



Vendor Application Instructions

Mail or hand deliver complete application package, copies of required documents (see LFM Rules for list – some of these may be handed in before the start of next season) and full payment (make checks out to *Lisbon Farmers' Market Committee*) to: **Lisbon Farmers' Market** - c/o Lisbon Town Hall, 1 Newent Road, Lisbon, CT 06351

Vendor Fees: **\$100.00** for each consecutive week during the Market Season, per booth space
 \$80.00 Part Time Vendor (6-week commitment)
 \$20.00 per "Guest Booth" space, per day

The **Lisbon Farmers' Market** will be held weekly on Thursdays, starting end of June through late September / early October (see website for official Market Season dates), at "The Barn", Lisbon Meadows Park, Route 169, Lisbon. Set up begins at 2:30 and all vendors must be in place and ready for sales from 3:15 P.M. to 6:30 P.M. There will be no selling prior to 3:30 P.M. and all vendors must vacate 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/Manager 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, except for severe weather. The Lisbon Farmers' Market Committee reserves the right to close the market in an emergency situation. Reasonable 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**. Although we try to assign spaces for each vendor that will remain consistent throughout the season, the Lisbon Farmers' Market will not guarantee a seasonally-assigned space. Full time and part time vendors should be prepared to occupy different spaces on different days, when necessary. The Lisbon Farmers' Market does not guarantee vendor profits. Please also see the Market's Code of Conduct for additional rules. Vendors violating any of the rules and/or regulations may be dismissed from the Market without refund of fees.

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

Lisbon Farmers' Market is a Connecticut Grown market. All food and products offered by our Vendors **MUST** be Connecticut grown or produced. All produce, honey, and herb vendors **MUST** be FMNP Certified by start of the next season.

For more information about the Market, visit us at:

<https://www.lisbonct.com/farmers-market-committee> or facebook/lisbonfarmersmarket



Lisbon Farmers' Market Vendor Application

Name _____

Business / Farm Name _____

Mailing Address _____

Phone _____ Cell _____

Email _____ Website _____

CT Sales Tax # _____ UNCAS Health District Permit # _____

Documents listed below must be submitted prior to market participation. Please attach all documents appropriate to products/items you will be selling.

- ✓ **Proof of Liability Insurance**
- ✓ **Crop Plan & Specialty Crop Plan** (forms available through the CT Dept. of Agriculture)
- ✓ **Copies of all licenses & certifications related to products or services being offered**
- ✓ **LMNP Certification** (ALL produce, honey and herb vendors must be certified)
- ✓ **Uncas Health District Permits & Licenses where applicable** (for prepared food vendors/sampling)

Please list what you intend to sell. Describe growing methods; organic, conventional, grass fed, free range, etc. Describe any products or services not listed on crop plan (use reverse of the application for more space).

I attest to the truth and accuracy of the information provided in this application. I have read the Lisbon Farmers' Market Rules and agree to abide by them. I understand that all food/goods offered must be grown and produced in Connecticut.

Signed _____ Date _____

Print Name _____

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

Updated 7/31/2020



Vendor Code of Conduct

The Lisbon Farmers Market wants to be sure that all transactions during the Market season are safe and secure, and that all participants, vendors and patrons, have a pleasant, safe and rewarding experience.

