

Application Instructions

Please read the guidelines very carefully. If you have any questions, please contact Annemarie Sliby at asliby@OrangeEDC.com or (203) 891-1045.

General Criteria for Selecting Vendors

- Commitment to helping fulfill the mission of OFCM—to engage the community in growing an equitable, local food system that promotes economic development, community development and sustainable agriculture
- Commitment to promoting CT agriculture and farm viability; for Food Producers, this means sourcing ingredients locally whenever possible
- Track record and length of time at market
 - Quality of product
 - Diversity of product: for new applicants, the product must bring variety to the market
- Commitment to creating an appealing display
- Commitment to the markets' spirit of trust and collaboration

Please return this application as soon as possible. Once approved, we will send a confirmation and invoice and **payment is due upon receipt**.

Complete application and mail to:

**Annemarie Sliby
OCFM – Market Master
605A Orange Center Road
Orange, CT 06477
Or via email: asliby@OrangeEDC.com**



605A Orange Center Road
Orange, CT 06477

Email: asliby@OrangeEDC.com
(P) 203-891-10345 | (F) 203-891-1045
www.FarmMarketOrange.com

Market Year: 2024 Application

INSTRUCTIONS:

Fill out completely and type or print all information clearly. When complete mail to:

Orange Community Farmers' Market
c/o OEDC
605A Orange Center Road
Orange, CT 06477

Market Participation is as a: Farmer Artisan Crafter Food Truck

Name of Farm or Business _____

Address _____

City _____ State _____ Zip _____

Contact Name _____

Phone _____ Email _____ Website _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Qualified Helper(s)

Name Relationship to Business/Product

1. _____

2. _____

3. _____

Participant Information

1. Frequency is: Full Time Part Time Guest (less than 5 days)

If part time or guest, list the dates attending: _____

2. What products do you intend to sell at the Orange Community Farmers Market (a more detailed description is on the forthcoming pages)?

3. Craft vendors, please attach or email photos of your artwork.

4. Do you intend to sell at other farmer’s markets? Yes No

5. Farmers: Are you certified organic (If yes, list certifying agency)? Yes No N/A

Agency: _____

6. Please briefly describe your production practices (i.e., Conventional farming, legally organic, biodynamic, IPM, pasture raised, etc.)

7. Location of land where crops are grown. Must be specific: _____

8. Location, size, and number of greenhouses/high tunnels:

9. If you process foods or bakery, give the location of your certified kitchen.

10. Do you accept WIC produce vouchers? Yes No

11. Please provide a copy of your **Liability Insurance Certificate** for \$1,000,000 with the “Certificate Holder listed as Town of Orange, 617 Orange Center Road, Orange, CT 06477.

12. Sign the attached Affidavit and Hold Harmless Agreement Attached.

Affidavit

I have read the rules, regulations and policies as described for the Orange Community Farmers Market and hereby agree to abide by them. I also acknowledge that the products I will sell must be of my own production and produced at the location described on my application. I acknowledge full responsibility for all my activities within my stall at the market (and for those assisting me) throughout the term of my permit. I acknowledge the authority of the market manager/managers to immediately settle any disputes regarding product legitimacy as well as procedural and vendor conduct violations. I agree to allow for inspection of my records or of the premises where the products offered for sale are produced. These inspections will be carried out by the market manager/managers and/or representatives of the market at any time. I understand that the Orange Community Farmers Market Association does not carry any insurance policies to cover individual participants.

Signature: _____

Date: _____

If you are accepted to sell at the market; vendor fees are the following:

Resident Farm Seasonal Fee:	\$50
Non-Resident Farm Seasonal Fee:	\$100
Non-Farm Season Fee:	\$100
Guest/Part Time Fee Per Week:	\$25

Funds go towards the Market Association's operational expenses, entertainment, publicity and advertising.

