



COVENTRY WINTER FARMERS 'MARKET

Sundays: Nov. 13, 2022 - March 19, 2023
10:00 AM - 12:30 PM

Location:

**Coventry High School, 78 Ripley Hill Rd., Coventry CT 06238
(at the corner of Main St. (Route 31))**

IMPORTANT INSTRUCTIONS: (Keep this page & 4 - 6 for your records)

CWFM is a Certified Connecticut Market and a Producer-Only Market. Products must be grown and/or produced in CT. Purchasing products for resale is prohibited.

Application deadline: October 15, 2022. As there are limited number of spaces, 1st come 1st served.

Market Fees per table:

- Full-Season fee - **\$225.00 (Early Bird Special if paid in full by September 15th - \$200.00).**
- Guest fee - **\$25.00** per market date.

Application = pages 2 - 3 (PLEASE KEEP PAGES 1 & 4-6 FOR YOUR RECORDS)

Include the following documents with your application:

- Liability Insurance: **Certificate Holder MUST BE LISTED AS: Coventry Winter Farmers Market and Town of Coventry, 1712 Main St., Coventry, CT 06238**
- Sales & Use tax number ...or Tax Exempt number
- Appropriate permits (see pages 4 - 6)
- Tasting permit from ([SEE PAGE 5 FOR PERMIT INFORMATION](#))

Keep this page and E-MAIL or MAIL HARD COPY of pages 2 & 3 to:

**Stuart Hecht (Market Master)
139 Mountain Rd., Manchester, CT 06040**

CWFM2022.23@gmail.com

PAYMENT WILL BE DUE ONCE YOU ARE ACCEPTED.

**MAIL PAYMENT TO: Aline Hoffman
 950 Main Street
 Coventry, CT 06238**

Office Use Only: Date Rec'd: _____ Vendor: _____ FS G

_____ **FULL-SEASON VENDOR**

_____ **GUEST VENDOR**

PLEASE DO NOT SEND PAYMENT WITH APPLICATION

Full-Season Vendors:

List known dates of absence: _____

Guests: payment will be expected after dates are confirmed.

Name of Farm/Business: _____

Contact Person: _____

Address: _____ City _____ State _____ Zip _____

Best phone number to reach you: _____

Alternate number if different from above: _____

Email: _____

Webpage/Social Media: _____

Vendor Classification:

_____ Farmer (circle: Certified Organic, Certified Naturally Grown, Low Spray, Conventional)

_____ Baker (Please Specify) _____

_____ Specialty Food (ready-to-eat & consumables: attach locally sourced ingredients)

_____ Artisan _____ Service _____ Other (explain): _____

Guest Vendors: Check desired dates. (No Market December 25 and January 1)

- | | | | | |
|-------------|-------------|-------------|-------------|-------------|
| ___ Nov. 13 | ___ Nov. 20 | ___ Nov. 27 | ___ Dec. 4 | ___ Dec. 11 |
| ___ Dec. 18 | ___ Jan. 8 | ___ Jan. 15 | ___ Jan. 22 | ___ Jan. 29 |
| ___ Feb. 5 | ___ Feb. 12 | ___ Feb. 19 | ___ Feb. 26 | ___ Mar. 5 |
| ___ Mar. 12 | ___ Mar. 19 | | | |

All Vendors: REQUIRED - provide a list and brief description of ALL items you plan to sell at the CWFM (use a separate sheet if necessary): _____

All Vendors - include the following with your application:

Sales Tax Permit # _____ or Tax Exempt # _____

****MARKET LIABILITY INSURANCE (\$1,000,000/\$2,000,000).**

(Consider a policy through ACT: <https://www.actinsurance.com>)

Certificate Holder MUST BE LISTED AS: Coventry Winter Farmers' Market and Town of Coventry, 1712 Main St., Coventry, CT.

FOOD VENDORS: Check off which items you are providing

- Kitchen Certification (Dept. of Consumer Protection)
- Food Manufacturing Permit
- Tasting Permit

Check if you require ADA modifications. Let us know how we can be of assistance.

Check if you need electricity.

Check if you want to set up outside (weather permitting).

Prior affiliation with Coventry Winter Farmers 'Market (CWFM)

- Full-season vendor
- Guest vendor
- No prior affiliation

By signing below, I acknowledge my agreement to follow all Market Guidelines and all applicable State and Town Regulations. The Board of Directors reserves the right to deny market privileges to any vendor who fails to comply with the market guidelines.

I AGREE NOT to hold the Coventry Winter Farmers 'Market (CWFM) or its representatives responsible for any damages arising out of the sales of my farm products or from my presence on the market site.

