



The Town of Cromwell Farmers Market is a certified Connecticut Grown Farmers Market held at Riverport Park, 1 River Road, Cromwell. The market features only Connecticut crafted and grown products. Local farm and artisan vendors are especially encouraged to participate. Vendor application approval is at the discretion of the Town of Cromwell Recreation Director.

2024 VENDOR APPLICATION FORM

Business Name: _____

Contact Name: _____

Mailing Address (Street, City, State, Zip) : _____

Telephone: _____ Email: _____

Website/Social Media: _____

Please indicate how you would like us to advertise your business on our social media: _____

Electrical: Electrical outlets will not be provided, so please plan accordingly.

Vendor Fees: Each vendor will be assigned one 10x10 space. For each additional 5x10 space there is an additional charge of \$50.00. (i.e., 20x20 space would be an additional charge of \$100.00 for a total of \$375.00) Vendors must provide their own tents, tables, chairs & signs.

2024 TOWN OF CROMWELL FARMERS MARKET FEES

**Fridays - 4 to 7 p.m.
June 7 through September 6**

Full Season: \$275.00 (14 weeks): _____

Half Season: \$140.00 (7 weeks) please list dates: _____

Guest Vendor: \$25.00 (per date) please list dates: _____

Food Truck: \$50.00 (per date) please list dates: _____

Full Season Food Trucks: \$500.00 (14 weeks): _____

Half Season Food Truck: \$250.00 (7 weeks) please list dates: _____

Non-Profit Organization (501 C3 certificate required): ½ the listed price: _____

Payment by cash, check or credit card. Please make checks payable to: "Town of Cromwell Farmers Market"

Vendor Type - please check one

Farmer (Identify: Certified Organic, Non-Certified Organic, Certified Naturally Grown Farmers Pledge)

Ready-To-Eat and Consumables (Please attach list of locally sourced ingredients)

Artisan/Maker/Service

Other (Description)

List items to be sold/displayed: _____

PLEASE BE SURE TO COMPLETE AND SUBMIT THE FOLLOWING DOCUMENTS:

Completed Vendor Application Form and Market Guidelines

Copy of CT Sales Tax Certificate or Tax-Exempt Certificate

Certificate of Insurance naming the "Town of Cromwell 41 West Street Cromwell, CT 06416" as additional insured

Vendor Promotional Information

Cromwell Police Department Vendor Application

A list of products along with pictures of your products and booth set up. Pictures may be emailed to: recreation@cromwellct.com

Food Service Application (if applicable) from Town of Cromwell Health Department*

***Any Vendor selling food is responsible for obtaining a Food License (Permit) issued by the Cromwell Health Department. An application for this license can be found on the Health Department's website @ [FORMS AND APPLICATIONS | Town of Cromwell CT](#). The License will be issued by the Town of Cromwell Health Department.**

General Vendor Guidelines:

1. The market is located at Riverport Park, 1 River Road, Cromwell, CT 06416.
2. Hours of operation are 4:00 p.m. to 7:00 p.m. (unless otherwise noted).
3. Cancellations of the Town of Cromwell Farmers Market will be made by the Town of Cromwell.
4. Vendors should set up between 1:45 p.m. - 3:45 p.m. Gates will be open by 1:45 p.m. for set up.
5. Vendors may sell only items that have been approved on the application submitted.
6. The market will provide trash cans for vendor convenience.
7. Restrooms are available on site.

By signing this application, I agree that I have read the rules and regulations of the Town of Cromwell Farmers Market and agree to comply with them.