FOR FOOD TRUCKS & THOSE SELLING PREPARED OR PACKAGED FOOD: An additional fee of \$100 will be required by and payable to the Town of Orange Health Department for a Food Service Establishment Permit for the season, or if a **part time vendor, it's \$60 for 2 consecutive weeks. Applications for a seasonal permit are available on-line only:
<https://orangect.viewpointcloud.com/login>.**

Make sure to choose the Seasonal Farmers Market Application

PRODUCT LIST
Produce and Farm

Please review the list below and check all that apply:

<u>Products you intend to sell</u>		<u>Products you intend to sell</u>		<u>Products you intend to sell</u>	
Apples		Gourds		Pumpkins	
Asparagus		Grapes		Radishes	
Bakery		Herbs		Raspberries	
Beans		Honey		Rhubarb	
Beets		Kale		Rutabagas	
Blackberries		Kohlrabi		Shallots	
Blueberries		Leeks		Spinach	
Broccoli		Lettuce		Sprouts	
Brussel Sprouts		Maple Syrup		Squash, summer	
Cabbage		Meats		Squash, winter	
Candy		Melons		Strawberries	
Carrots		Microgreens		Tomatoes	
Cauliflower		Milk		Turnips	
Cheese		Mushrooms		Watercress	
Cherries		Nursery stock		Swiss Chard	
Cider		Okra		Other:	
Corn, ornamental		Onions		Other:	
Corn, popcorn		Parsley		Other:	
Corn, sweet		Parsnips			
Cucumbers		Pears			
Eggplant		Peppers			
Eggs		Peas			
Fennel		Potatoes			
Fish		Plants, annuals			
Flowers, cut		Plants, perennials			
Flowers, dried		Plums			

PRODUCT LIST
Artisans & Prepared Foods

Please review the list below and check all that apply:

<u>Products you intend to sell</u>		<u>Products you intend to sell</u>	
Art – Paintings, Sketches		Pet Treats	
Baked Goods – Cakes, Pies		Photography	
Baked Goods – Breads, Bagels		Pottery	
Baked Goods – Cookies,		Prepared Food	
Baked Goods – Donuts		Rubs	
Baked Goods - Other		Salsa	
Bath & Beauty – Soaps & Scrubs		Sauces - Hot, BBQ, etc.	
Bath & Beauty – Lotions & Oils		Sauces - Pesto	
Beverages		Sauces - Tomato	
Candles		Service - Knife Sharpening	
Candy		Tea	
Ceramics		Woodworking – Hangings, signs, boards	
Coffee		Wool	
Creamed Cheese		Other:	
Crochet / Knitting / Stitchery		Other:	
Fennel		Other:	
Flowers, cut			
Flowers, dried			
Flowers, dried			
Glass – stained or other			
Granola			
Jams/Jellies			
Jewelry			
Nuts			
Oils & Vinegars			
Pet Accessories			



Hold Harmless Agreement

In consideration for Vendor's Participation in the Orange Community Farmers Market, the vendor agrees to indemnify and hold harmless the Orange Community Farmers Market and the Town of Orange, Connecticut, from and against any and all liability, damage, expense, cause of actions, suits, claims, penalties and/or judgments arising from injury or injuries to any person(s) and/or property as a result of consuming any food or drink acquired from Vendor, use of any item purchased from Vendor, or from any action or inaction on part of Vendor.

Date: _____

Business / Farm Name: _____

Owner: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

Orange Community Farmers' Market Guidelines

All vendors are required to read, understand and adhere to the Market Guidelines as stated below.

It is vital that you adhere to these guidelines to stay in compliance. **Questions should be directed to OCFM Market Management at 203-891-1045.**

Market Procedures and Rules

- **Connecticut Grown** - All produce, seafood, poultry, meat, dairy, eggs, maple syrup, and honey sold at the market must be grown in Connecticut. (See Value-added Agricultural Product Guidelines below for more details.)
- **Local Farms** are given preference over those from outside the Town of Orange. Although farmers who wish to sell their products are encouraged to apply.
- **Cooperative Vendors** must clearly display the origin of all products at the market. Each farm's product must be segregated in the display area and clearly identified with the farm. The main signage must identify the cooperative. The seller must know the growing practices of all the cooperative members and be able to supply contact information for these growers if the customer has additional questions.
- **Liability Insurance** is required, as per the Vendor Agreement. This document must be kept current.
- **FMNP/WIC and SNAP CVV Certification** is required for those who are eligible (fruit, vegetable, and honey producers). You must contact the Dept. of Agriculture to get information on how to be certified.
- **Acceptance of FMNP / WIC Benefits** is required of all eligible vendors selling meat, dairy, eggs, fruits, vegetables, baked goods, seeds, seedlings and edible plants.
- **Acceptance of SNAP/EBT Benefits** is not required at this time, although Vendors may accept SNAP / EBT benefits if properly set up to do so.
- **NO hot prepared food** can be purchased with SNAP. If you are unsure of how SNAP rules apply to you, please ask us.
- **Smoking, Illegal Drug Use, and Alcohol Consumption** by vendors is prohibited on market grounds.
- **Integrity** - Please note that violation of any of these guidelines may result in suspension or expulsion from the market.

