



# The Farmers' Market

*at the*

# Hartford Regional Market

## Agreement Information, Rules, Application Forms

**PLEASE NOTE:** *The Hartford Regional Market is now under the ownership, management, and enforcement of the Capital Region Development Authority ("CRDA"). The Department of Agriculture (DOAG) will continue to assist CRDA by accepting Farmers' Market Applications and fees, and stall assignments for the weekend markets. CRDA will honor the terms of the agreement and manage the on-sight activities of the market.*



## DEFINITIONS

The following definitions apply to all aspects of this application package and to the rules and operation of the Farmers' Market at the Regional Market

<b>Agriculture/ Farming</b>	Per CGS Sec. 1-1q: Except as otherwise specifically defined, the words "agriculture" and "farming" shall include cultivation of the soil, dairying, forestry, raising or harvesting any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training and management of livestock, including horses, bees, poultry, fur-bearing animals and wildlife, and the raising or harvesting of oysters, clams, mussels, other molluscan shellfish or fish; the operation, management, conservation, improvement or maintenance of a farm and its buildings, tools and equipment, or salvaging timber or cleared land of brush or other debris left by a storm, as an incident to such farming operations; the production or harvesting of maple syrup or maple sugar, or any agricultural commodity, including lumber, as an incident to ordinary farming operations or the harvesting of mushrooms, the hatching of poultry, or the construction, operation or maintenance of ditches, canals, reservoirs or waterways used exclusively for farming purposes; handling, planting, drying, packing, packaging, processing, freezing, grading, storing or delivering to storage or to market, or to a carrier for transportation to market, or for direct sale any agricultural or horticultural commodity as an incident to ordinary farming operations, or, in the case of fruits and vegetables, as an incident to the preparation of such fruits or vegetables for market or for direct sale.
<b>Connecticut Grown</b>	Per CGS Sec. 22-6r(5): "Connecticut Grown" means produce and other farm products that have a traceable point of origin within Connecticut. Per CGS Sec. 22-38: Only farm products grown and eggs produced in Connecticut shall be advertised or sold in Connecticut as "Connecticut Grown". Any person who sells any farm product as "Connecticut-Grown" at a farmers' market in this state shall offer such product for sale in the immediate proximity of a sign that is: (1) Readily visible to consumers, (2) not less than three inches by five inches in size, and (3) in a form that is substantially as follows: THIS FARM PRODUCT IS CONNECTICUT GROWN. THIS FARM PRODUCT WAS GROWN OR PRODUCED BY THE FOLLOWING PERSON OR BUSINESS: (INSERT NAME AND ADDRESS OF PERSON OR BUSINESS). The lettering on any such sign shall be of such a size, font or print that is clearly and easily legible. Such a sign shall accompany each type of farm product that any such person sells as "Connecticut-Grown". Any person who violates the provisions of this subsection shall receive a warning for the first violation and for any subsequent violation shall be fined one hundred dollars for each violation.



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<b>Farm</b>	Per CGS Sec. 1-1q: The term “farm” includes farm buildings, and accessory buildings thereto, nurseries, orchards, ranges, greenhouses, hoop houses and other temporary structures or other structures used primarily for the raising and, as an incident to ordinary farming operations, the sale of agricultural or horticultural commodities. The term “aquaculture” means the farming of the waters of the state and tidal wetlands and the production of protein food, including fish, oysters, clams, mussels and other molluscan shellfish, on leased, franchised and public underwater farm lands. Nothing herein shall restrict the power of a local zoning authority under chapter 124.
<b>Farm Products</b>	Per CGSs Sec. 22-6r(7) “Farm products” means any fresh fruits, vegetables, mushrooms, nuts, shell eggs, honey or other bee products, maple syrup or maple sugar, flowers, nursery stock and other horticultural commodities, livestock food products, including meat, milk, cheese and other dairy products, food products of aquaculture, as defined in subsection (q) of section 1-1, including fish, oysters, clams, mussels and other molluscan shellfish taken from the waters of the state or tidal wetlands, products from any tree, vine or plant and their flowers, or any of the products listed in this subdivision that have been processed by the participating farmer, including, but not limited to, baked goods made with farm products.
<b>Farmer</b>	A person engaged in farming as defined by Connecticut General Statutes (CGS) Sec. 1-1q (see below) who produces <b>ALL</b> of the farm products he offers for sale.
<b>Jobber</b>	An individual who buys and resells farm products.