Signature of Applicant

Date

Return this application to:
Scott Kieras, Director of Recreation
41 West Street, Cromwell, CT 06416



Vendor Guidelines

Vendor Categories

- Farmers - All Products must be grown or produced on each vendor/farmer's land, property, bakery/kitchen, owned or leased by the vendor in Connecticut. No out of state baked goods or value-added products 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 or quality, all farmers are allowed to supplement his/her produce with that product providing it is CT Grown. These items must be clearly labeled with the Farm Name and Town in which it came from. These items need to be approved by the Market Master (or designee). All items must be listed on your crop plan(s) and sent in every year. One or both of the crop plans are required to be filled out each year by each vendor. Growers of vegetables, fruits, flowers, potted plants, herbs, spices and planters. Producers of acidified foods in compliance with CT DOAG guidelines and Cottage Kitchen's. Caretakers of animals and purveyors of their meats, processed in a USDA approved slaughterhouse and brought to market frozen, including meats and poultry as well as seafood landed in CT.
- Consumables (ready to eat and food trucks) - Sellers of prepared foods, whether take-home or
or
- Consumed onsite. All food items are prepared in a State of CT approved kitchen, with necessary food permits provided.
- Artisans and Services - Vendors selling items crafted entirely by themselves, such as potters, weavers, clothing makers, visual artists; woodworkers; vendors of value-added products such as sauces and jams; vendors providing services to the public etc. All work must be produced in Connecticut. A Connecticut sales tax number and description of items that will be offered for sale or a list of the services provided must be included in this application. All items offered for sale must be made by the vendor within the State of Connecticut.

Vendor Expectations

1. Completion of Application

All vendors must apply annually and be approved by the Town of Cromwell Recreation Department to participate in the Farmers Market. Failure to submit the application with the

necessary paperwork and/or signatures, comply with deadlines, and/or submit fees will result in the inability to participate.

2. Attendance

Vendors are expected to attend the market dates for which they are registered. There are **No** refunds for any market dues under any circumstances. If the market is cancelled due to the Town closing the grounds guest vendors/guest food trucks will be allowed to select a new date to attend at no additional charge. Part-time and full-time vendors take the loss of a missed day. Vendors must call the Recreation Department at 860-632-3467 before **12 noon** on Market Day if you will not be attending that day.

3. Insurance

A copy of vendor's insurance certificate must accompany the application. The Town of Cromwell and on-site market supervisor will assume no liability for loss or injury by products sold by any vendor.

4. State Licensing and Permits

Each vendor has the responsibility to ensure compliance with all licensing, permitting, and Farmers Market guidelines specified by the State of Connecticut. Additional information may be obtained in the Department of Agriculture's Farmers Market Reference Guide at www.ctgrown.gov.

Vendor Code of Conduct

1. It is expected that all items offered for sale will be fresh and of the highest quality.
2. Vendors are to provide their own EZ Up, canopy, tent and assure that they are securely anchored by tent weights only at all times so as to prevent public danger in the event of sudden wind gusts.
3. Each vendor space must be identified with the farm or business name, and all prices must be clearly marked.
4. The access gate will be closed at 3:45 p.m. Any vendor arriving after 3:45 p.m. will need to hand truck their merchandise in. All vendors are to be in place and fully set up for sales by 3:45 p.m. and remain in place until the 7:00 p.m. closing time (even if merchandise is sold out). Set up may begin no earlier than 1:45 p.m. and vendors must vacate their space by 7:30 p.m. Each vendor is responsible for leaving the site in the same condition as it was upon arrival.
5. Selling before the Town of Cromwell Farmers Market start time is not permitted so that all vendors have equal selling opportunities. Pre-market sales between vendors is allowed.
6. Vendors shall be courteous and honest with all customers, fellow vendors, and the Town of Cromwell Farmers Market team.
7. Smoking is not allowed on the premises.
8. Profanity, shouting, and disruption to the Town of Cromwell Farmers Market will not be tolerated.

Discrimination Policy

The Town of Cromwell Farmers Market prohibits discrimination in all its programs and activities on the basis of any protected class under federal, state, or local law, including but not limited to race, color, creed, national origin, age, disability, gender, marital status, familial status, religion, sexual orientation, veteran status, or socioeconomic status including discrimination or harassment because all or part of an individual's income may derive from a form of public assistance.

