



## WILTON FARMERS' MARKET

### Application + Contract

Farm or Business Name: \_\_\_\_\_

Name(s) of Owner(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Website (if available): \_\_\_\_\_

Car Make & Model: \_\_\_\_\_

Car License Plate Number: \_\_\_\_\_

Description of business & list of products (to be included on website): \_\_\_\_\_

Seasonal vendor fee per space: \$250 How many 10' x 10' spaces do you need: \_\_\_\_\_

Guest vendor fee per appearance: \$30 How many 10' x 10' spaces do you need: \_\_\_\_\_

In addition to the fee above, each vendor will pay the Market Manager \$20 per scheduled market appearance, per space.

If appearing as a seasonal vendor, list any dates *unable* to attend the market: \_\_\_\_\_

If appearing as a guest vendor, list dates you would like to attend the market: \_\_\_\_\_

**CHECKS PAYABLE TO: Wilton Chamber Commerce**

**Mail to:** Wilton Chamber of Commerce  
86 Old Ridgefield Road  
Wilton, CT 06897

**Insurance:** A Certificate of Insurance is due upon submitting the application for participation. The following language must appear on the Certificate of Insurance under 'Description Operations /Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions':

"The certificate names Wilton Chamber of Commerce, Inc., Town of Wilton, and Wilton Center Real Estate, LLC and Paragon Management Group, LLC at 101 Old Ridgefield Rd. as additionally insured"

**AND**

"Coverage is primary and noncontributory and a Waiver of Subrogation applies."



## WILTON FARMERS' MARKET

Please provide copies of all the licenses and permits you currently have to operate your business. These may include: commercial kitchen license, nursery permit, organic certification, dairy permit, mobile vending license, health department license, insurance forms (see above for additional insured information), and others.

### Hold Harmless Agreement

I acknowledge that I have read the Wilton Farmers' Market Official Guidelines and that I will abide by these rules. I understand my participation will be terminated for violation of Official Guidelines. The vendor shall indemnify, keep and save harmless The Wilton Farmers' Market, Inc. and all agencies that the Wilton Farmers' Market has agreements with including, but not limited to the Wilton Chamber of Commerce, Paragon Management group, Wilton Center Real Estate LLC, The State of Connecticut, The Town of Wilton from and against, any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by vendor and shall defend at vendor's own expense any actions brought against The Wilton Farmers' Market, Inc. and any of the above mentioned organizations or any other person or organization with which The Wilton Farmers' Market, Inc. has a contractual relationship by vendor's acts or omissions.

**Name of applicant:** \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### For Market Staff Use Only

Vendor Application

Fee

Licenses + Permits

Insurance Certificate

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## WILTON FARMERS' MARKET

### Official Guidelines

**Market Operation:** The market will run from **June 1<sup>st</sup> through October 26<sup>th</sup>, 2022**. The market will be held each Wednesday from 12 PM to 5 PM at the Wilton Town Green. Selling will not begin before 12 PM and will end promptly at 5 PM each market day. All vendors must be open and ready for business when the market is open. All vehicles must vacate the market site no later than 11:45 AM.

**Set-Up + Clean-Up:** Set-up, for vendors who require additional time, may begin as early as 11 AM and must be completed by 12 PM. Farmers/vendors are responsible for cleaning all trash and waste within and around their allotted space, removing garbage from the market site at the end of each market day, and maintaining safety in that area. Failure to clean the space will result in a \$20 fine paid the following market day.

**Producer-Only:** Farmer's must grow or produce at least 75% of the products they sell. Any items that are not homegrown by the farmer must be obtained in the following local states (CT, NY, NJ) and be labeled as such.

**Products To Be Sold:** Fresh, high-quality fruits, vegetables, herbs, honey, jams and jellies, baked goods, cheese, maple syrup, flowers, bedding plants, potted plants, approved meats, eggs, locally handmade soaps, candles, crafts and other items as approved by the Market Committee may be sold at the market. Value-added products will be admitted at the discretion of Market Management. All items sold at the market are subject to Market Management approval.