Market Operations and Management

- **Market Attendance:** In order to maintain market integrity, vendors are expected to attend markets regularly. Markets are successful when vendors commit to showing up each week. We understand that extenuating circumstances happen when a vendor cannot attend. In this case, vendors are required to contact the OCFM Market Manager within 30 days or more of missing a market so that there is adequate time to fill the spot. If continual absences occur with no communication to the Market Master, the vendor's spot will be removed, and **vendor fee will NOT be returned.**
- **Inclement Weather:** We are committed to holding markets rain or shine (the market is located under a pavilion), but we may cancel or shut down early in the case of dangerous weather or prohibitive conditions at a market location. Market management will notify vendors by phone and email as far in advance as possible about cancellations.
- **Farm Visits, Site Visits, and Inspections:** OCFM may request to conduct visits of the farm or site(s) of production prior to admission to the market or at any point throughout the market season.
- **Space Assignments:** Space assignments will be made at the discretion of market management to promote a diverse and balanced market environment within the designated sectors of the market. The position of each stand at the market may change at the discretion of market management.
- **Vendor Space** – All products must be displayed and contained within the confines of the vendor's booth space. Booth sharing or subleasing is prohibited. Vendors are responsible for removal of their trash, paper goods, etc. Trash receptacles are available on site.

- **Stand Management:** Market display must be constructed with equipment (tables, chairs, etc.). The Market is under a covered Pavilion, so tents are NOT required. If under special circumstances a tent is required, tents should be in good condition and weather appropriate. Tent weights are required for the protection of everyone and everything in the market space. All market produce on display should be of high quality. Products that do not meet this standard of quality may be removed at the discretion of market management. Any products at the market not currently on display must be kept a minimum of 12” off the ground for health safety purposes. Vendors must clearly post sale prices for all products.

Value-Added Agricultural Product Guidelines

These guidelines apply to two kinds of vendors: Farm Producers, who are based on a farm, and Food Producers, who use locally sourced farm products for their food/consumable goods business.

- **For Farm Producers** - The main or theme ingredients in value-added agricultural products must be grown on your farm. Farm Producers can process on or off farm.
- **For Food Producers** - The main ingredients must be purchased from a Connecticut farm. Food producers must make the products themselves, in a certified kitchen. (Main ingredient examples include the milk in yogurt or the meat in sausages.) If the main ingredient cannot be sourced locally, the theme ingredient must be grown in Connecticut. (Theme ingredient examples include the peppers in roasted red pepper hummus or the green garlic in green garlic salad dressing.) Minor ingredients (such as spices) or products not grown in the Connecticut region (such as olive oil or vinegars) may be purchased from non-local sources.

Health Department – All non-farm vendors selling food, must apply for a seasonal permit from the Town of Orange Health Department

In addition to the market application, prepared food applicants are required to obtain all necessary permits from the Town of Orange Health Department. Applications for a permit from the Town of Orange can be completed online at: <https://orangect.viewpointcloud.com/login> If your product or facility is not already licensed, please contact the Market Master for information on where to apply. Products not specifically named in the following guidelines will be reviewed and admitted to the market on a case-by-case basis.