Social Media Conduct

The Town of Cromwell Farmers Market recognizes and encourages the use of social media in the public relations, marketing, and to create a vibrant business marketplace and sense of community. It acknowledges that all vendors, volunteers, and staff have the right under the First Amendment, under certain circumstances, to speak out on matters of public concern. However, the Market will consider it a violation of this vendor agreement when such use interferes with the good will of the work of the Market, its vendors, or the Town of Cromwell; is used to harass fellow vendors, Market volunteers, Market staff, or other members of the broader community; creates a hostile Town of Cromwell Farmers Market atmosphere; harms the goodwill and reputation of the Market or the Town of Cromwell; violates the law and/or Market rules.

Right to Approve and Terminate

The Market reserves the right to approve or not approve any vendor application at its discretion. If a vendor is approved to participate in the Town of Cromwell Farmers Market, but the vendor cannot operate as a member of the Market community in good faith, then s/he will be asked to leave. If violations take place, the Town of Cromwell Farmers Market may take any action it deems necessary to preserve the integrity of the Market, including vendor suspension, permanent vendor expulsion, or, in extreme cases, legal action. In any of these cases, the vendor fee is nonrefundable. It is within the sole discretion of the Market and the Town of Cromwell to determine if a vendor has violated any provision of the Rules and Regulations or otherwise undermines the smooth operations of the Town of Cromwell Farmers Market. Complaints between vendors must be reported to the Cromwell Recreation Department.

Modifications to the Guidelines

The Town of Cromwell and the Cromwell Recreation Department reserves the right to revise the Vendor Regulations. By signing this application, I agree that I have read the rules and regulations of the Town of Cromwell Farmers Market Guidelines and agree to comply with them.

Signature of Applicant

Date

Return this with application to:

Scott Kieras, Director of Recreation
41 West Street
Cromwell, Connecticut 06416

Revised 1/2/2024



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- Please review the following guidelines before market day!
 - Check in time is from 1:45 p.m. - 3:45 p.m. Please do your best to be on time. Gates will open at 1:45 p.m. for set up.
 - There will be an on-site market supervisor available for any questions or concerns during the market. Any questions or concerns prior to the market you should contact the Recreation Department at 860-632-3467, Extension 2.
 - All vendors must stay for the whole market duration; no exceptions.
 - All vendors must have a tent. All tents must be securely anchored by tent weights only at all times so as to prevent public danger in the event of sudden wind gusts.
 - Vendors are responsible for bringing their own tables, chairs and signs.
 - We encourage vendors to take debit or credit cards or use cashless payments such as Venmo or PayPal.
 - Vendors should have hand sanitizer available at their table.
 - Vendors should sanitize high contact areas (e.g. keypads, cash register, etc.) often.
 - Vendors should only use tablecloths that can be easily cleaned or sanitized.
 - Feel free to advertise that you are participating in our market on your social media platforms!



VENDOR PROMOTIONAL INFORMATION

Business Name: _____
(as you would like it to appear in promotional materials)

Website: _____

Facebook: _____

Instagram: _____

Items to be featured at your booth: _____

Each week we will be featuring a different vendor to promote the Town of Cromwell Farmers Market. Please provide us with any promotional photographs that you would like us to use as well as a history/description/information of your farm or business to be used for these purposes. Feel free to attach your own narrative if that is easier or email to recreation@cromwellct.com.



TOWN OF CROMWELL FARMERS MARKET CROMWELL POLICE DEPARTMENT VENDOR APPLICATION

NAME: _____

BUSINESS/FARM NAME: _____

ADDRESS: _____

EMAIL: _____

BUSINESS PHONE: _____ CELL PHONE: _____

CONNECTICUT SALES TAX #: _____

CONNECTICUT DRIVER'S LICENSE # (if no license #, D.O.B.): _____

List of all Employees working at the Town of Cromwell Farmers Market:

| <u>NAME</u> | <u>CT DRIVER'S LICENSE #/DOB</u> | <u>CELL PHONE</u> |
|-------------|----------------------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I declare, under the penalties of False Statement, as stated in Section 53a-157 of the Connecticut General Statutes, that the answers to the above are true and correct. In addition, if I have falsified, misrepresented or omitted any item in this application, I will not be entitled to participate in The Town of Cromwell Farmers Market.

Applicant Signature

Date

Print Name

Business/Farm Name