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**PLEASE NOTE:** *The Hartford Regional Market is now under the ownership and enforcement of the Capital Region Development Authority ("CRDA"). The Department of Agriculture (DOAG) will continue to assist CRDA in the management of the farmers stall program, receiving applications and assigning the stall agreements for CRDA who will honor the terms.*

**STALL USE-AGREEMENT INFORMATION**

**The Stalls:** All vendors wishing to do business at the farmers' market must have a farmers' market stall use-agreement in place with the DOAG/CRDA. **No individual or business without an active stall use-agreement on file shall sell and/or deliver products to a vendor at the farmers' market.**

Each farmers' market stall is approximately 10 or 12 feet by 30 feet. **A very limited number of covered stalls are available and will be reserved for farmer vendors only.** Stall assignments will be made by DOAG. Applicants may request a specific stall but stall requests cannot be guaranteed. **DOAG staff reserve the right to adjust stall assignments during the season on a temporary or permanent basis to meet the needs of the expanding operations of HRM market tenants.**

**Stall Use-Agreement Options:** Farmer stall use-agreements are available in blocks of 3 month minimums up to 9 months. Farmers are also welcome to add additional months. Jobber stall use-agreements are only available for the entire 9-month season. Full-season (9-month) use-agreements are in affect from **April 1, 2020 through December 31, 2020. Advance stall placements application are due by March 15, 2020.** No use-agreement will be written or accepted for more than 12 months.

**Guest Vendor Stalls:** New farmers can request to use a stall for one Saturday as a guest to explore the option to apply to be a regular vendor. The daily fee for a stall is \$35.00. Call DOAG to arrange a stall and date. Application, fee, proof of insurance, and necessary attachments are still required in advance.

**Vendor Stall Fees:** There is no change in Farmer or Jobber stall rental fees for the 2020 season.

	3 Months	Each Additional Month	Full Season (9 Months)
Farmers: Covered Stall	\$270	\$80	\$670
Farmers: Uncovered Stall	\$240	\$70	\$590
Jobbers: Uncovered Stall	n/a	n/a	\$1,340

Guest Vendor - \$35/Saturday

**Payments:** All payments for stall usage must be **paid in full and made out to the Capital Region Development Authority.** Payment along with a signed use-agreement must be sent to the Department of Agriculture no later than March 15, 2020.



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**Days and Hours of Operation:** Farmers’ market stall use-agreements shall allow an approved vendor to sell at the assigned stall location during the following days and times:

Saturday	3:00 a.m. to 9:00 a.m.
Sunday	5:00 a.m. to 9:00 a.m.
Monday through Friday	5:00 a.m. to 8:00 a.m.

**No customer vehicles will be permitted within the farmers’ market selling area on weekends between 6:00 a.m. and 9:00 a.m.**

**Vehicle Parking Fee:** A parking fee of \$35 per day (or portion thereof) applies to all vehicles and/or trailers not engaged in business. This includes vehicles/trailers left on the premises by vendors beyond farmers’ market sales hours. Any vehicle/trailer left without Capital Region Development Authority (CRDA) approval and payment is subject to removal at the owner’s expense.

**Insurance Requirements:** All vendors are required to provide a certificate of insurance showing the Capital Region Development Authority (CRDA) as additional insured on their business’s insurance policy. It must be commercial general liability (CGL) insurance with a minimum limit of \$1,000,000 per occurrence business policy. Applicants must provide an insurance certificate that shows coverage for the months they will conduct business at the Hartford Regional Market.

