

STATE OF CONNECTICUT
CAPITAL REGION DEVELOPMENT AUTHORITY
in partnership with
DEPARTMENT OF AGRICULTURE

The Farmers' Market
at the
CT Regional Market

Agreement Information and Rules

PLEASE NOTE: *The CT 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.*

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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

<p>Agriculture/ Farming</p>	<p>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.</p>
<p>Connecticut Grown</p>	<p>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 provided by that farm 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.</p>

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Farm	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.
Farm Products	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.
Farmer	A person engaged in farming as defined by Connecticut General Statutes (CGS) Sec. 1-1q (see below) who produces ALL of the farm products he offers for sale.
Jobber	An individual who buys and resells farm products.

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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/CRDA. Applicants may request a specific stall but stall requests cannot be guaranteed. **DOAG/CRDA 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 for 3 month, 6 month, and full-season periods. Full-season use-agreements are in affect from **April 1, 2021 through December 31, 2021. Advance stall placements application are due by March 15, 2021.** No use-agreement will be written or accepted for more than 12 months.

Vendor Stall Fees: Farmer or Jobber stall rental fees for the 2021 season are listed within the applicable 2021 Season application.

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 completed online at crdact.net.

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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	3:30 a.m. to 9:00 a.m.
Sunday	5:00 a.m. to 9:00 a.m. (Apr. 1 through Aug. 1)
Monday through Friday	5:00 a.m. to 8:00 a.m.

DOAG/CRDA reserve the right to adjust the days and hours of operation.

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 suspension or immediate dismissal from the Farmers' Market at the CT 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/CRDA. 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. A dumpster is 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 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(s) 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.
- 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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Application Instructions & Checklist

Fill out forms completely and legibly found at crdact.net. Include along with the appropriate farmer vendor or jobber vendor application all the following items applicable to your operation. To ensure a complete application, use the checklist to verify you have attached all necessary items that are being sent to DOAG/CRDA. For assistance, contact Holly Dupont or email at hdupont@rmb Bradley.com.

APPLICANTS MUST SUPPLY:

- Completed Farmers' Market Application found at crdact.net: Farmer, Jobber, or both
- Payment with online application process. 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

Applicable attachments can be mailed to:

Capital Region Development Authority
C/O Farmers' Market
100 Columbus Boulevard, Suite 500
Hartford, CT 06103