



Vendor Application 2024

Apply online or mail signed application and supporting documents to:

Ledyard Farmers' Market, Attn: Market Manager

P.O. Box 334, Ledyard, CT 06339

Or Email To: ledyardfarmersmarket@gmail.com

Incomplete applications/documents will not be considered until all required information has been submitted.

Owner Name(s): _____

Business/Farm Name: _____

Business Address: _____

Town: _____

State/Zip: _____

CT Sales Tax #: _____

Business Phone: _____

Cell Phone: _____

Web Site: _____

Email: _____

Facebook: _____

Name/Phone of people who will be on site: _____

Make/Model of vehicle(s) that will be on site: _____

There will be 15 Markets in the 2024 Season.

Market Schedule: June 5, 12, 19, 26; July 3, 10, 17, 24, 31; August 7, 14, 21, 28; September 4, 11

Full Season (\$200)* _____ Half Season (\$125)* _____ Guest Vendor (\$25 per)* _____

Half Season/Guest: Dates Requested:

_____, _____, _____, _____, _____, _____, _____, _____

Pay online or by check made payable to: Town of Ledyard, with LFM in the memo line

_____ YES, I need electricity at the market

_____ NO, I DO NOT need electricity

Priority consideration for returning vendors is Feb 2, 2024 to Feb 23, 2024

FEES; INCLUDES ELECTRICITY:

*Full-Time Fee: \$200 for one 10' x 10' space – 9 to 15 markets

*Part-Time Fee: \$125 for one 10' x 10' space – 6 to 8 markets

*One-Time Fee: \$25 for one 10' x 10' space – 1- 5 markets

The return check fee is \$35.

ADDITIONAL SPACE: If you need to exceed 10' x 10'

Space and a half: Add \$12 for each market.

Double Space: Double cost

Triple Space: Triple cost

Applications, supporting documents, and payments should be mailed to

The Ledyard Farmers Market, PO Box 334, Ledyard, CT 06339.

Alternatively, applications and supporting documents may be emailed to

ledaryfarmersmarket@gmail.com and payment mailed separately.

DO NOT deliver or mail to Ledyard Town Hall

Summer 2024 Market Committee:

The Market Team is there to help you. Should you need a bathroom break or a few minutes away from your booth, let a team member know and we will have an LFM team member watch your booth. The market committee is made up of volunteers; please treat them with courtesy, respect and civility.

Ledyard Farmers Market is a WIC & Senior FMNP Market. Any vendors selling vegetables, fruit, honey, or eggs must be WIC/Senior Certified by the CT Department of Agriculture and follow their guidelines accordingly.

Please include the following documents with your application, as applicable: *Incomplete applications/documents will not be considered until all required information has been submitted.*

- _____ Crop Plan (foods) or Specialty Crop Plan (non-edible items)
- _____ Health Dept. Permit and/or applicable licenses
- _____ List of products to be sold (must be produced by vendor; please be as detailed as possible)
- _____ Copy of any special certifications (i.e., certified organic, humane, etc.)
- _____ Proof of liability insurance with "Town of Ledyard" listed as the certificate holder
- _____ Proof of product liability insurance

Note: **All items sold MUST be listed on the crop plan or specialty crop plan. Bakers, please include a list of items you will be selling. If you add items during the season the crop plan must be updated and submitted to the market manager, before the market.**

***** Please initial below *****

- _____ We will adhere to all market safety policies.
- _____ We will adhere to all market rules at all times unless an exception is requested and approved by the Market Manager. We understand that if we do not follow a market rule(s), we will receive one verbal communication and one written communication. If the rule is violated a third time, we understand that we will be asked to leave the market for the rest of the season.
- _____ If this application is for a full-season vendor space, and they are no longer available, please consider this application for a half-season or one or more guest spots.
- _____ I understand that **selling to the public is NOT allowed before 4 pm or after 7 pm. I CAN sell to other vendors** before 4 PM. I will make sure that all people working in the booth understand and abide by this policy.
- _____ I also understand **I MUST** enter the market via the Ledyard Bill Library and check in before setting up.
- _____ Applying does not guarantee a spot in the market. Only applications completed in full and **including payment** for your requested dates will be reviewed. Once approved, you will be contacted by a committee member for payment.

By signing below, you acknowledge that you have read the 2024 Vendor Package and will abide by all policies set forth.

Submission of this application is an agreement to abide by all market guidelines and regulations attached.

PRINTED NAME

SIGNATURE

DATE

2024 SUMMER MARKET VENDOR PACKAGE INFORMATION

Market Info:

The market is held each Wednesday from the first week of June to mid-September. The market is held at the LOWER Ledyard Town Green located at 741 Colonel Ledyard Hwy., Ledyard. There are 15 markets.

2024 SUMMER MARKET THEMES

JUNE - 5 – Earth Day 12 – Stuffed Animal Parade 19 - Sweets 26 - Halloween
JULY - 3 – Red, White & Blue 10 – Bee Bubbly 17 - Bacon 24 – Ocean/Beach 31 - NASCAR
AUGUST - 7 – 70’s Hippies 14 - Dogs 21 – Old Folks Day 28 – Game Day
SEPTEMBER - 4 – Back to School 11 – Hometown Heroes

Vendor Fees & Documentation:

- ✓ All vendors must provide a certificate of insurance naming Ledyard Farmers Market, Town of Ledyard, 741 Colonel Ledyard Hwy, Ledyard, CT 06339 as additional insured.
- ✓ Product liability insurance is also required and must have a minimum of \$300,000 coverage.
- ✓ All vendors must provide a copy of your State of CT sales permit and all other applicable permits.
- ✓ Application, crop plan, permits, insurance, and full payment must be submitted and approved before a vendor will be added to the market map.
- ✓ No vendor will be allowed at the market without pre-paying for space. Vendor fees **WILL NOT** be collected at the market. All vendors must pay in advance, preferably online, or also by check.
- ✓ If payment is made by check, checks are made payable to the Town of Ledyard, with LFM in the memo line.
- ✓ For vendors needing more than one space, each space must be purchased at full price.
- ✓ Food truck vendors with trailers are limited to space that will contain their trailer only unless discussed with and approved by the Market Manager.

Refunds are not available after the approval of your application.

- ✓ The market has a limited number of spaces; priority will be given to farm-based products and those that grow, produce, glean or locally source raw materials used in products for sale.
- ✓ **The market limits the number of vendors selling similar items.**
- ✓ Vendors in good standing that have seniority, defined as being a vendor for the last 3 seasons or longer, will be given priority with regard to location and electricity.
- ✓ Only locally grown or produced items (as defined by CT Grown standards) that meet all applicable federal, state, and local rules and regulations, and have received the approval of the Market Manager, may be offered for sale.
- ✓ All items offered for sale at the market must be first quality, clean, and freshly picked, and vendors must comply with the food safety regulations governing the storage, display, and transportation of their foodstuffs or products.
- ✓ The Market Manager has the right to require any vendor to remove a product from the selling display. Cause for removal includes failure to include the product in the vendor's market application, failure to obtain appropriate permitting or licensing, improper labeling, inadequate signage, or inferior quality.
- ✓ Pricing for items shall be established only by individual vendors. Collusion among vendors to raise or lower prices or exert pressure or persuasion to cause any vendor to increase or decrease selling prices is prohibited.

- ✓ Each vendor must post the name and location of their farm or business at their booth.
- ✓ The LFM tries to accommodate all vendors; however, the LFM has the final say on vendor placement on the market grounds.

Market Grounds



Allowable items to sell:

1. **Items to be sold:** All food items offered for sale are expected to be fresh and of the highest quality. All items must be CT grown or CT produced by the vendor.
 - a. **Baked goods and prepared foods:** Should be produced from scratch by the vendor. Food vendors should try to use CT-grown ingredients when possible. Purchasing processed foods and reselling them is prohibited.
 - b. **Meats and dairy:** Vendors may only sell products that come from the vendor's herd. Grazing animals must have regular access to pasture and freedom to move around. Fish and shellfish must be caught or raised locally.
 - c. **Jams, jellies, preserves, maple syrup, and honey:** These items are exempt from processing in a commercially inspected kitchen. It is the responsibility of the vendor to follow state guidelines for the appropriate labeling of these products.
 - d. Vegetables, fruits, or nuts are grown by the vendor from seeds, sets, or seedlings.
- ✓ Chicken, beef, pork, lamb, goat, fish, or other types of meats. All meats must be processed and handled under local, state, and federal USDA regulations.
 - ✓ Fresh baked goods made from scratch by the vendor. Vendors who sell home-baked goods must have a Cottage license or prepare food in an outside commercial kitchen.
 - ✓ Plant and animal products are grown and crafted by the vendor.
 - ✓ Wool, yarn, or textile goods crafted from wool from the vendor's own animals.
 - ✓ Cut flowers or flowering plants are grown by the vendor.
 - ✓ Fresh eggs produced by the vendor's poultry.
 - ✓ Raw, unprocessed honey.
 - ✓ Other prepared products, such as items cooked on the premises, jams, jellies, or relishes containing items grown or produced locally will be permitted at the discretion of the market manager.
 - ✓ Products must be CT grown or made.
 - ✓ Products must be visibly marked with the name and location where produced.
 - ✓ Artisan food processors may sell their CT-made products.
 - ✓ Vendors share responsibility for keeping LFM viable and ensuring public safety. By following the rules and policies as outlined below, vendors will remain "vendor in good standing" and help create a safe, fun, and