Applicants must make sure the certificate identifies “**Capital Region Development Authority, 100 Columbus Blvd. Suite 500 Hartford CT 06103**” as the additional insured. Certificates of insurance must clearly indicate the policy referenced will not be cancelled or modified without 30 days written notice to CRDA. Applications without the required insurance documentation may be rejected.

**Production Site Visits:** All approved vendors are subject to farm visits to verify production areas. Visits will be performed by DOAG or its designee and may be performed as needed without prior notice. Failure to allow a farm visit shall result in immediate dismissal from the farmers’ market for the season and in immediate forfeiture of all farmers’ market stall use-agreements and fees for that season.



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## MARKET RULES

**Violation by any vendor of any applicable rules and/or regulations may result in immediate dismissal from the Farmers' Market at the Regional Market and in immediate forfeiture of all farmers' market stall use-agreements and fees for that season. *Inspections may occur to verify vendor compliance.***

- Only Connecticut businesses will be approved as farmers' market vendors at the Regional Market.
- Approved vendors and their employees shall be governed by and obey all regulations of DOAG and CRDA, and shall comply with all laws, ordinances, requirements and regulations of federal, state, and local agencies.
- Each approved vendor may set up within and sell only from their assigned stall location as determined and identified by DOAG. Vendors may not set up or sell from anywhere outside their assigned stall boundaries. Stalls assigned to an approved vendor are not transferrable to any other business or entity.
- No vendor shall leave on the grounds any refuse or garbage of any kind, including but not limited to plants, pots, trays, produce, boxes, pallets, plastic wrap, food, food containers, and/or other waste. Trash cans and a dumpster are available within the farmers' market area for vendor use. Under no circumstances shall any waste be piled up outside of or next to these receptacles.
- Any vendor applying to sell any products they do not grow/produce must apply as a jobber for a full-season (9-month) stall use-agreement.
- All jobbers must have an invoice for each product they did not grow/produce which includes the product description, date of purchase, seller's name, and seller's phone number available for inspection.
- Approved **farmer vendors found selling products they did not grow/produce will be subject to immediate dismissal** from the farmers' market for the season and immediate forfeiture of all farmers' market stall use-agreements and fees for that season.
- Proper labeling of all items offered for sale, including the **name and location (town) of the farm** that grew/produced the product, is required during all farmers' market hours. All items offered for sale must also adhere to all other applicable state/federal labeling requirements.
- Vendors selling by weight must use scales approved by the Connecticut Department of Consumer Protection.
- Vendors selling taxable items must have the appropriate permit issued by the Connecticut Department of Revenue Services and provide a copy with application.
- Vendors selling nursery stock (hardy trees, shrubs, vines, and herbaceous perennial plants) must include copy(ies) of their current nursery registration and/or nursery dealers permit issued by the Connecticut Agricultural Experiment Station.
- Vendors selling beer and wine must display a valid Connecticut liquor permit and provide a copy with their application.
- Proof of FDA registration must be provided with a copy of the application, if applicable.
- Vendors and their employees shall abide by all Hartford Health Department regulations.



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- Vendors must submit with application a list of all products to be offered for sale, using the attached form.
- Farmers must submit with application a map supplied by your county USDA Farm Service Agency office showing production areas.



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**Regional Farmers' Market  
Application Instructions & Checklist**

Fill out forms completely and legibly. Include along with the appropriate farmer vendor or jobber vendor application all of the following items applicable to your operation. To insure a complete application, use the checklist to verify you have attached all necessary items that are being sent to DOAG. For assistance, contact Crystal Morris-Crenshaw at 860-713-2533 or email [Crystal.Morris@ct.gov](mailto:Crystal.Morris@ct.gov).

**APPLICANTS MUST SUPPLY:**

- Completed Cover Page of Farmers' Market Application: Farmer, Jobber, or both
- Payment (Check Only): Payable to the "**Capital Region Development Authority**".
- Anticipated Attendance Schedule: Include months & days of week
- Insurance Certificate naming the **Capital Region Development Authority, 100 Columbus Blvd. Suite 500 Hartford, CT 06103**, as additional insured.

