

The Dudley Farm Museum
Farmers' Market Guidelines
2018

Introduction

The Dudley Farm Museum is a working farm and a living history museum dedicated to preserving 19th century farm and home crafts, agricultural practices and social and economic history. This is done through a wide variety of exhibits, demonstrations, workshops, cultural events, and other activities. In keeping with farm-life spirit, the Dudley Farm has held a Farmers' Market on Saturdays throughout the Summer and early Fall, and it is now entering its 23rd year.

The Dudley Farm Farmers' Market is unique. It is not merely run as a commercial enterprise. The Farmers' Market reflects an old-time practice of selling produce at a roadside stand, and it also provides an opportunity to build a community of supporters who return again and again to the Dudley Farm Museum. There they can purchase produce, home baked goods and handcrafts, bring their children to visit the livestock and romp on the hillside, visit new exhibits in the Farmhouse Museum, attend workshops, listen to music and poetry or sometimes just have a cup of coffee and visit. Vendors are encouraged to view their time at the Market in this light; that is, they should be willing to share their knowledge of producing the items they are selling including, but not limited to, organic farming and gardening, handcraft production, materials, methods, inspiration, etc.

The 2018 Schedule

Summer Farmers' Market

Saturdays 9:00 AM to 12:30 PM

Opening Day – May 19, 2018

Closing Day – October 27, 2018

Holiday Farmers' Market

Saturday, December 1, 9:00 AM -2:00 PM

Sunday, December 2, 11:00 AM -3:00 PM

Saturday, December 8, 9:00 AM -2:00 PM

Winter Farmers' Market

The first Saturday of the month, February through May, 2019, 9:00 AM to 12:30 PM

The Dudley Farm Museum Farmers' Market Guidelines

1. These Guidelines, along with your completed and signed Vendor Agreement, membership fee payment, and copy of Liability Insurance Certificate, constitute your application to be a vendor at The Farmers' Market.
2. The annual vendor membership dues are \$25.00. A check made payable to the Dudley Farm Museum must accompany your application and be returned to the Market Coordinator at the address below.
3. For regular Market vendors, a \$5.00 Market fee is payable each week before the end of the Market. Visiting vendors (those who wish to participate on an occasional basis) will pay a weekly fee of \$10.00 but will not pay the annual vendor dues. For Holiday Markets, the fee is \$10 per day for regular vendors, \$25 per day for visiting vendors.

4. Vendors are required to arrive at least **one-half hour** before the Market opens and to be set up and ready to sell by 9 AM. Vendors are expected to remain at the Market during the advertised hours. During the times that the Market is open, there will be no vehicular traffic permitted on the Market grounds for safety reasons. Vendors will be assigned a 10 ft. by 10 ft. space for the season, based on seniority. Seniority will remain in effect during an illness of vendor or a close family member, however seniority will be lost to vendors who choose to do another Farm Market on Saturday mornings or who quit and then wish to come back.
5. The Market Master shall be the liaison with the Dudley Farm Museum and shall be responsible for managing the Farmers' Market and implementing the Guidelines set forth herein. Vendors are encouraged to discuss questions and concerns with the Market Master.
6. Any regular vendor who is unable to attend a Saturday Farmers' Market must notify the Market Master by Friday evening. With the exception of emergencies, failure to notify the Market Master could result in loss of your regular space at the Market.
7. New vendors wishing to participate should contact the Market Master for an application at least 3 weeks before the Saturday they wish to attend. The Market Master will evaluate the product qualifications and space arrangement and let the vendors know within 2 weeks.
8. The Market Master, in conjunction with the Market Members, will identify tasks required to facilitate the operation of the Market, including signage, advertising, flyers, etc. The Market Master and Market Members will be responsible for carrying out such tasks.
9. Benefits that the Market Members receive include: space allocation for the season, advertising assistance, product priority, and voting rights on Market issues.
10. Vendors wishing to sell any product to benefit a charity shall post the percentage or dollar amount of each sale that is donated to the charity and must provide documentation of their donations by submitting receipts from the charity to the Market Master. Products must meet all Market criteria.
11. Any vendor disputes will be presented to and resolved by the Market Master.
12. All vendors must give a copy of a current Certificate of Liability Insurance, and a copy of their current Crop Plan or Specialty Crop Plan, if applicable, to the Market Master before vending.
13. Vendors who sell vegetables, plants, cut flowers, seafood, milk, cheese, meat, eggs, honey and maple syrup must return a Crop Plan or Specialty Crop Plan to the Market Master before vending. Crop Plans are not submitted to the State; they are kept by the Market Master and resubmitted every 3 years.

Home Grown or Hand Made

**All Produce at the Market must be grown in the State of Connecticut by the vendor selling.
All art/crafts must be made by hand by the vendor selling.**

1. The following products are permitted for sale at the Market:
 - (a) fresh produce, flowers and plants, seedlings, honey, wool, eggs, meat, seafood, cheese and other farm products

- (b) homemade baked goods and prepared foods that make use of ingredients from the local agricultural economy
- (c) fine traditional homemade art and crafts

Flea market items, antiques, second hand clothes and the like do not meet these specifications.

2. All applicable regulations must be adhered to when selling permitted products.
3. Goods offered for sale are expected to be of the highest quality possible. If, in the opinion of the Market Master, a vendor offers inferior quality products, the vendor may be asked to withdraw the items.
4. Products should be priced clearly and displayed in a manner that does not mislead customers.
5. Produce should be clean and, if possible, washed. Organic produce or products made with organic products are encouraged but not required.
6. Vendors are required to maintain an attractive booth and to keep their Market space neat and clear of obstacles, litter, and debris. Vendors are responsible for bringing garbage containers if needed for paper products, wrappers, and other debris for the convenience of their customers. At the end of the Market Day, vendors must clean their space of debris and litter.
7. Vendors are encouraged to have business cards and/or pamphlets available for customers.
8. With permission from the Market Master, vendors may have a person representing them at the Market to sell, if necessary.
9. No form of discrimination or harassment is permitted at the Market.
10. No unauthorized solicitation is permitted at the Market.
11. In the event of extreme weather or other hazardous conditions, the Dudley Farm Museum reserves the right to cancel the Market.

The Market Master, and/or delegated authority, reserve the right to visit the vendor if products are questionable or if questions arise as to “Home Grown or Home Made.” The Market Master has the right to have a questionable item removed from a Vendor’s booth if the product is not listed on vendor’s Crop Plan or is questionable because of season when fruit or vegetables can be grown in Connecticut.

These Guidelines shall be reviewed and revised on a yearly basis. Market members and customers are invited and encouraged to meet and make suggestions for improving the quality of the Market.

Market Master Contact Information

Market Master Martha Haeseler
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