

NORTHEAST CONNECTICUT
FARMERS MARKET ASSOCIATION
(www.nectfarmersmarket.org)

Dear Prospective Farmers' Market Vendor-member,

Thank you for your interest in the Northeast Connecticut Farmers' Market. This application packet is intended to give you important background information about who we are, how we operate and how you can become part of this amazing experience where the public can purchase locally grown produce or cottage industry products.

The Northeast Connecticut Farmers Market Association, hereafter referred to as "NECTFMA", was established in 1980 to provide an opportunity for local farmers to market their fresh grown fruits and vegetables directly to the general public. Currently our association hosts five markets, Brooklyn – Wednesdays, Danielson – Saturdays, Plainfield – Tuesdays and Putnam – Mondays & Thursdays.

Over time, the farmers' market has expanded to include meat, cheese, eggs, poultry, baked goods, pickles, soap, prepared food and hand crafted items. This makes the farmers' market a truly "one stop" shopping experience!

NECTFMA is operated by its vendor-members through a board of directors composed of a president, vice president, secretary, treasurer and market masters, all of whom are elected at an annual meeting each fall. Planning for the markets and acceptance of new vendor-members is carried out at the annual spring meeting held in March.

To become a member an application must be submitted and voted upon by the membership. Membership is dependent upon the number of people applying each season, the available space at each market site, and upon the need to enhance the market with additional diverse products.

Upon approval of the application, the new vendor-member must then comply with the following requirements:

- Each new member must download the current CT. Dept. of Agriculture Crop Plan and submit it along with the application form. This is required of all vendors every year, whether you sell farm produce or not. For such things as baked goods, hand crafted products, etc. complete the first page of the crop plan and then add a page with a description of your items.
(http://www.ct.gov/doag/lib/doag/marketing_files/2015/2015_to_2017_crop_plan.pdf)
- Each member that sells fresh fruits or vegetables must attain certification through the CT.Department of Agriculture to participate in the Women, Infants, and Children Farmers'Market nutritional program prior to selling at the market.
- Each member offering baked goods or prepared food must obtain all necessary health department permits. Contact the Northeast District Department of Health for more information. See their website at: <http://www.nddh.org>

- Each member is required to carry liability insurance with the certificate holder listed as NECT Farmers' Market Association, c/o current President and President's address. This insurance will cover the vendor as well as NECTFMA in the event of damage or injury while at the market. A minimum of \$1,000,000 liability coverage is required. An updated certificate is required each year at the March meeting.
- Annual membership fees must be paid at the spring meeting and are based on the markets you plan to attend. Our current membership fees are:

\$150.00 per year for the Thursday or Saturday markets

\$100.00 per year for the Monday, Tuesday or Wednesday markets.

Alternately, you may also wish to consider selling your produce or product as a **guest vendor**. Guest vendors pay only \$20.00 for each of the markets and days they choose, but do not have the benefits of membership, including priority selling rights.

For example, if you sell tomatoes and choose a market where we have sufficient number of member-vendors selling tomatoes, your request may be denied.

Guest vendors must also comply with the provisions for liability insurance coverage and any required health department permits.

I hope this brief introduction has helped you understand what will be expected of you by the Northeast Connecticut Farmers' Market Association. If you feel the market will be a good outlet for your produce or products and you are willing to accept the responsibility membership entails, kindly complete the membership application attached, as well as the CT. Dept. of Agriculture Crop Plans and submit to me via email or to the address on the application form.

Upon approval, I will guide you through the rest of the process.

