



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 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.

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 will be clearly marked.

To endure 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 complete 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 3:30 P.M. to 6:30 P.M. Set up begins at 2:30 P.M. All Vendors must be in place and ready for sales from 3:15 P.M. until 6:30 P.M. There will be no selling until 3:30 P.M. Vendors must vacate their 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 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. 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.

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 / lisbonfarmesmarket@gmail.com
Elaine Joseph, Market Secretary - 860-376-3400 / ejoseph@lisbonct.com



For more information about the Market, visit us at:
www.lisbonfarmersmarket.com or facebook/lisbonfarmersmarket