#### Product Guidelines:

- All products must be of top quality.
- All products produced under certification such as organic, licensed meat, poultry, or dairy products or products requiring inspection, such as baked goods or preserves must display certification or license and have a copy on file with the Market Management.
- All products must have the appropriate federal, state and local licenses.
- Baked goods must follow federal, state, and local health regulations.
- All products sold must be described or represented truthfully. Market must be conducted honestly and legally.
- Packaged food should be properly labeled with name of product, ingredient list (if more than one ingredient), name/address where food is prepared and net weight, volume or numerical count.
- If USDA grades are used by vendors, products must meet minimum standards established for the labeled grades.
- For products sold by the pound, a certified scale must be used.

**Commitment to Market:** Product availability may limit participants' beginning and ending dates; therefore, a schedule will be developed prior to the start of the market season documenting the farmer/vendor commitment to the market. Market Management will give preference to farmers/vendors who commit to the entire market season and participate on a regular basis.



**Notification of Attendance:** Vendors must notify the Market Manager if they will not be selling at market on any given Wednesday. Farmers/vendors should call or email within 48 hours of a market day if they cannot attend. Vendors who are no-shows on market days without prior notification will be fined \$30 for the missed market day. Three missed markets without proper notification will result in dismissal from the market.

**Vendor Parking:** Vendors must move their vehicles out of the market area and to the designated vendor parking area by 11:45 AM.

**Signage:** Farmers/vendors must clearly display their market permit, the name of their farm/business and post prices for all items being sold.

**Applications:** All fees must be paid by each market vendor by May 1<sup>st</sup> in order to secure a spot. Fees are nonrefundable. Vendors must provide a copy of all documentation with their application form. All appropriate documentation (insurance, permits, etc.) must be on file with the Market Manager (including a signed contract indicating that the approved market member agrees to the Rules of the Wilton Farmers' Market) before the vendor can begin to sell at the Market. Insurance certificates should indicate the following information as additionally insured: Wilton Chamber of Commerce, Inc., Town of Wilton, and Wilton Center Real Estate, LLC and Paragon Management Group, LLC at 101 Old Ridgefield Rd. as additionally insured

**Farm/Business Visits:** Wilton Farmers' Market Management may visit farm/business locations to verify compliance with market criteria and guidelines. Farmers/vendors should submit a map and directions to their farm/business location along with the Market application.

**Cooperative Marketing:** Farmers and/or vendors are permitted to share space with another farmer/vendor or sell another's products if the arrangement is beneficial to the market. A co-op must be pre-approved by Market Management and may not be accepted if similar products are already sold by existing farmers and/or vendors.

**Reselling:** The resale of items purchased by the vendor shall not be permitted except in the case of ingredients required by those producing prepared or value-added products. However, farmers and/or vendors selling these types of products must prepare them predominately with material they have grown or gathered. Baked goods are exempted from this rule.

**Prepared Foods:** All food items must be prepared in accordance with applicable local, state, and federal regulations. Food vendors must submit a copy of their food licenses with their application. If accepted, a vendor may be immediately terminated from market participation if they fail to comply with health department regulations.

**Noncompliance:** The Wilton Farmers' Market Committee reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the market's criteria and guidelines.

**Reasons to Disallow Participation:** Efforts will be made to accommodate all who apply, however, a vendor may not be allowed to participate due to insufficient space, excess supply of the products to be sold, if criteria is not met, and/or guidelines not adhered to. Any complaints, disputes or violations of the rules may be taken by voice to any Market Committee Member. This should be handled before or after the market so as to not interrupt market sales. Repeated violations of the rules of the Wilton Farmers' Market may result in suspension or loss of membership. All rules are open to the interpretation of the Farmers' Market Committee.



**Conduct and Professionalism:**

- All Market members must conduct themselves in a professional manner and will maintain a membership of good standing.
- Each vendor must maintain a tidy work area throughout the day.

**Miscellaneous:**

- Each vendor is responsible for conforming to all city, state and federal laws, including all necessary licenses for the operation of your market space.
- Vendors shall provide the Building Department with flame spread rating information for any tents used in conjunction with the farmer's market
- Each vendor is responsible for conforming to all local health department guidelines pertaining to the product they sell.
- Each vendor is responsible for collecting and remitting their own sales tax.
- Vendors should carry the appropriate individual liability insurance for products sold.
- No firearms
- No live animals will be sold at the market
- No alcoholic beverages