

DOCUMENT PACKAGE FOR PARMELEE FARM ARTISAN MARKET

**SATURDAY, SEPTEMBER 11, 2021 10am-3pm**

To apply for a space please submit your application by April 1, 2021

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Guidelines & Rules Fees Vendor Application Vendor Agreement

*In these documents: Parmelee Farm Artisan Market is referred to as “the Artisan Market” or “PFAM”*

TO APPLY

Complete these items

- 1 Application signed by vendor-applicant
- 2 Vendor Agreement signed by vendor-applicant
- 3 Enclose Vendor Fee. Make check payable to **Town of Killingworth** with “Parmelee Farm Artisan Market” in the notes Attach certificate of liability insurance meeting requirements stated in Guideline – see Item A.3.13 (for food related vendors)

**Send your completed (hardcopy) Vendor Application, Vendor Agreement and Fee to:**

Linda Dudek 3 L’Hommedieu Road Killingworth, CT 06419

If you have questions, text Karen at 203-996-7858 or send email to [manager@parmeleefarmmarket.org](mailto:manager@parmeleefarmmarket.org)

**PARMELEE FARM ARTISAN MARKET VENDOR FEES 2021**

*Vendor fees finance the Artisan Market and on-going Parmelee Farm projects and maintenance.*

- A. Non-profit or local organization (scheduled in advance and with Manager approval) No fee
- B. Pavilion (no tent required) 10’ x 10’ space = \$50.00
- C. Community tent (provided by PFAM) 10’ x 10’ space = \$45.00
- D. Single tent (outside pavilion) 10’ x 10’ = \$30.00 Double = \$60.00
- E. Food truck = \$40.00

All participants shall supply their own tables and chairs. Vendors and non-profits (not in pavilion and community tent area) shall also provide their own pop-up tents.

## 2021 PARMELEE FARM ARTISAN MARKET GUIDELINES AND RULES

### A. GENERAL

- 1 Failure to comply with these Guidelines and Rules may result in suspension or expulsion from Parmelee Farm Artisan Market (PFAM). These Guidelines and Rules may be changed at any time without notice. "Manager" refers to the Parmelee Farm Committee, the organizer of PFAM.
- 2 Produce must be displayed using equipment (tents, tables, chairs) that is in good condition.
- 3 All products on display should be of high quality and neatly presented. Any products at the market not currently on display should be kept off the ground. Supplies and equipment must be arranged neatly and safely. Non-compliant products or other things may be removed at the discretion of the Manager.
- 4 All vendor activities must be in compliance with Federal, State and Town laws and regulations. All vendors shall have current licenses and permits as apply (i.e., sales and use, catering, bakery, liquor).

#### A.1 Use of Vendor Space

- 1 Space assignments will be made at the discretion of the Manager in context of an aim to promote a diverse and balanced market environment.
- 2 Each vendor may park a single vehicle (car or truck) in the space designated by Manager (which space may be changed) and may erect a temporary tent and place such further equipment (and/or to use such furniture authorized in writing by Parmelee Farm Artisan Market) on the market day on a space designated by the Manager.
- 3 When PFAM closes on the market date, Vendor will promptly remove its truck, furniture and other items, clean and sweep vendor's space and the surrounding area. Vendors are expected to remain until the end of the market and not remove or pack up items prior to the close of the market.
- 4 Vendor shall not bring hazardous materials to vendor area.

#### A.2 Attendance

9. Each vendor who has signed up is expected to attend the PFAM. A vendor who fails to attend the PFAM event they have signed up for may be levied a monetary penalty and/or have the right to attend PFAM terminated without notice.
10. If vendor cannot attend the PFAM event, vendor shall send notice to [manager@parmeleefarmmarket.org](mailto:manager@parmeleefarmmarket.org) at least 24 hours in advance. In the event of an unexpected last minute problem text Karen at 203-996-7858
11. PFAM event will take place as scheduled even in the event of inclement weather – unless obviously dangerous weather conditions or public safety officials require cancellations. Notice of cancellation will be posted on the PFAM Facebook page as soon as feasible.

### **A.3 Other**

12. All vendors participating in Parmelee Farm Artisan Market program shall pay applicable fees. Fees are used to cover PFAM operational costs, miscellaneous equipment, promotion, etc.

13. A certificate of insurance shall be required for all vendors with food related items. The vendors must maintain commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence and naming the Town of Killingworth and Parmelee Farm as additional insured ATIMA. Certificates of insurance must clearly indicate that the policy will not be cancelled or modified without thirty days written notice to the additional insured.

## **B. PRODUCTS WHICH MAY BE SOLD AT THE PARMELEE FARM ARTISAN MARKET**

1 The emphasis will be on quality handcrafted items.

2 Any produce that is allowed to be sold at PFAM must be grown in CT. We strongly recommend the CT Grown logo be posted at your tables. The Manager has the discretion to deem particular products unsuitable for PFAM.

3 Our preference is for Connecticut sourced food products which are other than produce. If you would like to sell products with ingredients from an-other-than Connecticut farm or source, clearly note that on your application before bringing these products to the PFAM.

4 These Guidelines and Rules contemplate three kinds of producers: (a) Farm Producer which is based on a farm; (b) a Food Producer which uses locally sourced farm products in consumable goods; and (c) Other Producer.

For Farm Producers, agricultural and livestock-derived products should be grown or gathered on your Connecticut farm or another Connecticut farm.

For Food Producers, products must be made by the vendor in Connecticut with ingredients in compliance with those of Farm Producer. We recommend that ingredients be purchased from Connecticut farms (examples: milk in yogurt and meat in sausages). If the main ingredient cannot be sourced locally, the theme ingredient should be grown in Connecticut (examples: the peppers in roasted red pepper hummus or the rosemary –infused in olive oil). Minor ingredients, such as spices, or products not grown in the Connecticut region (such as olive oils or vinegars) may certainly be purchased from non-local sources. For Other Producers, products must be made by the vendor in Connecticut with locally grown or raised products. Examples may range from soaps to wools to creams to wood products. If a product is not specifically named in the following guidelines the application will be reviewed and admitted to the market (or not) on a case-by-case basis.

**ARTISAN AND CRAFT ITEMS:** Vendor must have designed and made the items offered for sale at the PFAM. “Kit” craft or “Kit” craft type items are prohibited from the market. Proof of product(s) is required with the application in the form of photos of the product as well as photos of the vendor’s workspace. The Manager reserves the right to reject applications that do not meet the PFAM requirements. The Manager reserves the right to require a vendor in non-compliance of the requirements to leave the market. The Manager will require a vendor to leave the market if the Manager deems the items unsuitable for the PFAM.

JAMS, PRESERVES, PICKLES, SAUCES & OTHER CANNED FRUITS & VEGETABLES: Farm Producers must use their own or Connecticut grown fruits and vegetables as the main (or theme) ingredient.

SALSA, PESTOS, SPREADS AND FLAVORED OILS: Farm Producers must use their own or Connecticut grown fruits and vegetables as the main (or theme) ingredient.

FLAVORED MILK, YOGURT, CHEESE, BUTTER AND OTHER DAIRY: must use milk that comes from the Farm Producer's herd or a Connecticut dairy. Additional flavor enhancing ingredients (such as the fruit in yogurt) when possible should be grown by the Farm Producer or purchased from a Connecticut farm.

BAKED GOODS: must be made from scratch by the Producer. The Producer should use seasonal ingredients (such as fruits, meats, vegetables, grains, maple syrup, honey and dried fruits) from Connecticut when available. No commercially made crusts, mixes, or fillings are permitted in any bakery or grain product.

PREPARED FOODS: Such as soups, quiches and salads must be made from scratch by the Producer. The primary ingredients (or theme ingredient) or the product, such as vegetables in soup or eggs in quiche, should be purchased from a local farm or dairy.

FISH & SHELLFISH: must be raised or caught locally and sustainable.

MEAT: must be CT grown. Grazing animals must have regular access to pasture. All animals must be free to move around. You may not feed hormones or any unnecessary antibiotics. Animals may be processed off-farm at a USDA-certified facility. (It is possible to sell meat from another Connecticut farm with approval from the manager. After which, it must be clearly marked, indicating the name of the farm from which the product is sourced.) If you are uncertain whether or not your meat source complies with these guidelines, please don't hesitate to contact us.

HONEY: must come from the Producer's own hives but can be processed off-farm.

SOAPS & NATURAL BODY PRODUCTS: MUST BE MADE BY THE Producer. They must incorporate seasonal and regional ingredients whenever possible. Out of region ingredients such as cocoa butter, oils and essential oils may be purchased.

FLOWERS, PLANTS ORNAMENTAL GREENERY, ETC: are not ordinarily permitted. Wreaths and ornamental decorations using materials gathered or grown on a Connecticut farm may be admitted to the PFAM on the discretion of the Manager,

5. For additional guidelines/information see Connecticut Department of Agriculture "Farmers Market Reference Guide," [www.ctgrown.gov](http://www.ctgrown.gov), <http://www.ct.gov/doag/cwp/view.asp?a=3260&q=448674>

## VENDOR AGREEMENT

This agreement, effective on the last date of signing below, is between Vendor as set forth below and to the Parmelee Farm Artisan Market program (PFAM) in Killingworth, Connecticut during the year 2021. The parties represent and agree as follows:

Vendor is hereby granted the revocable right to occupy a space as designated by Manager at the Parmelee Farm Artisan Market event, as space is specified below.

Vendor shall abide by the Parmelee Farm Artisan Market Guidelines and Rules, hereby incorporated by reference, and as such may be amended in the future. Vendor shall comply with all Rules and Regulations of the Town of Killingworth.

Vendor acknowledges that participation in PFAM is solely within the discretion of Manager. Manager may terminate this agreement or suspend Vendor's participation in PFAM in Manager's sole discretion and prorate refund of any fee paid to the Manager. If Vendor fails to sell goods at the PFAM event or fails to comply with the Guidelines and Rules, Manager may terminate this agreement without any refund. Manager may levy a fee for failure of Vendor for noncompliance.

Vendor's participation in the PFAM program is at the Vendor's sole risk. Manager and Town of Killingworth make no representations or warranty other than expressly stated herein. Vendor is solely responsible for all permits and licenses which are required for activities at PFAM – Vendor's application for which shall be forwarded to the Town of Killingworth by Manger.

Vendor assumes full responsibility for all activities conducted by it or for it at PFAM. Vendor shall hold harmless, defend and indemnify the Town of Killingworth, Connecticut, Parmelee Farm and their respective officials, employees, agents, officers, directors, and successors and assigns, against any and all liability, loss, damage expense, suits, claims, penalties or judgements arising from Vendor's acts or omissions in connection with Vendor's participation in PFAM. This provision shall survive termination of this agreement.

Vendor understands this agreement and understands it sets forth legal obligations. This agreement may only be amended in writing by both parties.

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

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

Accepted by Manager: By \_\_\_\_\_ Date \_\_\_\_\_

*Below is to be completed by Manger prior to signing*

Vendor space/size assigned: pavilion single\_\_\_ single tent\_\_\_ double tent\_\_\_ Additional equipment:  
electrical \_\_\_\_\_ Other \_\_\_\_\_ Insurance (if applicable) received \_\_\_\_\_ Fee received \_\_\_\_\_