

DERBY GREEN MARKET



3rd Annual Derby Green Market 2018 Season Vendor Application/Agreement Packet

Dear Vendors,

Thank you for joining us as we begin the 3rd annual season of the Derby Green Farmers' Market.

This packet contains the vendor rules, application agreement, and forms to become a vendor for the 2018 season. This year the market will take place on Tuesdays from 5pm to 8pm on the historic Derby Green from July 10th thru August 28th. This day and time will coincide with the Summer Concert series held at the gazebo on the Green. After this date, the Market hours will change to 3pm - 6pm for the months of September and October.

Mission Statement

The mission of the Derby Green Market is to provide the people of Derby with a convenient, enjoyable, and family friendly place where they can purchase healthy and seasonal foods and food products. We are dedicated to providing only those products that are grown or produced in Connecticut, whereby benefiting not only local farmers, but also the community.

What We Are

We are a certified farmers' market, which means that the State Department of Agriculture recognizes that we are committed to offering Connecticut grown produce and farm products, with a traceable point of origin. However, a standard exemption form has also been filed with the State Dept. of Ag. It lists the produce and farm products our farmers might have to buy, if need be, due to crop failure, etc. (Only Connecticut grown products and produce can be purchased). For clarification, you can go to the Market Manager, or check the Connecticut Department of Agriculture Website.

In addition, we are authorized by the CT. Dept. of Ag. to accept WIC coupons for the purchase of fresh fruit, fresh vegetables and fresh cut herbs. No other products can be purchased with these coupons including crafts, flowers or plants, baked goods, jams, jellies or other processed foods.

Vendor Fees

The 2018 vendor fee is \$99.00 per 10 x 10 foot space. Two spaces are \$150.00. This fee reserves the vendor a space for the season as well as the option to sell their goods at the annual Derby Day Celebration in June. These fees will be used to cover the expenses of the market. It is assumed that all vendors will attend the market every week during the season. If for some reason, a vendor is not able to attend, they should call the market manager as soon as possible. The market will also have available the option to be a weekly guest vendor for a fee of \$25. ***Fees should be made by check or money order to the City of Derby Cultural Commission. There are no refunds of any kind or pro-rating based on participation, once the fee has been paid.***

Derby Green Market
2018 Vendor Rules and Regulations

1. Smoking is not permitted on the Derby Green.
2. Vendors are responsible for supplying tables, chairs, tents and display materials, as well as any other required signage or supplies specific to the Naugatuck Valley Health Dept. and The Connecticut Department of Agriculture.
3. Vendor setup begins at 4 pm. All vendors should be set up (vehicles should be parked in vendor parking spaces located on Olivia Street) and ready to sell, by 5 pm.
4. All vendors are responsible for the collection and disposal of any garbage or waste at his or her site. Site should be left in the condition in which it was found.
5. All issues, concerns and or questions should be brought to the attention of the Market Manager.
6. All vendors are responsible for attaining the appropriate licenses, permits, and insurance in a timely manner preferably at least one week prior to the opening day of the market season.
7. Each vendor is required to display the name and location of his or her business in an easily seen location.
8. All scales must be certified with a CT Department of Weights and Measures seal.
9. All vendors must comply with the local and state health department regulations. Any state or local applicable licenses must be current and on file with the Market Manager. Derby is under the jurisdiction of The Naugatuck Valley Health Dept.

10. All prices must be clearly displayed. All prices are strictly between the vendor and the customer, the Market Manager does not hold responsibility for price concerns.
11. All sales' taxes are the responsibility of the individual vendor.
12. All vendors must obtain a current business/farm liability insurance policy in the amount of one million dollars for general product liability with a two million dollar aggregate with the City of Derby Cultural Commission as a certificate holder. A copy of this certificate must be provided to the Market Manager, where it will remain on file.
13. It is assumed that all items sold by a farmer were grown by them; however, In the event that exempt products were purchased by a farmer, all products must be disclosed to the public. Signage with the product name (originating farm) and the supplier's location must be displayed at all times as per the State of CT as of October 1, 2015. In addition, vendors must keep available all receipts from the purchase of exempt items for at least one year.
14. The market is open rain or shine unless a significant or dangerous weather event prevents it. The decision to close the market will be at the discretion of the Market Manager. Vendors will be notified by phone if this occurs.
15. Points of purchase cards, plastic bags, etc. are available for farmers at the Connecticut Department of Agriculture as long as supplies last.

**Derby Green Market
2018 Vendor Application**

The following items should accompany a completed application in order to participate in the market:

1. 2018 season vendor fee of \$99.00 to be paid by either check or money order made out to the City of Derby Cultural Committee.
2. A completed and signed application.
3. Farmers need a crop plan from the Department of Agriculture.
4. A copy of liability insurance policy.

Name: _____

Make and model of vehicle(s) used for the Derby Green
Market _____

License Plate #(s) _____

Business name: _____

Home street address: _____

City: _____ State: _____

Zip code: _____ Home phone: _____

Cell phone: _____ Email: _____

State everything you will be selling:

I am submitting this application for _____ spaces at the cost of \$_____.

Total Submitted \$_____ Check or Money order number: _____

I _____ have agreed to rent the stated above as a part of the Derby Green Market 2018 season for the sum of \$_____, and in consideration thereof, agree to indemnify and hold harmless the city of Derby Cultural Commission and any other unnamed sponsors from all accidents, damages, claims, liabilities, or judgments arising from the undersigned activities engaged during Green Market events. These include but are not limited to attorneys' fees incurred in the defense of an action against the City of Derby Cultural Commission, medical expenses, or other causes against the city of Derby or any other unnamed sponsors.

Print name _____ **Date** ___/___/___

Signature _____

Please return the application fee made out to the City of Derby, Cultural Commission along with the completed applicable forms to the attention of:

Michelle Novak,
Market Manager
255 Leavenworth Rd.
Shelton, CT 06484

derbygreenmarket@outlook.com

CT Dept. of Ag. (203) 713-2455
Michelle Novak: 203-231-4034