All authorized vendors participating in the CWFM shall be individually and severally responsible to CWFM, its board, officers, members, and volunteers for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendors' participation in the markets sponsored by CWFM, or that of its representatives, agents, and employees. All vendors hereby agree to indemnify and save CWFM harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by CWFM by reason of the vendors' participation in the markets sponsored by CWFM or that of its volunteers, agents and employees.

I will follow all State and Federal guidelines regarding Covid-19: INITIAL HERE: _____

Vendor Signature: _____ Date: _____

I/we _____ certify that my/our product(s) is (are) produced in CT.

I/we _____ certify that my/our product(s) is (are) grown in CT.

I/we _____ have read the CWFM Regulations and agree to abide by them.

E-MAIL or MAIL HARD COPY of pages 2 & 3 to:

Stuart Hecht (Market Master)

139 Mountain Rd., Manchester, CT 06040

CWFM2022.23@gmail.com

KEEP PAGES 4 - 6 FOR YOUR RECORDS: DO NOT MAIL.

MISSION: to provide a unique venue offering high quality, diversified products from CT growers and producers.

Vendor participation is at the discretion of the CWFM Board of Directors.

Brief Regulations: See Detailed Regulations Below

1. Access to Coventry High School begins at 9:00 am.
2. Setups are to be completed by 9:45 am.
3. Vendors who are late more than two times will be subject to review. *
4. Sales, except to vendors, start at 10:00 am (not before) – Please wait for the bell!
5. Keep your area clean during the market.
6. DO NOT start packing up before 12:30 pm. (Wait for the bell!): Vendors who pack up before the bell will be subject to review. *
7. Clean up your area after the market closes.
8. Attend all dates in your contract (2-week notice of absence is expected unless an emergency). **Put this number in your contact list: Stuart Hecht (203) 824-7475**
9. **IN THE EVENT OF AN UNEXPECTED ABSENCE – DO NOT SEND AN EMAIL**
CALL or TEXT **Stu at (203) 824-7475** (include the name of your business if you send a text)
10. Market cancellation due to inclement weather: We will let you know by email as soon as we know. Cancellations will be posted on the CWFM Facebook page and website.

*There will be no refund if problem is not resolved.

COVENTRY WINTER FARMERS 'MARKET (CWFM) DETAILED REGULATIONS

CWFM is a certified CT Department of Agriculture farmers' market operated by a volunteer Board of Directors.

CWFM is a producer-only market. All products sold at CWFM must be made in CT by the vendor. Purchasing product for resale is prohibited. CWFM strives to ensure that everyone who participates in our market has a pleasant, professional and rewarding experience.

TIME: Sundays 10:00 a.m. to 12:30 p.m. from the mid-November through the mid-March, excluding Christmas and New Year's if they fall on Sundays.

LICENCING AND PERMITS:

•Each vendor is expected to keep documents up-to-date: Information available at CT Dept. of Agriculture's *Farmers' Market Reference Guide* (www.ct.gov/doag/cwp/view.asp?a=3260&q=448674) and from the State of Connecticut, Department of Consumer Protection.

Highlights of requirements by product category:

- **Produce grown in Connecticut:** All agricultural produce offered for sale must be grown by the vendor in CT. In the case of value-added agricultural products, the main ingredients should be produced by the vendor in CT and the product processed by the vendor in CT.
- **Prepared foods, baked goods, preserves, jams, jellies:** It is expected that all vendors of prepared foods, baked goods and preserves will source as many local ingredients as possible from a CT farm or dairy, and provide a list with their application. Vendors must mix, bake or prepare all goods offered for sale. Purchasing processed foods and reselling them is prohibited. All baked goods require a Connecticut Bakery License.

- **Meats and dairy:** All products must come from vendor's herd in CT.
- **Fish and shellfish:** The CT Dept. of Agriculture has determined that seafood is considered a "farm product" as defined by State statute. The CT Seafood Council and the DEP have an understanding that CT seafood being caught/harvested by fishermen in boats that are *landed in Connecticut* is considered Connecticut caught. Out-of-State fishermen are not permitted to participate in Connecticut's certified farmers' markets.
- **Cosmetics:** Producers of products considered to be "cosmetics" by the State of Connecticut must be licensed. Examples of products which fall under this category include lip balms, lotions, serums, creams, washes, etc., but not bars of soap.
 - Information about licensing: www.ct.gov/dcp/cwp/view.asp?a=1620&q=512940
 - Link to the application: www.ct.gov/dcp/lib/dcp/drug_control/pdf/csm-09oct_with_schedule_2-17.pdf
- **Pet treats:** fall under the category of "animal feed" with the State of Connecticut and each product sold is certified by the State, specifically by Paula Butler (860-713-2512). The two-page certificate called a "Commercial Feed Registration Certificate".
 - www.ct.gov/doag/lib/doag/inspection_regulation/2017/Revised_Feed_app_x18_December_13_2017.pdf
- **Sampling and prepared foods:** Vendors must have a license with Eastern Highlands Health District (EHHD). The office requires at least 2-week notice to process applications. EHHD regulations / forms are available at: www.ehhd.org/filestorage/109/2017_Farmer's_Market_FoodApplication.pdf. EHHD's phone number is 860-429-3325 and the Coventry office's phone number is 860-742-9064.