Sincerely,

Virginia M. Keith

Virginia Keith
Interim President
NECT Farmers Market Association

RULES OF THE NECT FARMERS' MARKET ASSOCIATION

1. The market master will announce the opening of each market. The location and hours of each market will be set by the Association.
2. As a service to the community, vendor spaces will be provided to non-profit organizations to educate the public or raise funds for the benefit of their organization. The availability of space will be determined by the board of directors.
3. Each non-profit organization will be responsible for its own liability insurance and any applicable license.
4. Membership will be determined by the membership. At least $\frac{3}{4}$ of the membership must approve a new member.
5. Each member will have one vote. The President shall determine the method of voting.
6. All new memberships will be considered probationary for one year. Probationary memberships may be revoked by a vote of the majority of members present at a meeting called for such purpose.
7. Probationary members who have been revoked will receive reimbursement of their fees on a prorated basis.
8. Membership generally can be revoked by $\frac{3}{4}$ of the members. Violations of association rules or behavior contrary to the spirit of the farmers' market are sufficient grounds for revoking membership. Any member can request the removal of another member in writing to the President. The President will inform the affected member and the entire membership. A meeting will be held in a timely manner to discuss the request for removal. A paper ballot will determine the outcome.
9. Members who have been revoked will receive reimbursement of their fees on a prorated basis.
10. A President, Vice President, Secretary, Treasurer and a Market Master for each location will be elected annually by membership.
11. The officers of the association and market masters will constitute the Board of Directors.
12. The responsibility of the Board of Directors will be to recommend policies, appoint committees and define their powers and duties. In addition the Board will mediate any disputes referred to it by the market masters.

13. Market Masters will assign vendor spaces, announce the start time, insure the smooth operation of the markets, monitor clean up, manage grievances, and respond to customer complaints if necessary. Market Masters will refer anything they cannot resolve to the Board of Directors for further action.
14. Items sold at the Farmers' Market MUST be grown or produced by the vendor. Exemptions can be made if approved by a majority of the members (as determined by the Board of Directors) based upon supply and demand conditions. Requests must be made a week in advance. All members will be notified within four days of the request.
15. The Northeast Connecticut Farmers' Market will be limited to vendors from the ten-town area including Thompson, Woodstock, Eastford, Pomfret, Putnam, Brooklyn, Killingly, Canterbury, Plainfield, and Sterling. Members can be admitted from outside the ten town area if they offer a product not otherwise available at the market and $\frac{3}{4}$ of the membership approve the application.
16. All members are required to submit to the President a yearly crop plan detailing what they intend to sell. All members are also required to provide a Certificate of Liability Insurance with the certificate holder listed as NECT Farmers' Market Association, c/o current President and President's address. A copy of these documents must be submitted to the President by the March meeting.

Crop plan website;

http://www.ct.gov/doag/lib/doag/marketing_files/2015/2015_to_2017_crop_plan.pdf

Expectations of Members

1. To offer a fresh product of the highest quality possible at a reasonable price
2. Abide by the norms of commonly accepted good business practices, such as refraining from selling at below cost, which hurts other farmers. Instead of using the farmers' market as a means to move excess product, members are encouraged to investigate other possibilities such as wholesale marketing or bulk sales for canning.
3. Be courteous to customers and thoughtful to other vendors.
4. Be truthful in advertising.
5. Follow directions of the Market Master
6. Help with the work of the Association by attending membership meetings, serving on committees or holding office.
7. Clearly display your prices to include your farm name and location (town)
These are requirements of the CT Dept. of Agriculture.
8. Keep your market space clean and attractive.
9. Bring all concerns or conflicts to the Market Master or Board for resolution.
10. Meet all requirements of the Department of Agriculture regarding the Farmers market. The following helpful link is for the CT Dept. of Agriculture Farmers' Market Reference Guide;
<http://www.ct.gov/doag/cwp/view.asp?a=3260&q=448674>
11. Meet all public health requirements and obtain permits as necessary from NDDH for offering food or prepared goods for consumption.

NORTHEAST CT FARMERS' MARKET ASSOC.
MEMBERSHIP APPLICATION

Name: _____ Farm Name: _____

Address: _____

City: _____ Zip Code: _____

Telephone: _____ e-mail: _____

Which markets/days are you applying for?

List any of your particular skills and interests (not necessarily farm related).

Why do you want to join the Farmers' Market Association?

Please attach a completed Crop Plan with this application and return to NECT Farmers' Market President:

Virginia Keith
314 Margaret Henry Rd.
Danielson, CT 06239
Email; Blueberryhillorganicfarm@gmail.com

(If what you are looking to sell at the markets is not listed on the crop plans, fill out the front page and attach a detailed list of exactly what you are looking to sell)

I have read and understand the Association rules and Expectations of Members and agree to follow them.

Signature _____

Date: