



# CITY OF NEW BRITAIN FARMERS' MARKET VENDOR PACKET 2020

## Farmers' Market Rules and Regulations

### General Rules

1. The Farmers' Market is located in Central Park (downtown New Britain).
2. Hours of Operation: Every Wednesday, June 3–October 28, 11:00am-2:00pm (Rain or Shine).
3. It is understood that all vendors will attend each market as indicated on the agreement. In the case a vendor is unable to attend, a phone call must be made by 10:00am.
4. Vendors should arrive no later than 10:15am and should be set up and ready to greet customers for the opening of the market at 11:00am.
5. Vendors will be assigned a space at the market to which they must adhere to.
6. Vendors shall sell or distribute only items that have been approved on the application submitted.
7. Day of operations contact: Mona Starczewski (860) 826-3366
8. Due to the ongoing COVID-19 situation, guidelines from the State of Connecticut and the State of Connecticut Department of Agriculture must be followed. These guidelines may be subject to change, for updates on the guidelines please check the State of Connecticut website/portal prior to arriving on your scheduled day.

### Required Permits and Fees

1. The Farmers' Market vendor fee must be paid by the first of the month.  
Make checks payable to: New Britain Parks and Recreation Department  
Mail checks to: New Britain Parks, Recreation, and Community Services Dept., 27 West Main Street, Room 301, New Britain, CT 06051, Attn: Mona Starczewski
2. Food / Beverage / Craft / Vendor: \$25.00/month; Non-Profit Booth / Farmer, \$10.00/month
3. All food vendors must receive proper permits from the Health Department prior to participating. Contact the Health Department at 860-612-5015 at least two weeks prior to participating.
4. All participating produce farmers must be enrolled in the Farmers Market Nutrition Program through the CT Department of Agriculture. To find out more about the program email Jaime Smith at [jaime.smith@ct.gov](mailto:jaime.smith@ct.gov) or call the Department of Agriculture at (860) 713-2500.

### Code of Conduct

1. Vendors are expected to conduct themselves at all times in a professional and courteous manner towards customers, other vendors and the Farmers' Market staff.
2. Vendors may not smoke in any vendor area.
3. Foul language, profanity or other rude behavior is not permitted.
4. The City of New Britain reserves the right to remove any vendor that does not adhere to our Code of Conduct.

# NB Farmers Market

Central Park  
Wednesdays  
July-October, 2020



## Vendor Application

Organization/Business Name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Organization/Business: \_\_\_\_\_

CT Sales Tax ID# \_\_\_\_\_ Non Profit 501 (c)3 Tax ID \_\_\_\_\_

Please indicate any special needs or requests: \_\_\_\_\_

Note: Due to the ongoing COVID-19 situation, guidelines issued by the State of CT and State of CT Department of Agriculture must be followed. These guidelines are subject to change; please check the guidelines for changes prior to each of your scheduled days.

Type of Vendor station:

- Booth
- Table, chairs, tent
- Truck

The City will provide tent, table and chairs.

**FEES:**

Food / Beverage / Craft / Vendor fee: \$25/month

Non-Profit Booth / Farmer fee: \$10/month

Food Vendors must contact NB Health Department at 860-612-5015 to obtain required permit

All products you intend to sell must be listed completely on this application:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Check dates you will attend in order to secure your spot (note: you're not guaranteed these dates):**

- JULY      1     8     15     22     29  
 AUGUST    5     12     19     26  
 SEPTEMBER  2     9     16     23     30  
 OCTOBER    7     14     21     28

**Return completed application and check to:**

**New Britain Parks, Recreation, and Community Serv. Dept.  
27 West Main Street, Room 301, New Britain, CT 06051  
Attention: Mona Starczewski**

**PARKING:**

A parking permit that allows you to park in the lot between ITBD (185 Main Street) and the police station will be emailed to you each week. Print the permit and display it on your dashboard.

**CANCELLATIONS:**

In the event of rain we will call you the morning of event with any cancellations. If you don't receive a call by 10am, the event will still be held.

**QUESTIONS:**

**Contact: Mona Starczewski  
(860) 826-3370  
Mona.Starczewski@newbritainct.gov**

I, the undersigned, being desirous of participating in the above designated event being sponsored by the Department of Parks and Recreation and Community Services of the City of New Britain, do state and agree to the following terms and conditions of participation. 1. I agree and understand the nature and risks associated with this activity, including the risks of suffering personal injury and/or property damage during the course of the event. 2. I understand this event is a non-profit recreational event and agree to waive on my behalf, or the behalf of the participant, and claim I and/or the participant may have against the City, any agent or employee of the City, any sponsor of the event, or any volunteer assisting in the event as a condition of my participation. 3. If the participant in the event is a minor (under the age of eighteen (18) years old), I represent that I am the parent or legal guardian to consent to such minor's participation in this event. 4. I give permission to the New Britain Parks & Recreation Dept. to photograph and video tape myself and my heirs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:** FMNP Certified Farm  Paid: JULY  AUGUST  SEPT  OCT

**FOOD TRUCKS:** BLDG & HEALTH  POWER NEEDS  SIZE/VEHICLE TYPE (trailer/van/truck) \_\_\_\_\_