**MOST APPLICANTS:**

- Sales and Use Tax Permit
- Farm map from USDA or similar, marked up to show areas of production
- Crop Plan and/or Specialty Crop Plan

**SOME APPLICANTS:**

- Nursery Certificate from Connecticut Agricultural Experiment Station
- Connecticut Liquor Permit
- Permit/License from Connecticut Department of Consumer Protection
- Jobber's Listing of Resale Products Offered for Sale

A complete application with applicable attachments and **a check payable to "Capital Region Development Authority"** can be delivered in person or by mail to:

Connecticut Department of Agriculture  
Agricultural Development Unit  
450 Columbus Boulevard, Suite 703  
Hartford, CT 06103





## FARMER VENDOR APPLICATION

Farmer vendors may not resell any products. All products sold must be grown on your farm.

### CONTACT INFORMATION

Contact Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Business Phone(s): \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Business Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

### BUSINESS INFORMATION

Type of Business (check one):  Sole Proprietor     Partnership     LLC  
 Corporation                       Cooperative                       Other: \_\_\_\_\_  
 Type of Production (ex. Greenhouse, Field): \_\_\_\_\_  
 # of Acres/Sq. Feet in Production: \_\_\_\_\_  
 Type of Farm (ex. Vegetable Grower): \_\_\_\_\_

### STALL REQUEST:

I request the following Farmers' Market Stall(s) at the Regional Market for the period of:

- 9 months (Applicant must check off days of week they attend below)
- 3 to 8 months – Minimum purchase of any three months.

**My business will attend the Market for the following months and days of week:**

<p><b>April 2020</b> Sa Su Mo Tu We Th Fri</p> <p><b>May 2020</b> Sa Su Mo Tu We Th Fri</p> <p><b>June 2020</b> Sa Su Mo Tu We Th Fri</p>	<p><b>July 2020</b> Sa Su Mo Tu We Th Fri</p> <p><b>Aug 2020</b> Sa Su Mo Tu We Th Fri</p> <p><b>Sept 2020</b> Sa Su Mo Tu We Th Fri</p>
<p><b>Oct 2020</b> Sa Su Mo Tu We Th Fri</p> <p><b>Nov 2020</b> Sa Su Mo Tu We Th Fri</p> <p><b>Dec 2020</b> Sa Su Mo Tu We Th Fri</p>	<p><b>Jan 2020</b> Sa Su Mo Tu We Th Fri</p> <p><b>Feb 2020</b> Sa Su Mo Tu We Th Fri</p> <p><b>March 2020</b> Sa Su Mo Tu We Th Fri</p>

SPRING

SUMMER

FALL

WINTER

**STALL NUMBER(S): If your stall number requests do not change, write "SAME"**

SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_  
 FALL \_\_\_\_\_ WINTER \_\_\_\_\_



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**FARMER VENDOR APPLICATION (2 of 2)**

**PAYMENT DUE - CALCULATION SHEET**

Total Number of Stalls Requested for 2020:

**COVERED STALLS:**

Number of Covered Stalls for 3 Month Block	_____	x \$270	=	_____
Add # of Additional Months (\$80/month)	_____	x \$80	=	_____
#of Full-Season Covered Stalls	_____	x \$670	=	_____

**UNCOVERED STALLS:**

Number of Uncovered Stalls for 3 Month Block	_____	x \$240	=	_____
Add # of Additional Months (\$80/month)	_____	x \$70	=	_____
#of Full-Season Covered Stalls	_____	x \$590	=	_____

**GUEST VENDOR STALL:**

One stall for one Saturday		x \$35	=	_____
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**TOTAL DUE:** \_\_\_\_\_

**VEHICLE REGISTRATION AND PARKING**

Please provide vehicle(s)/trailer(s) information that will be used during the farmers' market:

<i>Make/Model/Type</i>	<i>License Plate</i>

\_\_\_\_\_ Check here if you DO NOT wish to be listed on DOAG's wholesale grower website listing

