks payable to "Glastonbury Farmers Market Coalition, Inc."*.

Fees for the 2021 Glastonbury Farmers Market are as follows:

- Entire market season: \$150.00 if completed application is received before March 31, 2021 or ***\$200.00 if received after March 31, 2021***
- Each Market Day (pop up): \$35.00 with a minimum of 3 weeks with applications received by March 31, 2021 and \$40 for applications received after March 31, 2021
- NOTE if GFM does NOT have your application, ALL required paperwork and fee by March 31, 2021 – we may not be able to promote you on the following (but not limited to): social media, GFM website, newspaper, GFM facebook page & more.

14. All participants must provide their own tents, tables, chairs and/or generators. Tents and table displays must be properly secured by being tied down, staked or weighted. All tie downs, stakes or weights shall be safety flagged within the space allotted and shall not obstruct a main aisle or walkway. Generators are required to be a quiet model generator.

15. Signage must be tastefully constructed and in good condition. Signage should not block aisles or walkways or otherwise pose a safety hazard.

16. General and Product Liability Insurance is required for all vendors, including community organizations, to participate in this Market with a minimum of \$1 million (\$1,000,000.00) liability limits confirmed via presentation of a Certificate of Insurance included with the application. Glastonbury Farmers Market Coalition, Inc. shall be listed as a certificate holder as follows:

Glastonbury Farmers Market Coalition, Inc.
P.O. Box 554
South Glastonbury, CT 06073

17. Participants may begin to set up one (1) hour prior to the market opening (9:00am), setting up no later than 30 minutes before the market opens (9:30am), and are expected to leave the market grounds thirty (30) minutes after the market closes. Participants are expected to respect the market grounds and remove all waste produced by their booth.
18. Documentation of certified scales must be displayed on the scales in the booth.
19. All participants are expected to attend the market on their scheduled dates. If a participant signs up for the whole season, but cannot make the dates for some reason, there is no refund for the missed dates unless there is a death or unforeseen circumstance, such as crop failure or illness. Such request for a refund shall be submitted in writing to the Market Master, and a final decision will be determined by the GFMC Board. If the participant is deemed excused by the GFMC Board, a refund will be given to the participant within thirty (30) days for only those market dates missed. Two (2) or more consecutive absences of Market days may be construed to be a termination of the Market contract by the participant, and no refunds may be provided in the sole discretion of the GFMC Board.
- 20. Participants are required to provide a minimum of twenty-four (24) hour notice to the Market Master in the event they are unable to attend the Market on a scheduled date or incur a \$25 "no show" fee.**
21. The market shall operate rain or shine. However, in the event of severe inclement weather or other disaster, natural or otherwise, the market may be cancelled at the discretion of the Market Master. All scheduled participants will be notified of a cancellation as soon as possible. No refunds shall be given in the event of a weather-related cancellation. Cancellations will be posted on the Market Facebook Page.
22. All market items for sale should be of the highest quality and displayed in a tasteful manner. Farmers and vendors that sell food products need to be mindful of summer heat and rain, and should plan for coolers and freezers accordingly. Those items that do not meet standards for quality may be removed at the sole discretion of the Market Master.
23. Participants will partake in GFMC's Friends of the Market program. It is in the participant's sole discretion to provide a nominal item or special pricing/discounts to the Friends of the Market **each week**. Friends of the Market will be provided with a GFM ID.

24. Farmers and/or vendors who participate in Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) certification and Senior Farmers' Market Nutrition Program (SFMNP) are required to do so as we are a Connecticut certified market. Farmers and/or vendors are encouraged to participate in the Supplemental Nutrition Assistance Program (SNAP) certification. Farmers and/or vendors who participate in this program must provide their own electronic processing equipment. At this time, the Market does not have any electronic devices to process the SNAP program electronically. Smoking, alcoholic beverages, and animals are prohibited from the Market booths. However, if a participant wishes to bring farm animals for display purposes, approval from the Market Master shall be obtained prior to the next market day before such animals may be brought to Market. If permits are required by the Town of Glastonbury Department of Health, such permits must be secured by the participant prior to Market day, and a copy of such permit shall be provided to the Market Master.
25. Radios, stereos, and other devices are prohibited at the Market except for entertainers specifically provided by GFMC.
26. All participants are expected to be polite to customers and to each other. Please bring any issues to the attention of the Market Master as soon as possible. Complaints should be provided to the Market Master in writing. All complaints will be investigated by the GFMC Board. A written response will be provided to the complainant within one (1) week. Inappropriate conduct during the investigation process will not be tolerated and may result in immediate and final dismissal from the Market. All decisions of the GFMC Board regarding the complaint shall be made in its sole discretion and will be final.
27. Any violation of these Market Rules may result in suspension or expulsion from the Market with no refund.
28. Your acceptance of these Market Rules is indicated by your signature on the Market Application.
29. Please provide a Vendor Profile to be used for Marketing the 2021 GFM – See attached



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1 Glastonbury Farmers Market Application

This application must be completed by all vendors, services, entertainers, musicians & community organizations wishing to participate in the Glastonbury Farmers Market ("Market"). Submitting an application does not guarantee you a space at the Market. All applications are reviewed by the Glastonbury Farmers Market Coalition, Inc. ("GFMC"), and approved on an annual basis. ***Application and fees are due no later than March 31, 2021. Incomplete applications will NOT be considered & will incur a \$50 late fee (\$200 if sent in after March 31, 2021 or any additional information is mailed in after March 31, 2021.***

Date: _____

Contact Information

Contact Name: _____

Name of Farm or Business: _____

Mailing Address: _____

Farm or Business Address if different from Mailing Address:

Telephone No.: (Home) _____ (Mobile) _____

Email: _____ Website: _____

☐ Yes ☐ No New farms must be registered with the CT Department of Agriculture as a certified farm/market garden.

****ALL VENDORS must attach a copy of their current Connecticut Dept. of Agriculture Crop/Specialty Crop Plan(s).****

Market Dates:

☐ I will attend **ALL** Market Dates every Saturday from June 19 to Sept 4th 2021

I will attend the following dates ONLY – Circle the dates you will attend

June 19

June 26

July 3

July 10

July 17

July 24

July 31

Glastonbury Farmers Market Coalition, Inc.
P.O. Box 554, South Glastonbury CT 06073
www.glastonburyfarmersmarket.com

August 7

August 14

August 21

August 28

September 4

****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED****

Required Documents:

- | | | |
|--|--------|---|
| <input type="checkbox"/> Crop Plan | and/or | <input type="checkbox"/> Specialty Crop Plan |
| <input type="checkbox"/> Commercial Kitchen Inspection Certificate (if applicable) | | <input type="checkbox"/> Health Permit(s) (if applicable) |
| <input type="checkbox"/> Certificate of Insurance with certificate holder as shown:
Glastonbury Farmers Market Coalition, Inc.
P.O. Box 554
South Glastonbury, CT 06073 | | <input type="checkbox"/> Sales & Use Tax Permit (if applicable) |
| | | <input type="checkbox"/> Completed Vendor Profile |

By signing this application and accepting the Market Rules of the Glastonbury Farmers Market, I hereby agree that I am an independent contractor, and it is not my intent to create a partnership, agency, joint venture or employer-employee relationship with GFMC; that I shall comply with all applicable laws, rules, and any public authority having jurisdiction in matters relating to the Market; to assume all risk for damage to the property of GFMC and the Town of Glastonbury, and injury or death to its employees and agents resulting from my participation in the Market; and to release and hold harmless GFMC and the Town of Glastonbury from any and all liabilities, including attorney's fees, court costs, claims or causes of action for any injury, disease, sickness or damage to person or property while participating in the Market.

Applicant's Signature

Date

Applicant's Printed Name

Please submit your completed application to:

Glastonbury Farmers Market Coalition, Inc., P.O. Box 554, South Glastonbury, CT 06073

****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED****

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For Office Use Only

- | | |
|--|--|
| <input type="checkbox"/> Application reviewed by _____ | <input type="checkbox"/> Confirmation from CT DOA of farm certification (new farms). |
| <input type="checkbox"/> ACCEPTED | <input type="checkbox"/> REJECTED Reason: _____ |
| <input type="checkbox"/> Notification sent on by _____ date _____ mail _____ email _____ phone _____ | |
| <input type="checkbox"/> Payment received | Check # _____ Check Date _____ *FEES WAIVED* |
| <input type="checkbox"/> Documentation received | Missing Information _____ |
| <input type="checkbox"/> Added to GFMC website Date Added _____ | |

Glastonbury Farmers Market Coalition, Inc.
P.O. Box 554, South Glastonbury CT 06073
www.glastonburyfarmersmarket.com

Glastonbury Farmers Market Vendor Profile

The profile will be used on the GFM website – Social Media – GFM Facebook page – Newspaper Releases – Newspaper articles – and more! Please complete this page and send it to our email address:

glastonburyfarmersmarket@gmail.com

Vendor Name: _____

Company/Farm Name: _____

Address: _____

On-line purchases website or contact: _____

How long have you been in business: _____

Description of your Products/Services: _____

**Please send 3 pictures of products that BEST represents you & your
Logo to our email address glastonburyfarmersmarket@gmail.com**