1. All items offered for sale shall be fresh and of the highest quality.
2. Vendors are to supply their own tent or market umbrella. These must be set up and securely anchored at all times in a way that prevents public hazard.
3. Vendors shall be courteous and honest with all customers, fellow vendors, and the Market staff.
4. No smoking or alcoholic beverage consumption during set up, Market hours and break down.
5. No profanity, shouting, arguing or other disruption of the Market.
6. Discrimination in any form will not be tolerated and will result in immediate and permanent removal from the Market, without refund of Market fees.
7. Harassment by any vendor toward any member of the public or fellow vendor(s), in any form, is strictly prohibited and will result in immediate and permanent removal from the Market, without refund of Market fees.
8. Social Media Conduct: Although the Market encourages the use of social media forums as a means of advertising the Market and its vendors, the Market may consider it a violation of the Code of Conduct should a vendor interfere with the mission of the Market, its vendors, or the Town of Lisbon; if it is used as a means to harass other vendors, Market staff or other members of the community; if it creates a hostile atmosphere at the Market, harms the reputation of the Market or the Town of Lisbon; and/or violates the law and/or Market rules. Any such conduct may result in immediate and permanent removal from the Market without refund of Market fees.
9. Any complaints between vendors regarding origination of their goods, or any other matter, must be directed to the Market Master/Manager or other Market representative.
10. Dogs: Vendors with dogs must keep their dogs on a leash and OUTSIDE the perimeter of their tents during market hours (Service dogs are exempt from the tent rule). Allowing your dogs to be off-leash and/or roaming is strictly prohibited.
11. The Market reserves the right to revise the Market Rules and Code of Conduct at any time deemed appropriate.



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<https://www.lisbonct.com/farmers-market-committee> or facebook/lisbonfarmersmarket

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

Updated 7/31/2020



Lisbon Farmers' Market
Community Organization Application

Please mail signed Application, Certificate of Insurance, and other pertinent documentation to:
Lisbon Farmers' Market
1 Newent Road, Lisbon, CT 06351
Farmers_Market@lisbonct.com / 860-376-3400

Organization Name: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

Facebook.com/ _____

Please describe your organization's mission: _____

Describe what you will be offering/demonstrating at your booth: _____

Market Date(s) Requested: _____, _____, _____

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- The Community Organization space at the Lisbon Farmers' Market is dedicated to CT groups, organizations and non-profits for the purpose of reaching out to the community to share information about their organization.
 - There is no fee for community-based groups, HOWEVER you must fill out the application and send it in for approval by the Market Manager ahead of time.
 - Community Organization vendors are welcome to distribute information about the group or organization and are encouraged to set up an attractive and engaging booth.
 - NO SALES of any sort is permitted from your booth space. Community Organizations and non-profit groups wishing to sell items for fund raising may do so only with the approval of the Market Manager and must pay the guest vendor fee and show proof of insurance.
 - Town organizations may be exempt from the above fee policy for fund raising sales, at the discretion of the Lisbon Farmers' Market Committee.
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Contact Name: _____ Signature: _____ Date: _____

Supporting *Local Farmers* and the *Good Health* of the community!



Lisbon Farmers' Market Craft Vendor Application

Name _____

Business Name _____

Mailing Address _____

Phone _____ Cell _____

Email _____ Website _____

CT Sales Tax # _____

Documents listed below must be submitted prior to market participation. Please attach all documents appropriate to products/items you will be selling.

- Proof of Liability Insurance
- Copies of all licenses & certifications related to products or services being offered, where applicable

Please provide a full list of what you intend to sell. Attach photos of your products.

I attest to the truth and accuracy of the information provided in this application. I have read the Lisbon Farmers' Market Rules and agree to abide by them. I understand that all goods offered must be produced in Connecticut.

Signed _____ Date _____

Print Name _____



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

Updated 7/31/2020



Lisbon Farmers' Market
Entertainment Application

Please mail signed Application, Certificate of Insurance, and other pertinent documentation to:
Lisbon Farmers' Market
1 Newent Road, Lisbon, CT 06351
Farmers_Market@lisbonct.com / 860-376-3400

Name: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

Facebook.com/ _____

Please describe what kind of entertainment you offer: _____

Describe what you will be offering/demonstrating at your booth, if applicable: _____

Market Date(s) Requested: _____, _____, _____

Do you require electricity? (Please circle) YES NO

Please list anything you may require that you will not be providing yourself:

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- Entertainers are welcome to distribute information and are encouraged to set up an attractive and engaging booth.
 - NO SALES of any sort is permitted from your booth space. Those wishing to sell items may do so only with the approval of the Market Manager and must pay the guest vendor fee and show proof of insurance. *(LFM use only) Vender Fee Received:*
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Contact Name: _____ Signature: _____ Date: _____

Supporting *Local Farmers* and the *Good Health* of the community!

LFM USE ONLY: _____