I have read and understand the rules enclosed in this packet. I will submit all requested documents and payments required for my participation in the Farmers' Market. By affixing my signature to this statement (General Statutes of Connecticut, Vol. 13, Sec. 53a - 157b under penalty of false statement (\*) in the second degree: Class A misdemeanor), I acknowledge that I have read it and/or have had it read to me and it is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A complete application with applicable attachments and **a check payable to "Capital Region Development Authority"** can be delivered in person or by mail to:

Connecticut Department of Agriculture  
Agricultural Development Unit  
450 Columbus Boulevard, Suite 703  
Hartford, CT 06103

Call Crystal Morris-Crenshaw at 860-713-2533 or email [Crystal.Morris@ct.gov](mailto:Crystal.Morris@ct.gov) for assistance.



STATE OF CONNECTICUT  
DEPARTMENT OF AGRICULTURE



## JOBBER VENDOR APPLICATION

Vendors reselling any products must apply as jobbers.

### CONTACT INFORMATION

Contact Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Business Phone(s): \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Business Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

### BUSINESS INFORMATION

Type of Business (check one):  Sole Proprietor  Partnership  LLC  
 Corporation  Cooperative  Other: \_\_\_\_\_  
 Type of Production (ex. Greenhouse, Field): \_\_\_\_\_  
 # of Acres/Sq. Feet in Production: \_\_\_\_\_  
 Type of Farm (ex. Vegetable Grower): \_\_\_\_\_

### STALL REQUEST:

I request the following Farmers' Market Stall(s) for use as a jobber at the Regional Market for the 2020 season. **Applicant must check off days of week they attend below.**

**April 2020** Sa Su Mo Tu We Th Fri  
**May 2020** Sa Su Mo Tu We Th Fri  
**June 2020** Sa Su Mo Tu We Th Fri  
**July 2020** Sa Su Mo Tu We Th Fri  
**Aug 2020** Sa Su Mo Tu We Th Fri  
**Sept 2020** Sa Su Mo Tu We Th Fri  
**Oct 2020** Sa Su Mo Tu We Th Fri  
**Nov 2020** Sa Su Mo Tu We Th Fri  
**Dec 2020** Sa Su Mo Tu We Th Fri

**July 2020** Sa Su Mo Tu We Th Fri  
**Aug 2020** Sa Su Mo Tu We Th Fri  
**Sept 2020** Sa Su Mo Tu We Th Fri  
**Jan 2020** Sa Su Mo Tu We Th Fri  
**Feb 2020** Sa Su Mo Tu We Th Fri  
**March 2020** Sa Su Mo Tu We Th Fri

SPRING

SUMMER

FALL

WINTER

**STALL NUMBER(S):** If your stall number requests do not change "SAME"

SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_  
 FALL \_\_\_\_\_ WINTER \_\_\_\_\_



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**JOBBER VENDOR APPLICATION (2 of 2)**

**PAYMENT DUE – CALCULATION SHEET**

Jobbers can only rent uncovered stalls for the entire season in the 9 month blocks.

**STALLS:**

Number of Uncovered Stalls Requested \_\_\_\_\_ x \$1,340 = \_\_\_\_\_  
**TOTAL DUE:** \_\_\_\_\_

**VEHICLE REGISTRATION AND PARKING**

Please provide vehicle(s)/trailer(s) information that will be used during the farmers’ market:

<i>Make/Model/Type</i>	<i>License Plate</i>

I have read and understand the rules enclosed in this packet. I will submit all requested documents and payments required for my participation in the Farmers’ Market. By affixing my signature to this statement (General Statutes of Connecticut, Vol. 13, Sec. 53a – 157b under penalty of false statement (\*) in the second degree: Class A misdemeanor), I acknowledge that I have read it and/or have had it read to me and it is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A complete application with applicable attachments and **a check payable to “Capital Region Development Authority”** can be delivered in person or by mail to:

Connecticut Department of Agriculture  
Agricultural Development Unit  
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