



Farmers Market

Alliance for Community Empowerment

a 501 (c) (3) non-profit agency
1170 Park Ave Bridgeport, CT 06604

Regulations and Vendor Agreement - 2023

Alliance Farmers Market
1151 Park Ave, Bridgeport

May 10, 2022

The mission of Alliance Farmers Market is to address insufficient access to fresh and affordable fruits and vegetables for individuals working and residing in USDA designated food desert. This project will address inadequate access to fresh fruits and vegetables within Bridgeport twice a month, during June through October. By providing this service we are promoting economic opportunities among small family farms as well as small businesses while improving health through increased consumption of locally grown products! Farmers and consumers alike benefit from improved access to fresh, healthy, local food and products. This type of consumer connection creates economic opportunities for small and mid-sized family farms and local businesses and increases consumer choice and access to fresh and healthy food for families in densely populated urban area. This is the first step in overcoming the challenges that farmers and consumers face in making fresh, local food available to underserved communities where it is most needed.

1. Governing Agency: The purpose of the Alliance Farmers Market is to promote local, sustainable agriculture and provide consumers with seasonal, locally grown and produced, healthy food. These goals will be accomplished by establishing a public space where Connecticut farmers/vendors can sell their products directly to the public. The market has complete authority over the operation of the market and reserves the right to limit and control the use of the space where the market operates. The Market Coordinator is designated as the representative of the Alliance Farmers Market in all matters involving the operations of the market and will report to the Director of Operations, Zeljka Trivunovic regarding the usage of the property.

2. Obligations of market sellers to government agencies: All sellers in the Alliance Farmers Market (Vendors) must comply with all Alliance Farmers Market, City of Bridgeport, State of Connecticut and U.S. Government regulations and requirements. All Vendors must conform to all requirements of all pertinent health agencies and must maintain all pertinent health documents at their market site to be produced upon demand. All scales must bear a Connecticut Department of Consumer Affairs seal. Any required sales tax charges are the responsibility of each Vendor. Vendors who sell anything subject to collection of sales tax are responsible for

doing so themselves. Vendors must adhere to additional requirements of law and regulation as they arise, or any requirement that the Market Coordinator in their sole judgment believes necessary to maintain an orderly market.

3. The Alliance Farmers Market Coordinator: The Market Coordinator's duties will include: the collection of documentation from Vendors, secure all permits when necessary, selection of participating Vendors, ensure prices are clearly displayed to avoid over pricing problems, Vendors accept WIC and/or SNAP payments if necessary, invite other partners to participate such as health organizations, assure all participants follow CDC guidelines, health and safety of vendors and customers; the maintenance of financial and administrative records; and resolving or forwarding to the proper authority any questions, comments or complaints involving the operation of the market. The Market Coordinator is here to be the direct communication between Alliance for Community Empowerment, Alliance Farmers Market, the vendors and the community. The goal is to create a transparent, genuine and open environment between everyone.

4. Fees: Alliance Farmers Market does NOT charge any fee for vendors to participate in the Alliance Market.

5. Prepared Foods and Baked Goods: The Alliance Farmers Market recognizes that producers who craft these items face a unique set of sourcing hurdles but encourages its producers to work with other members of the Alliance Farmers Market and beyond to continue to evolve their products toward an ever-growing commitment to local agriculture. All prepared foods and baked goods offered at the market must meet the following:

- a. Made from scratch by the artisan or member of their team.
- b. No food coloring.
- c. No pre-made fillers.
- d. No trans fats.
- e. No genetically modified ingredients.
- f. All produce must be domestically purchased.
- g. No partially hydrogenated vegetable oils.
- h. No high fructose corn syrup should be used.
- i. Any meat products used must be antibiotic, hormone and GMO free.
- j. Any and all meat products must either be local or organic and clearly labeled.
- k. All ingredients are listed on the packaging or are readily available from seller.
- l. We encourage vendors to use local ingredients whenever possible
- m. _____ please initial here that you have read and agree to all terms listed above.

6. The following items are allowed to be sold in the Alliance Farmers Market:

- a) Farmers may sell plant material for food or horticultural purposes, and live ornamental plants, with the stipulation that all plants must be grown on said farmer's property; or food or fiber derived from animals raised on the farmer's property. These products may be processed or unprocessed.
- b) Farmers can sell products that are not produced on their property, only if that product is not being offered in the market in sufficient quantity or quality, and only under the following conditions. Each

product must be marked with the name and location of the farm where it was produced along with all proper licenses/permits.

c) Artisan food processors (small, high quality producers who make and sell the product themselves) are classified as “food processors.” Preference for membership in the Alliance Farmers Market will be given to food processors that use Connecticut farm products in the preparation of their product and properly label their products.

d) Vendors of all other crafts and goods will be considered on a case-by-case basis according to regulations established by the Alliance Farmers Market. Contact the Market Coordinator.

7. Non – Food Vendors : Craft, Art, Book and other Non-food Goods will be considered artisan vendors.

8. Who may sell in the market: Only Vendors who have satisfied all the requirements of the Alliance Farmers Market Regulations are allowed to sell in the market. No other activities other than the selling of approved products will be allowed in the Alliance Farmers Market without permission of the Market Coordinator, and in accordance with the restrictions of the City of Bridgeport.