profitable market environment. Violation of the rules will put the vendor “out of compliance” which can affect their ability to participate in the market.

MARKETING

All vendors and community groups are highly encouraged to take advantage of LFM's marketing efforts. YOU can help drive traffic to the market! Please consider providing a weekly update to the market as to what you will have available for sale. With this information, the market can offer you **free, targeted social media posts**. LFM market patrons follow the market social media closely and are very tuned in to which vendors will be in attendance and what will be on offer. Please do not miss out on this opportunity for the market to get the word out about what you will have for sale each week.

All vendors are also encouraged to share LFM social media posts, create posts on their own websites directing followers to the market each week, sending email or newsletter blasts to their customer base letting them know when you will be at the market.

The Ledyard Farmers Market has a theme each week. The themes have proven to be very popular and drive customers to the market. You are encouraged to review the list below and participate in any or all themes as you can. There are many ways to participate each week ranging from decorating your booth, providing a featured product, or hosting a sale.

Marketing and Social Media Tips:

- ✓ Vendors who post on social media are more visible and attract more customers and business. Tagging the Ledyard Farmers Market is an easy way to get the word out to customers.
- ✓ An overwhelming number of shoppers look for information online or via social media before making a purchase. Consider starting a Facebook, Twitter, or Instagram account to share new products, events, and other information related to your business.
- ✓ Each week you will receive an email asking you what you want to be marketed for the upcoming market. Please reply with items, specials, recipes, photos, or any other information that can be used to market your items.

Vendor Set-Up:

- ✓ **Set up starts at 2:30 pm.**
- ✓ **All vendors must be set up and ready to sell by 3:45 pm sharp.**
- ✓ **Vendors must supply their own tables, tents, weights, etc.**
- ✓ **The entrance into the market field is specific.** You **MUST ENTER** the Town Green via the Ledyard Bill Library entrance (off Colonel Ledyard Hwy). Drive up the library driveway and proceed through the gate and down the dirt road. An LFM member will be at the entrance to give you your location.
- ✓ **Vehicles will not be allowed to enter the area after 3:45 pm.** If you get to the market after this time you can enter via the main entrance and park in the parking lot. You will have to walk your belongings to your location.
- ✓ Vehicles must be parked in the back of the parking lot or other space approved by the Market Manager. Vendors parking in the first 5 rows of the market will be asked to move their vehicles. If a vendor fails to park their vehicle in the approved location more than three times, they will be asked to leave the market for the rest of the season.
- ✓ Any vendor who, at any time, blocks a handicapped person's access to their vehicle will be asked to leave the market for the rest of the season.
- ✓ **Selling is not allowed before 4 pm or after 7 pm EXCEPT to other vendors. Please be sure all people working in the booth are aware of this requirement.**

Canopies/Space:

- ✓ **ALL VENDORS OUTSIDE THE PAVILLION AREA MUST HAVE A TENT AND WEIGHTS/STAKES.** This is non-negotiable
- ✓ Most accidents at Farmers' Markets involve windblown tents, canopies, and umbrellas. **LFM requires that ALL vendors always secure their tents, canopies, and/or umbrellas to the ground using WEIGHTS and/or STAKES.**
- ✓ **Displays:** Tables **MUST BE** covered with tablecloths, linen, burlap, etc. Floor-length table cloths are preferred to hide any under-table storage.
- ✓ Make sure there are no tripping hazards in or around your booth.
- ✓ Smoking and vaping are prohibited on town property.
- ✓ **Animals, including companion animals, are not allowed under the pavilion or in any food tent.** Only trained service animals are allowed under the pavilion or in food tents.

Vendor Clean Up

- ✓ ***Break down starts at 7:01 pm. Do not start breaking down before the closing bell rings. It is disruptive to the market patrons and fellow vendors. If it is necessary to close the market early for weather or other emergencies, the market will alert the vendors to break down early.***
- ✓ Clean-up must be completed by 8 pm.
- ✓ Do not leave garbage behind; receptacles are provided.

