

The Dudley Farm Museum  
**Farmers' Market Guidelines 2020**

**Introduction**

The Dudley Farm Museum is a working farm and a living history museum dedicated to preserving 19<sup>th</sup> 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 25th year. The Summer Market is held outdoors, and the Winter and Holiday Markets are held in the Munger Barn.

The Dudley Farm Farmers' Market is unique. It is not run merely 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 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 2020 Schedule\***

**Summer Farmers' Market**

Saturdays 9:00 AM to 12:30 PM

Opening Day – May 30, 2020

Closing Day – October 31, 2020

*\*Note – the schedule is subject to change.*

**Holiday Farmers' Market**

Saturday, December 5, 9:00 AM -2:00 PM

Sunday, December 6, 11:00 AM -3:00 PM

Saturday, December 12, 9:00 AM -2:00 PM

**Winter Farmers' Market**

The first Saturday of the month, February through May, 2020, 9:00 AM to 12:30 PM

**The 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. Benefits that the Market Members receive include: space allocation for the season, publicity, product priority, and voting rights on Market issues.
3. Regular Market vendors will pay an annual membership fee of \$25, a \$5.00 fee before the end of each Summer and Winter Market attended, and a \$10 fee for each Holiday Market Day. Regular vendors will attend the Market at least 15 out of the potential 30 Market days throughout the year. **A check made payable to the Dudley Farm Museum must accompany your application and be returned to the Market Coordinator at the address below by March 15, 2020.**

4. Visiting vendors, who wish to participate on an occasional basis, will not pay the annual vendor dues. They will pay a \$10.00 fee per Winter and Summer Market attended, and \$30 for each Holiday Market.
5. Vendors must provide the Market Manager with copies of all licenses and permits relevant to items sold, and a copy of a current certificate of liability insurance before vending.
6. 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 Manager before vending. Crop Plans are not submitted to the State; they are kept by the Market Manager and resubmitted every 3 years.
7. 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 Summer Market, and 5' x 8 ft. for the Holiday and Winter Markets, based on seniority.
8. The Market Manager 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 Manager. Any vendor disputes will be presented to and resolved by the Market Manager.
9. Any regular vendor who is unable to attend a Saturday Farmers' Market must notify the Market Manager at least a week in advance, except in emergencies. Failure to notify the Market Manager could result in loss of your regular space at the Market.
10. New vendors wishing to participate should contact the Market Manager for an application at least 3 weeks before the Saturday they wish to attend. The Market Manager will evaluate and let the vendors know within 2 weeks.
11. The Market Manager, in conjunction with the Market Members, will identify tasks required to facilitate the operation of the Market, including signage, publicity, flyers, etc. The Market Manager and Market Members will be responsible for carrying out such tasks.
12. 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 Manager. Products must meet Market criteria.
13. 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.
14. With permission from the Market Manager, vendors may have a person representing them at the Market to sell, if necessary.
15. Vendors will make every effort to participate in the annual Vendors' Meeting/Potluck Supper, and any other vendors' meetings that are scheduled.
16. No form of discrimination or harassment, or unauthorized solicitation is permitted at the Market.
17. In the event of extreme weather or other hazardous conditions, the Dudley Farm Museum reserves the right to cancel the Market and will make every attempt to notify vendors, post the cancellation on Facebook, and will notify Channel 8 News.

## **Home Grown or Hand Made**

**All produce, meat, eggs, prepared foods and body products at the Market must be grown, raised, and/or prepared in the State of Connecticut by the vendor selling. All art and 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. Hand made natural body products.
  - D. Fine traditional and innovative hand made art and crafts.

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

2. Goods offered for sale are expected to be of the highest quality possible. If, in the opinion of the Market Manager, a vendor offers inferior quality products, the vendor may be asked to withdraw the items.
3. Products should be priced clearly and displayed in a manner that does not mislead customers.
4. Produce should be clean and, if possible, washed. Organic produce and products made with organic and locally sourced products are encouraged but not required.

The Market Manager reserves the right to visit the vendor if products are questionable or if questions arise as to “Home Grown or Home Made.” The Market Manager has the right to have an item removed from a Vendor’s booth if the product is not listed on vendor’s Crop Plan or is not in 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 make suggestions for improving the quality of the Market.

## **Market Manager Contact Information**

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