

Durham Farmers' Market 2022 Rules and Regulations

The mission of the Durham Farmers' Market is to make readily available to consumers Connecticut grown food and promote Connecticut agriculture. The Durham Farmers' Market is sponsored by the Town of Durham and directed by a stipend-paid Market Master assisted by a volunteer committee.

Farmers' Market Information:

The location of the Durham Farmers' Market will be on the Durham Green, Thursdays from 3:00 p.m., to 6:30p.m. The Farmers market regular season will begin April 7th and End October 27th.

Vendor Rules and Regulations:

- Vendors must comply with state and local health agencies and maintain up-to-date permits and licenses pertinent to their products.
- Vendor selection will be based on the Market's need for an item and certification that product is grown by the Connecticut farmer on Connecticut land. The Durham Farmers' Market Master reserves the right to reject the application of a vendor.
- Only vendors who have been approved by the Durham Farmers' Market Master are allowed to sell at the market
- All product prices must be clearly marked. Vendors are required to display their business name, and/or farm with a sign so patrons can identify you.
- We discourage the use of chemical fertilizers, pesticides, and those who operate in a non-sustainable manner. Fruit, vegetable, and herb growers must submit a copy of their crop plan as submitted to the State Department of Agriculture to be A WIC certified vendor market. The Town of Durham reserves the right to inspect each vendor.
- Fees are preferred paid in advance. If not paid in advance, please have vendor fee at the beginning of each market.
- There is a maximum of 30 vendors.

Fees and Required Documentations:

- There is a \$175 fee to participate in the market for the entire regular season. A regular season will consist of up to 27 weeks. The rate for a seasonal double spot will be \$300. The drop-in rate is \$15 per week. A double spot drop-in rate will be \$27. Food Truck drop-in rate will be \$15. The winter market fee will be \$10 per week. Check or Money Order is *Preferred*.
- Each vendor is required to provide a copy of their insurance certificate showing that a minimum liability limit of \$300,000 is in place. A completed and certified indemnification form will also be required. Both will need to be completed prior to the beginning of the season or submitted at the *beginning* of the first attended market date. The Town of Durham must be named on the certificate as the additional insured.
- All product sold must have been grown and/or produced in CT. Ingredients for produced foods will be required with this application.
- Any vendor violating these regulations may be suspended or dismissed.

Setup and Breakdown

- Each vendor will be given a ten-foot wide space to set up his or her booth.
- Vendors are to contain items for sale within their 10-foot space unless arrangements have been made with the Market Master.
- Vendors are responsible for cleaning up their space and leaving it the way it was found.
- **No vehicles will be permitted on the Green for any reason.**
- Vendors may arrive for setup no earlier than 1:30 and will have an hour after the market to break down.

- Vendors must be on time and those arriving after 2:30 will not be allowed to setup without making prior arrangements with the Market Master. Vendors must be ready to sell by 3pm.
- Vendors must park in designated vendor parking area located on Canfield Lane where you enter the market. There is also parking past the fence on the left hand side as you enter the fairgrounds on Broadway Lane. Vendors may unload vehicle on the side of the green and move vehicles in a timely manner to allow other vendors to unload.

Cancellation/No Show at the Market

- **Consistent weekly attendance is expected of each vendor.** In the case of a necessary absence, vendors are required to notify the market master one week in advance. Vendors are required to stay completely setup for the duration of the entire market. Breaking down early is disruptive to our patrons and other vendors.

Weather at the Farmers' Market

- We are a rain or shine market. The market will operate in mild rain and wind. All Vendors are expected to show up unless the Market Master cancels. The Market Master reserves the right to end a market early due to severe or dangerous weather.
- It's understandable that some products are sensitive to the elements and it is up to you to plan accordingly. If the weather is not going to work out in your favor, please notify the market 48 hours in advance.

Help the Market Grow and get Noticed

You can email the Market Master updates to your products by Sunday of each week to be included in marketing efforts. This will help you stand out and keep customers excited and up to date on new and additional products. Please share the Durham Farmers' Market Social Media weekly on your own pages and let friends and family know when you will be at our market. You can also share updates to our Instagram.

Suggestions: Do you have a thought that may help add to or improve the market? Do you know of another vendor that may compliment the already stellar list of vendors we have? Please share via email or in person with the Market Master. You can reach the Market Master by emailing: farmersmarket@townofdurhamct.org