

Lisbon Farmers Market Rules

2012

Governing Agencies: The Lisbon Farmers market is sponsored by the Town of Lisbon in conjunction with the Connecticut Department of Agriculture. The Lisbon Farmers Market is organized by a committee and is designated as the representative body for all matters involving the market. Our goal is to provide locally grown fresh food to our community, and to support and promote local farms. The Lisbon Farmers Market will be held on the grounds of the Lisbon Community Center (the Barn), South Burnham Highway, Lisbon 06351.

Obligations of Market Vendors to Government Agencies: Lisbon Farmers Market Vendors must comply with all pertinent Town of Lisbon, State of Connecticut and Federal regulations. Vendors must conform to the requirements of state and local health agencies and must maintain required health documents at their market site. Scales must bear a Connecticut Department of Consumer Affairs seal. Responsibilities for collection of sales tax lies with the Vendor. Sales tax numbers must be furnished on the Vendor application if applicable. Vendors who are selling food must register with the Uncas Health District. Vendors wishing to provide sample products must contact Uncas Health District to find their specific requirements.

Who May Sell at the Market? Only Vendors who have been approved by the Farmers Market Committee are allowed to sell in the Market. No activities other than selling approved products will be permitted.

Market Master: The Market Master will act as the administrator of the weekly market. Market Master duties include resolving any questions, comments or complaints involving the operation of the market and ensuring that all regulations are enforced. The Market Master is the point of contact for all Vendors.

Becoming a Vendor: Vendors are required to submit an application to the Farmers Market Committee that includes a description of the products sold. Additional information required may include:

CT Sales Tax permit

Health Department Permit

Photos of Products to be sold – artisans only

Payment of designated vendor fees

Certificate of product liability insurance

All vendors must apply for market participation on an annual basis. All updated licenses and applicable permits must be included in the application package.

Items Permissible for Sale

Farmers may sell produce and plant material for food or horticultural purposes, live ornamental plants, food and fiber derived from animals raised by the farmer. Jams, jellies and maple syrup from your own farm do not have to be processed in a commercial, government inspected kitchen, and must be labeled as such. All other food items must be produced in an inspected kitchen as labeled accordingly.

All Artisan items must be created with locally available materials. Artisans will submit photographs and descriptions of their work and these items will be reviewed and approved by the Committee.

All prices will be clearly marked.

To ensure a diverse assortment of local products available for sale at the Market, farmers/vendors may sell products that are not produced on their property only if the products meet the following conditions:

An Exempt form has been completed and permission has been obtained in advance from the Farmers Market Committee.

Products must be CT made or grown.

Products must be visibly marked with the name and location where it was produced.

Receipts for all approved exempt products must be kept for trace purposes.

Artisan food products must be fresh and of the highest quality, and marked according to all applicable regulations.

Hours of Operation: Market hours are Thursdays 3:30pm to 6:30pm. Set up begins at 2:30. All Vendors must be in place and ready for sales from 3:15pm until 6:30pm. There will be no selling until 3:30pm and no selling after 6:30pm. Vendors must vacate their spaces by 7:30pm.

Vendor Space: Vendor space is a minimum of 10' by 10' and will be assigned by the Market Master. Sites will be assigned when all required permits, applications and payment have been received. Sites will remain fixed for the duration of the season. Each Vendor must leave the site in the same condition as upon arrival. What is brought in must be brought out. The Committee reserves the right to improve market diversity by renting guest spaces on a weekly basis.

All tents must be securely anchored at all times.

All vendors must provide a sign identifying their farm/business. Signs can be no smaller than 8 1/2” by 11” and no larger than 10’.

Vendor Attendance: Vendors are expected to maintain weekly attendance. In case of an unexpected absence, Vendors must contact the Market Master in advance. There is one Vendor per spot. Sharing a space with another Vendor is not allowed. The Market will be open rain or shine. The Lisbon Farmers Market Committee reserves the right to close the Market in an emergency situation. Attempts will be made to contact Vendors for unforeseen closures. Regular weekly attendance is mandatory. Chronic absences will jeopardize the location of your space.

Insurance: The proper insurance, including product liability insurance, is the responsibility of the Vendor. A certificate of \$300,000 minimum liability insurance demonstrating market coverage is required. The Town of Lisbon assumes no liability for loss or injury caused by products sold by any Vendor.

A family atmosphere is the expected decorum at the Market. Disruptive or abusive behavior will not be tolerated. Please note for safety reasons there will be no smoking.

Vendors violating any of these regulations may be dismissed from the Market without refund of fees.

The Lisbon Farmers Market Committee reserves the right to amend these rules as needed and without notice.

Please contact Donna Harris, Market Master, at 860-608-2050, email us at info@lisbonfarmersmarket.com, go to or website at www.lisbonfarmersmarket.com or visit us on Facebook for additional information.