EXPECTATIONS OF VENDORS

- * Vendors are expected to promote CWFM on their social media platforms. Your help is needed to increase traffic.
- * Vendors will respond to scheduled weekly emails with requested information by the stated date. This information gives CWFM the tools to promote our vendors. By helping CWFM, you are marketing your business through CWFM's social media platforms and newsletters.
- * Vendors will maintain food safety protocols.
- * Vendors will maintain proper licenses and permits.
- * Vendors may sell only what has been pre-approved by CWFM.
- * No resale or repackaging is allowed.
- * All produce and products sold at the Market, with the exception of approved bottled beverages and coffee beans, must be grown or produced by the vendor within the boundaries of Connecticut. All booth staff, whether owner or employee, shall be held strictly responsible for adhering to this policy. Any changes or alterations in crop or product lists must be approved in writing by the CWFM Board before being sold.
- * Vendors shall allow the Market to inspect their production facilities at any time, with or without notice, to maintain the integrity of our producer-only market.
- * Vendors act as representatives of their own businesses as well as representing CWFM and are expected to act in a professional manner at all times at the Market. Unprofessional and inappropriate behavior, including use of profanity, shouting and general disruption to the Market will not be tolerated.
- * Because we are located in a town building, animals other than service dogs are not permitted.
- * **Signage and Pricing:** Product description signs/labels must be accurate and truthful. Products should have clear identification of price per unit for each commodity. Only vendors with organic certification are allowed to advertise a product as organic and vendors must display the USDA Certified Organic logo. All bottled, canned or jarred products must have ingredient labeling.

* **Weather:** Cancellations will be posted on CWFM's Facebook and website. Effort will be made by CWFM to inform vendors of cancellation by email and/or phone, so be sure to inform CWFM of any changes. Decisions for cancellation are beyond the control of CWFM.

GENERAL TERMS AND LIABILITIES

Discrimination / Harassment:

- The Market prohibits discrimination in all its programs and activities on the basis of any protected class under federal, State, or local law, including race, color, creed, national origin, age, disability, gender, marital status, familial status, religion, sexual orientation, veteran status or socio-economic status including discrimination or harassment because all or part of an individual's income is derived from any form of public assistance.
- All discrimination, harassment and inappropriate conduct is prohibited in any form including verbal, non-verbal and physical unwanted acts and not limited to email, voicemail, chat rooms, Internet use or history, text messages, videos, pictures, images, writings, words or gestures. Examples of inappropriate conduct could include behavior such as sexual innuendos, lewd remarks, threats, epithets, derogatory comments, visual depictions, unwelcome jokes and teasing.
- Violations of this policy will not be tolerated and may result in permanent removal from the Market. There will be no adverse action taken against anyone who report violations of this policy in good faith.

Non-Liability Clause: CWFM, its Board, representatives and volunteers, are not liable for any damages, loss of earnings or other loss by a vendor subsequent to application of the Rules and Regulations of CWFM. Nor are CWFM, its Board and representatives liable in any manner for their non-adherence to these rules which shall be interpreted and applied at their sole discretion.

Social Media Conduct: The Market recognizes and encourages the use of social media to create a vibrant business marketplace and sense of community. It acknowledges that all vendors, volunteers and staff have the right under the First Amendment, under certain circumstances, to speak out on matters of public concern. However, the Market will consider it a violation of this vendor agreement when such use interferes with the good will of the work of the Market or its vendors is used to harass fellow vendors, Market volunteers, Market staff, or other members of the broader community. Misuse creates a hostile Market atmosphere; harms the goodwill and reputation of the Market and violates the law and/or Market rules.

Complaints and Dispute Resolution: Resolving matters pertaining to interpretation of and compliance with the Market Rules and Regulations is within the sole authority of the Market, Market Master and the CWFM Board of Directors. Any complaints between vendors regarding the origination of their produce or goods, or any other matter, must be directed to the Board of Directors. Verbal speculation alone is not grounds for investigation.

Modifications to Guidelines: The Market reserves the right to revise this document at any time deemed appropriate.