- **Jams, Preserves, Pickles, Sauces, and Other Canned Fruits and Vegetables** – Farm Producers must use their own produce as the main or theme ingredient. Food Producers must use Connecticut grown produce as the main or theme ingredient.
- **Salsas, Dressings, Pestos, Spreads and Flavored Oils** – Farm Producers must use their own fruit and vegetables as the main or theme ingredient. Food Producers must use Connecticut grown produce as the main or theme ingredient.
- **Flavored Milk, Yogurt, Cheese, Butter, and Other Dairy** must use milk that comes from the Farm Producer’s herd or a Connecticut dairy. Additional flavor enhancing ingredients (such as the fruit in yogurt) must be grown by the Farm Producer or purchased from a Connecticut farm.
- **Baked Goods must be made from scratch by the Producer.** The Producer should use seasonal ingredients from Connecticut when available. No commercially made crusts, mixes, or fillings are permitted in any bakery or grain products. Any exceptions to the above must be approved by the market committee in writing in advance.
- **Fruit or Vegetable Pies, Tarts, etc.** must be made by the Producer. The Farm Producer must feature predominantly fruits and vegetables grown on their farm. For Food Producers, baked goods should feature Connecticut grown, seasonal produce
- **Grain or Nut Products** (such as granola or trail mix) should incorporate Connecticut grown ingredients (such as maple syrup, honey and dried fruits) when possible.
- **Prepared Foods, such as soups, quiches, and salads** must be made from scratch by the Producer. The primary or theme ingredients in the product, such as vegetables in soup and salad or eggs in quiche, must be purchased from a Connecticut farm or dairy.
- **Fish and Shellfish** must be raised or caught locally and sustainably by the Producer.

- **Meat** must come from the Producer’s own herd. Grazing animals must have regular access to pasture. All animals must be free to move around. You may not feed animals hormones or unnecessary antibiotics. Animals may be processed off- farm at a USDA-certified facility.
- **Honey** must come from the Producer’s own hives but can be processed off-farm. Hives must be registered in the Producer’s name with the State of Connecticut.
- **Maple Syrup** must be produced on-site by the Producer.
- **Soaps and Natural Body Products** must be made by the Producer. They must incorporate seasonal and regional ingredients whenever possible. Note: The State of Connecticut Department of Consumer Protection requires a license to sell lotions, creams, bath salts, etc. (but not soaps). The license/certificate needs to be sent to Orange Health Department. Information is at: <http://www.ct.gov/dcp/cwp/view.asp?a=1620&q=512940>
- **Wool and Pelts** must be from the Producer’s herd or a Connecticut farm, but may be processed off farm. It is acceptable to add off-farm or out-of-region fibers to wool during processing or spinning if the added fiber accounts for no more than 25% of the total product.
- **Flowers, Plants, Ornamental Greenery, etc.** must come from the Producer’s own farm. Wreaths and ornamental decorations must use materials gathered/grown on the farm and will be admitted to the market based on the discretion of the market committee. Products like compost and mulch must be produced with materials grown on the farm.
- **Arts and Crafts** will be admitted on a case-by-case basis by the Market Committee, typically as a featured guest vendor artist. Arts and crafts must have a hand-made component (**not commercially produced**) as well as a CT grown agricultural component.
- **Cooking Related Services and Products** (such knife sharpening, cookbooks, reconditioned cast iron pans) will be determined on a case-by-case basis by the Market Committee to bring an occasional value-added component to our markets and to the cooking of our farmers’ food.
- **Artisans / Crafts** – All products must have a handmade element and made/prepared by the vendor. **No resale of commercial products is allowed or resale of used/refurbished products will be accepted.**

Fee Structure: Full time vendors will pay a Season Fee to the Orange Community Farm Market of \$100 for non-farm, \$100 for non-resident farm, or \$50 for resident farms. Part time and guest vendor fees are \$25 per week. Funds are used to help pay for the Market Association’s operational expenses, publicity and advertising, and market equipment. No refunds shall be granted. **An additional fee of \$100 for the season may be required payable and to the Health Department for a Seasonal Farmer’s Food Service Establishment Permit/License. A Seasonal Farmers’ Market Application needs to be completed at: <https://orangect.viewpointcloud.com>. From the general department permit screen, select Health, then select Seasonal Farmer’s Market Application.**

Market Season Fees

Market	Non-Farms & Non-resident Farms	Resident Farms
High Plains CC Pavilion	\$100 per season	\$50 per season
Part Time / Guest	\$25 per week	\$25 per week

For Food Vendors: Additional \$100 payable to Health Department for Seasonal Health Permit

Checks Payable

Payment is due **as you register** to hold your spot. All checks should be made payable to:
 Orange Community Farmers’ Market (OCFM)
 605A Orange Center Road, Orange, CT 06477