

# ANDOVER FARMERS MARKET CT - 2020 RULES AND REGULATIONS

We are happy to have you as a vendor to provide local products to our community!

Please read & sign below to ensure our market is the best it can be. Thank you! –AFM Committee

## 1. DATES & LOCATION:

The first Wednesday of each month from July to November from 4:00 P.M. - 7:00 P.M. on July 1<sup>st</sup>, August 5<sup>th</sup>, September 2<sup>nd</sup>, October 7<sup>th</sup>, November 4<sup>th</sup>. Hosted at the Historic Meeting House Field at First Congregational Church of Andover. 359 Route 6, Andover, CT 06232 \*Markets are hosted inside the church due to inclement weather.

## 2. SETUP:

- Farmers will bring their own tent and tables for setup. (If inside church, tent and tables are provided)
- All growers/vendors should set up at least a half hour and up to one hour prior to the start of the market.
- Electricity may be available upon request. Generators are not allowed.
- Each grower/vendor is responsible for setting up, closing down, displaying and cleaning their site.
- Each grower/vendor is required to display the name and location of their farm/business.
- Each grower/vendor must leave his/her site in the same condition as he/she found it. They must keep it clean and dispose of any trash. Garbage/recycling bins are provided.

## 3. PARKING:

- Farmers to pull into church driveway on Long Hill Road, directly off of Route 6 (next to library)
- For easy setup, farmers to drive onto field to unload out of vehicle in their designated spot, leaving vehicle there during the market. If market is hosted inside due to inclement weather, the vendors must first unload, then park down the street at the Athletic Fields.
- Market visitors will park in the church parking lot. Parking directed by town's CERT.

## 4. VENDOR INFO:

- Rate is \$20 per market, or \$80 if pre-registered (by 5/15) for all 5 markets. Payment (no refunds): Checks made payable to 'Town of Andover' and noted in memo line 'Andover Farmers Market CT'. Mail check to: Town of Andover, 17 School Road, Andover, CT 06232, Attn: Amanda Gibson, Market Master
- Market will be held rain or shine and it is expected that all growers/vendors will participate during all market hours unless granted an exception by the Market Master. Market Master(s) reserve the right to cancel the market day due to severe or dangerous weather conditions.
- \*Paperwork to be filed with the Market Master: [Retail Sales Certificate & Insurance Certificate](#).
- All sales taxes are the responsibility of the individual vendor & must have own liability insurance on their products.

## 5. POLICIES:

- All standard regulations of the State of CT Department of Agriculture will be followed. All growers/vendors will comply with the local and State of CT Health Department Regulations.
- All products must be grown or produced on each vendor/grower's land, property, bakery, or kitchen, owned or leased by the vendor in CT. All baked goods/value added products must be assembled, produced, and baked on each vendor's property/bakery/kitchen owned or leased in Connecticut. No out of state baked goods or value added product allowed. Each farmer can supplement his/her CT grown produce with other CT grown produce only in the event of crop failure, customer demand, or market shortage. Also, in the event that a product is not currently being supplied insufficient quantity and quality, all farmers are allowed to supplement his/her produce with that product was bought from if deemed necessary by the Market Master(s).
- No resale of products allowed. Exception will be made to those products not currently grown or produced by any member with approval of the Market Master(s) and a sign of origin must be displayed on such products.
- Goods offered for sale are expected to be of the highest quality. If, in the opinion of the Market Master, a vendor offers inferior quality products, the vendor may be asked to withdraw the items(s).
- All scales must be certified with a CT Weights and Measures Department Seal.
- Only members of the Andover Market may sell at this market.
- All prices must be clearly marked. Prices are between the individual vendor and his/her customers.
- None of the following items may be sold at the AFM: flea market items, crafts made from kits, food items that are not correctly labeled, repackaged foods or goods. The AFM committee reserves the right to prohibit sale of items it deems improperly prepared or incompatible with our mission.
- Items that can be sold at the market: Any product that is homemade, handmade, homegrown, or gathered from nature in the State of CT.
- NO SMOKING- All growers/vendors and their employees must maintain a non-smoking policy during market hours.
- All growers/vendors will cooperate with the local Police Department, property owners, and town regulations.
- All growers/vendors and their employees must dress in appropriate attire.
- All growers/vendors and their employees must be courteous and honest to all customers. There will be no profanity, shouting, or causing disruption to the market.
- The Market Master(s) will determine any penalties for violators.
- To maintain the quality of the Andover Farmers Market, violation of any of these guidelines may result in suspension or expulsion from the market.

# ANDOVER FARMERS MARKET CT - 2020 VENDOR APPLICATION

The first Wednesday of each month from July to November from 4:00 P.M. - 7:00 P.M.

July 1<sup>st</sup>, August 5<sup>th</sup>, September 2<sup>nd</sup>, October 7<sup>th</sup>, November 4<sup>th</sup>

Hosted at the Historic Meeting House Field at First Congregational Church of Andover - 359 Route 6, Andover, CT 06232

*DEADLINE to reserve your spot for all 5 markets is May 15<sup>th</sup>, 2020.*

Name of Farm/Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website: \_\_\_\_\_ Social Media: \_\_\_\_\_

Produce/Consumables Provided: \_\_\_\_\_

Comments/More Info: \_\_\_\_\_

Retail Sales Certificate filed: (Yes) (No) Insurance Certificate: (Yes) (No)

Dates Participating:

Market Date	Participating	Date Paid
July 1 <sup>st</sup>		
August 5 <sup>th</sup>		
September 2 <sup>nd</sup>		
October 7 <sup>th</sup>		
November 4 <sup>th</sup>		

\$20 per market or \$80 for all 5, which must be confirmed before first market of the season.

Payment (no refunds): Checks made payable to 'Town of Andover' and noted in memo line 'Andover Farmers Market CT'.

Mail check to: Town of Andover, 17 School Road, Andover, CT 06232, Attn: Amanda Gibson, Market Master.

*Upon signing, you are agreeing to the terms and conditions of the 2020 Rules and Regulations.*

Vendor Signature: \_\_\_\_\_

\*VENDOR COMMENTS: \_\_\_\_\_

\*AFM COMMITTEE COMMENTS: \_\_\_\_\_

## Questions or Comments?

Please contact our committee...

Market Master, Amanda Gibson

401-339-7385 or [andoverfarmersmarket@gmail.com](mailto:andoverfarmersmarket@gmail.com)

Instagram & Facebook: @andoverfarmersmarketct