



## Vendor Application Instructions

Mail complete application package, copies of required documents (see LFM Rules for list) and full payment (make checks out to *Lisbon Farmers' Market Committee*) to:

**Lisbon Farmers' Market** - c/o Lisbon Town Hall, 1 Newent Road, Lisbon, CT 06351

Vendor Fees:     **\$100.00** for each consecutive week during the Market Season, per booth space  
                      **\$60.00** Part Time Vendor (6 week commitment)  
                      **\$20.00** per "Guest Booth" space, per day

The **Lisbon Farmers' Market** will be held weekly on Thursdays, starting end of June through early October (see website for official Market Season dates), at "The Barn", Lisbon Meadows Park, Route 169, Lisbon. Set up begins at 2:30 and all vendors must be in place and ready for sales from 3:15 P.M. to 6:30 P.M. There will be no selling prior to 3:30 P.M. and all vendors must vacate spaces by 7:30 P.M.

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

**Insurance:** The proper insurance, including product liability insurance, is the responsibility of the Vendor. A certificate of \$300,000.00 (minimum) liability insurance demonstrating market coverage is required. The Town of Lisbon assumes no liability for loss or injury caused by products sold by a vendor.

**Signage and Spaces:** All vendors must provide a sign identifying their farm/business. Signs can be no smaller than 8.5" x 11" and no larger than 10'. All Vendors are required to provide their own tables, chairs, tents, etc., and must be installed and maintained to limit any hazard potential to Market goers and other vendors. 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.

**Contact:**           Amanda Moreno, Market Manager – 860-917-4158 / [lisbonfarmersmarket@gmail.com](mailto:lisbonfarmersmarket@gmail.com)  
                      Elaine Joseph, Recording Secretary – 860-376-3400 / [ejoseph@lisbonct.com](mailto:ejoseph@lisbonct.com)



**Lisbon Farmers' Market** is a Connecticut Grown market. All food and products offered by our Vendors **MUST** be Connecticut grown or produced. For more information about the Market, visit us at:

[www.lisbonfarmersmarket.com](http://www.lisbonfarmersmarket.com) or facebook/lisbonfarmersmarket



## Lisbon Farmers' Market Vendor Application

Name \_\_\_\_\_

Business / Farm Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

CT Sales Tax # \_\_\_\_\_ UNCAS Health District Permit # \_\_\_\_\_

Documents listed below must be submitted prior to market participation. Please attach all documents appropriate to products/items you will be selling.

- Proof of Liability Insurance
- Crop Plan & Specialty Crop Plan (forms available through the CT Dept. of Agriculture)
- Copies of all licenses & certifications related to products or services being offered

Please list what you intend to sell. Describe growing methods; organic, conventional, grass fed, free range, etc. Describe any products or services not listed on crop plan (use reverse of the application for more space).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest to the truth and accuracy of the information provided in this application. I have read the Lisbon Farmers' Market Rules and agree to abide by them. I understand that all food/goods offered must be grown and produced in Connecticut.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



For more information about the Market, visit us at:

[www.lisbonfarmersmarket.com](http://www.lisbonfarmersmarket.com) or facebook/lisbonfarmersmarket

Contact: Amanda Moreno, Market Manager – 860-917-4158 / [lisbonfarmersmarket@gmail.com](mailto:lisbonfarmersmarket@gmail.com)

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Updated 1/31/2019