



Ledyard Farmers' Market Application NON-SELLERS / COMMUNITY ORGANIZATIONS

Please mail signed application, insurance certificate and support documentation to:

Ledyard Farmers' Market, Attn: Market Manager
P.O. Box 334, Ledyard, CT 06339 or
market_mgr@ledyardct.org

Owner Name(s): _____ Business/Farm: _____

Business Address: _____

CT Sales Tax # _____ Phone: _____ Cell Phone: _____

Web Site: _____ Email: _____

Facebook.com/ _____

Name of Contact(s) working booth: _____, _____, _____

Please describe your organizations purpose: _____

Describe what you will have/be doing at your booth: _____

What date(s) are you requesting to be at the market.

Reminder: Non-selling / Community spaces are limited. We will try to accommodate your first request.

_____, _____, _____, _____, _____, _____, _____, _____

Submission of this application is agreement to abide by all market guidelines and regulations (see second page).

NON-SELLING VENDORS

- The non-selling/community space at the Ledyard Farmers Market is dedicated to CT groups and organizations that would like to reach out to the community and share information about their organization
- Non-selling/community vendors are welcome to distribute information about your group or organization, and are encourage to set up and engaging and attractive booth.
- No sales of any sort is permitted from your booth/space. Likewise, no food is permitted to be distributed through use of the booth/space. There is no fee for use of the Community space, but the application must be completed in full and your date will be confirmed by the Market Manager.
- The Ledyard Farmers Market is a family friendly event that is welcoming to all people. We seek to include groups and organizations that span a wide variety of interests and services. We have a limited number of Community / Non-selling spaces and will focus on Ledyard and surrounding area groups that have a focus on food, farming and well-being; focus on environmental issues and stewardship; educate about or promote best practices in care of animals; as well as those who focus on education, creativity, and the arts.

PRINTED NAME

SIGNATURE

DATE

OFFICE USE ONLY

Date COMPLETED application submitted: _____

Paid in Full date: _____

Market Season: Summer Winter

Committee Contact Initials: _____

Ledyard Farmers Market Regulations

Please read before submitting your market application.

1. **Vendor spaces:** Vendor spaces are assigned at the discretion of the Market Master. Each vendor is responsible to provide their own EZ-UP, canopy, tent, or market umbrella, not exceeding 10' x 10'. Prior arrangements must be requested and approved to allow for any irregular dimensions of vendor space. All tents must be staked or otherwise secured.
 - a. **Vendor spaces:** Should be clearly marked with the farm or business name. All products should be neatly displayed, and prices should be clearly marked.
 - b. **Cleanliness:** Each vendor is responsible for leaving the site in the same condition it was upon arrival.

2. **Vendor attendance:** Vendors are requested to attend each market, and remain at the market for the duration. Vendors are requested to give at least one week's notice for a planned absence, and notify the Market Master as soon as possible regarding unexpected absences. Repeated absences may result in market participation being revoked.
 - a. **Rain or shine:** The Ledyard Farmers Market (LFM) is a rain or shine market. In the event of rain more significant than scattered showers, vendors will set up under the pavilion at the Ledyard Fairgrounds. Attendance in inclement weather is at the vendor's discretion, but is encouraged. The market will cancel in the event of severe weather warnings from the National Weather Service (i.e., sustained thunder and lightning storms, extreme wind, hurricanes, etc.)
 - b. **Insurance:** All vendors are required to provide a certificate of insurance, including product liability insurance, (naming the *Town of Ledyard* as the additional insured) to be eligible to participate in the LFM. The Town of Ledyard, and the LFM Association assumes no liability for loss or injury caused by products sold by any vendor.
 - c. **Family atmosphere:** At the LFM we strive to create a welcoming, family atmosphere for both our patrons, as well as a sense of community among our vendors. All vendors are expected to be courteous and honest with customers, as well as one another.
 - d. **Market confirmation:** Upon submission of the market vendor application, all related permits and forms, proof of insurance, and a check payable to the LFM Association, vendors will receive confirmation from the Market Master. Letters will be distributed in early May that include a complete list of vendors and a layout of the Ledyard Fairgrounds indicating where the vendor's space will be.

