



Ferry Park • 311 Meadow Road Rocky Hill, CT 06067  
4:00- 7:00 p.m. • June 23, July 21, August 18, September 15

## **Vendor Guidelines**

### **Vendor Categories**

- Farmers - Growers of vegetables, fruits, flowers, potted plants and planters, or producers of acidified foods in compliance with CT DOAG guidelines. Caretakers of animals and purveyors of their meats, processed in a USDA approved slaughterhouse and brought to market frozen, including meats and poultry as well as seafood landed in CT.
- Consumables (ready to eat and food trucks) - Sellers of prepared foods, whether take - home or
- Consumed on - site. All food items are prepared in a State of CT approved kitchen, with necessary food permits provided.
- Artisans and Services - Vendors selling items crafted entirely by themselves, such as potters, weavers, clothing makers, visual artists; woodworkers; vendors of value-added products such as sauces and jams; vendors providing services to the public etc. All work must be produced in Connecticut. A Connecticut sales tax number and description of items that will be offered for sale or a list of the services provided must be included in this application. All items offered for sale must be made by the vendor within the State of Connecticut.

### **Vendor Expectations**

#### ***1. Completion of Application***

All vendors must submit an application annually and be approved by the Rocky Hill Parks and Recreation Department to participate in the Farmers Market. Failure to submit the application with the necessary paperwork and/or signatures, comply with deadlines, and/or submit fees will result in the inability to participate.

## 2. *Attendance*

Vendors are expected to attend the market dates for which they are registered. To receive a full refund, 48 hour notice is required.

## 3. *Insurance*

A copy of vendor's insurance certificate must accompany the application. The Town of Rocky Hill will assume no liability for loss or injury by products sold by any vendor.

## 4. *State Licensing and Permits*

Each vendor has the responsibility to ensure compliance with all licensing, permitting, and Farmers Market guidelines specified by the State of Connecticut. Additional information may be obtained in the Department of Agriculture's Farmers' Market Reference Guide at [www.ctgrown.gov](http://www.ctgrown.gov).

## **Vendor Code of Conduct**

1. It is expected that all items offered for sale will be fresh and of the highest quality.
2. Vendors are to provide their own EZ Up, canopy, tent and assure that they are securely anchored at all times so as to prevent public danger in the event of sudden wind gusts.
3. Each vendor space must be identified with the farm or business name, and all prices must be clearly marketed.
4. Any vendor arriving after 3:30 p.m. will not be allowed to sell at the Market that day. All vendors are to be in place and fully set up for sales by 3:30 p.m., and remain in place until the 7:00 p.m. closing time (even if merchandise is sold out). Set up may begin no earlier than 3:00 p.m. and vendors must vacate their space by 7:00 p.m. Each vendor is responsible for leaving the site in the same condition as it was upon arrival.
5. Selling before the Market start time is not permitted so that all vendors have equal selling opportunities.
6. Vendors shall be courteous and honest with all customers, fellow vendors, and the Market team.
7. Smoking and consumption of alcoholic beverages are not allowed on the premises.
8. Profanity, shouting, and disruption to the Market will not be tolerated.

## **Discrimination Policy**

The Farmers Market prohibits discrimination in all its programs and activities on the basis of any protected class under federal, state, or local law, including but not limited to race, color, creed, national origin, age, disability, gender, marital status, familial status, religion, sexual orientation, veteran status, or socioeconomic status including discrimination or harassment because all or part of an individual's income may derive from a form of public assistance.

**Social Media Conduct**

The Market recognizes and encourages the use of social media in the public relations, marketing, and 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, its vendors, or the Town of Rocky Hill; is used to harass fellow vendors, Market volunteers, Market staff, or other members of the broader community; creates a hostile Market atmosphere; harms the goodwill and reputation of the Market or the Town of Rocky Hill; violates the law and/ or Market rules.

**Right to Approve and Terminate**

The Market reserves the right to approve or not approve any vendor application at its discretion. If a vendor is approved to participate in the Market, but the vendor cannot operate as a member of the Market community in good faith, then s/he will be asked to leave. If violations take place, the Market may take any action it deems necessary to preserve the integrity of the Market, including vendor suspension, permanent vendor expulsion, or, in extreme cases, legal action. In any of these cases, the vendor fee is non-refundable. It is within the sole discretion of the Market and the Town of Rocky Hill to determine if a vendor has violated any provision of the Rules and Regulations or otherwise undermines the smooth operations of the Market. Complaints between vendors must be reported to the Rocky Hill Parks and Recreation Department.

**Modifications to the Guidelines**

The Town of Rocky Hill and the Rocky Hill Parks and Recreation Department reserves the right to make revisions to the Vendor Regulations.

*By signing this application, I agree that I have read the rules and regulations of the Rocky Hill Farmers Market Guidelines and agree to comply with them.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Return this application to:  
Rita Chhabra  
Rocky Hill Parks & Recreation C/O Farmers Market  
761 Old Main Street, Rocky Hill, CT 06067**