



Lisbon Farmers' Market Rules

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 their 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 (Route 169), Lisbon, CT 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 and/or licenses 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 at 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 while at the Market.

Market Manager: The Market Manager is the contact point for all Vendors during the application process, and for questions or complaints outside of and/or during the Market.

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
- Current Certificate of Product Liability Insurance

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. All other food items must be produced in an inspected kitchen and labeled as such. 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 must be clearly marked, and all produce must be marked with official "CT Grown" signs from the Department of Agriculture.

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 Grown or Produced.
- Products must be visibly marked with the name and location where it is produced.
- Receipt 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, 3:30 PM – 6:30 PM. Set up begins at 2:30 PM. All vendors must be in place and ready for sales from 3:15 PM until 6:30 PM. There will be no selling until 3:30 PM. Vendors must vacate their spaces by 7:30 PM.

Vendor Attendance: Vendors are expected to maintain weekly attendance. In case of an unexpected absence, vendors must contact the Market Manager or Market Master in advance. There is only one vendor 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 does not guarantee your space, as circumstances may require the Market to place you in another space as circumstances may dictate. The market will be open rain or shine, unless the Market Master or Market Manager finds weather conditions to be too harsh for the safety of Market Vendors and Market Goers alike. The Lisbon Farmers' Market Committee reserves the right to close the Market in an emergency situation. Attempts will be made to contact the vendors for unforeseen closures as soon as possible.

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**. With the exception of service dogs, dogs or other pets are not permitted inside the Vendor's tent. Dogs must be on leashes or otherwise confined at all times. Vendors violating any of these regulations may be dismissed from the Market without refund of fees.

Code of Conduct: A Code of Conduct is in place and Vendors are expected to abide by that code at all times.

Email: Farmers_Market@lisbonct.com / Phone: 860-376-3400

For more information about the Market, please visit us at: www.lisbonct.com/farmers-market-committee,
or facebook/lisbonfarmersmarket

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