Cancellations / Failure to Show:

- ✓ Please notify the Market Manager at least one week in advance of a planned absence.
- ✓ "Last minute" cancellations should be made no less than 48 hours before the market.
- ✓ After 2 "last minute" cancellations, or failure to show at a market, your good standing status with the market will be affected.
- ✓ After 4 "last minute" cancellations, or failure to show at a market, you will forfeit the remainder of the season. Refunds for forfeiture will not be given.

Weather: LFM is an outdoor rain-or-shine market. The market expects to operate in mild wind or rain conditions. Please use your judgment as is fitting for you and your product to attend a market in mild wind or rain conditions, or during high heat and/or humidity. In the case of excessive rain, wind, severe or dangerous weather, or poor field conditions, the market would be canceled. Should the market need to be canceled, the Market Manager will send out a notice, via text message and/or email no later than noon on the day of the market. Every effort will be made to make any cancellation notice as early as possible. It shall be at the Market Manager's sole discretion to cancel or close an active market early due to inclement weather conditions. There are no refunds due to weather cancellations or early closures.

Vendor Requirements/Information:

- ✓ Each vendor must identify themselves or their business by use of an attractively lettered sign stating their name and location. The sign must be clearly visible from the center aisle. Vendors are encouraged to have business cards. All literature displayed on a vendor's table must relate to his/her product or market affairs.

- ✓ Pricing for all items must be visibly posted and fair. Undercutting or price-fixing is prohibited.
- ✓ All scales must be certified with the CT Department of Weights and Measures seal.
- ✓ Any conflicts, or potential conflicts, which may arise between a vendor and a customer, or between vendors at the market must be brought to the attention of the LFM Market Manager.
- ✓ Vendors are not allowed to break down their booth or leave the market until the closing bell (exceptions being bad weather or other emergencies). Breaking down or leaving the market early will affect a vendor's good standing. If a vendor is asked more than three times to stop closing up before the bell, they will be asked to leave the market for the rest of the season.
- ✓ Under no circumstances can a vendor drive on the field during market hours or before the closing bell. The safety of the customers and other vendors is compromised.
- ✓ At the LFM, we strive to create a welcoming, family atmosphere for our patrons, as well as a sense of community among our vendors. All vendors are expected to be courteous and honest with customers, as well as one another.
- ✓ Vendors who choose to bring children to the market are asked to ensure that the conduct of the minors is appropriate and not disruptive to customers or other vendors.
- ✓ As a reminder, there is no smoking or vaping on town property.

Sanitation:

- ✓ Vendors should present themselves and their employees in a clean and professional manner.
- ✓ Booths, tables, and accessories should be clean and presentable.
- ✓ Smoking is not allowed on the property.
- ✓ Vendors must operate their stands in a safe and sanitary manner. You should arrange your table to create an attractive display. Tables should be clean of debris and personal items. Keep produce off the ground.
- ✓ All vendors will be inspected by Ledge Light Health District and are expected to pass inspection. If a vendor should fail inspection, the vendor is required to fix any issues and be re-inspected before being allowed back to the market. Refunds will not be given to any vendor that is withdrawn from the market due to a failed inspection.
- ✓ Dogs and other animals are not allowed in food booths.

Volunteers: Our hardworking volunteers are imperative to the success of our market. You can't miss them—they will be wearing green market shirts. Volunteers donate their time to support our groups and vendors and help the market succeed.

How LFM enforces the rules:

- ✓ All rules of the market are enforced by the Market Manager or his or her designee, who has ultimate on-site authority. Complaints or problems should be directed to the Market Manager promptly.
- ✓ LFM will contact group owners to address the non-complying behavior and corresponding consequence.
- ✓ Customer complaints will be forwarded to groups and kept on file. Complaints may result in disciplinary action including removal from the market.
- ✓ If a group does not abide by any of the rules of LFM or comply with federal, state, and local regulations applicable to market participation, the Market Manager or designee may take any action deemed appropriate, including barring the group from attending.
- ✓ LFM reserves the right to make an exception to these rules and enforcement policies at its discretion.

Ideas?

Have an idea to help the market succeed? Please let us know!

Help us make the Ledyard Farmers Market **THE** place to be on Wednesday afternoons in the summer!

We look forward to a successful season with you!

**** Please make copies of your application materials and retain this package for your records.****