9. Procedure for becoming a member of the Alliance Farmers Market is as follows: The applicant must sign and email the Vendor Application, Regulations and Vendor Agreement and other information or documents that the Market Coordinator may request, in order to determine the eligibility of the applicant to sell in the market. The Market Coordinator will then determine, based on the desired number and variety of Vendors, whether or not to accept the applicant as a member of the Alliance Farmers Market. Membership in the Alliance Farmers Market shall be for one season only and all Vendors must reapply each season thereafter.

Alliance Farmers Market does NOT charge any fee for Vendors to become part of the Alliance Farmers Market. For purposes of clarity, all Alliance Farmers Market Vendors who have been approved by the Market Coordinator must sign the Regulations and Vendor Agreement form to abide by the Alliance Farmers Market Regulations in order to participate in the Market.

10. The hours of operation of the market: The market will be held on the following **every Friday from June 9 to October 27.** Grand Opening will be June 9 and closing date will be October 27. The Alliance Farmers Market will be located at **1151 Park Ave, Bridgeport, CT 06604**, it is behind the New Hope Missionary Baptist Church (their parking lot.) Hours will be 12pm to 4pm; set up may begin no earlier than 11:00am. Breakdown may begin at 3:45pm. but not before. Hours of operation will be subject to change at the discretion of the Market Coordinator. Any changes in hours of operation will be posted two weeks in advance of such changes, should any change occur.

11. Vendor agrees to defend, indemnify and save harmless Alliance Farmers Market, the Market Coordinator and the respective officers, directors, employees, volunteers, and agents from and against any and all claims, demands, losses, damages, costs, liabilities and expenses (including, but not limited to, reasonable attorneys’ fees and costs of suit, investigation fees and expert fees) of whatever kind or character, on account of any actual

or alleged loss, injury or damage to any person, firm or corporation or to any property, arising out of or in connection with the negligent actions or omissions or willful misconduct on the part of the Vendor.

12. Limitation of Liability. IN NO EVENT SHALL ALLIANCE FARMERS MARKET, THE MARKET COORDINATOR OR ANY OF THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, VOLUNTEERS AND AGENTS BE LIABLE FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF THEY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

13. SNAP, WIC, SENIOR CHECKS, BRIDGEPORT BUCKS agreement (Applicable to Farms only): Alliance Farmers Market agrees to at the end of the day of the farmers market the Market Coordinator will be checking with each vendor to see if they accepted SNAP, WIC, senior checks, or Bridgeport bucks, in order for Alliance For Community Empowerment reimburse their payments to each vendor. It is only applicable if they accepted and received SNAP, WIC, senior checks, or Bridgeport bucks from their customers. All receipts will be needed at the end of the day. All checks will be made to vendors at the end of the day or next farmer's event. Make sure name or business provided in the intake application process was accurate. If changes are made, contact the Market Coordinator and provide the correct information for the checks to be made to.

14. Vendor's attendance: We request that all Vendor's attendance in the market be consistent. Alliance Farmers Market is committed to holding markets despite inclement weather, unless there are dangerous conditions (snow and ice, or lightning for example). If you are unable to attend a market, notify the Market Coordinator by Monday at noon prior to the market day. Email a notice of your absence to the Market Coordinator as early as possible.

In order to avoid absences, after the Regulations and Vendor Agreement – 2023 is signed and submitted to the Market Coordinator, then the coordinator will contact the Vendor directly and confirm the dates the Vendor can commit. The Market Coordinator's goal is to make sure that the Coordinator and Alliance are very understating to the vendors situations and provide the best experience at the Alliance Farmers Market. Communication and transparency are key to have the best experience from the Alliance Farmers Market.

15. Vendor site space: The space available is 8 ft table space wide. Each vendor's car can be parked behind the vendor's space. There will be a car space length in between each vendor's site to make sure the vendor's space does not get crowded. Vendors must always check in with the Market Coordinator when arriving at the market to assure their space in the Alliance Farmers Market.

16. Other Vendor responsibilities:

- Each Vendor must bring their own 8 ft table space
- Each Vendor must bring their own chairs
- Each Vendor must bring a tent with their respective sand bags or safety/weight gear to make sure the safety of everyone at the market.
- Each Vendor is responsible for setting up and closing down his/her site. Each Vendor must provide cover for the site to protect products and customers from the elements. Each Vendor must leave the site the way he/she found it.

- Each Vendor is required to display the name and location of his/her business where it is visible for everyone.
- Each Vendor must provide hand sanitor area in their space. Alliance Farmers Market will also provide a hand sanitizer area in the entrance of the market.

17. Fair Pricing: All products must be labeled, and all prices must be clearly marked. All scales must be in good repair and bear a Connecticut Department of Consumer Affairs seal.

18. All Vendors and their employees must act professionally. They must be courteous and honest with all customers. There will be no profanity, shouting, or causing of disruption to the market. All vendors and their employees must dress in appropriate attire. Vendors and their employees are not allowed to smoke at their site or on market grounds while the market is open. Masks are optional based on CDC Guidelines, and it is optional based in personal’s preference/safety.

19. Samples: If sample food products are offered to the public, samples must be kept cool in clean, covered containers and samples will be distributed in individual portions with clean disposable toothpicks or utensils. Hand sanitizers and paper towels must be available to customers at all times. Sampling must conform to the Bridgeport Board of Health guidelines.

20. FMNP Certification is required for those who are eligible.

21. Alliance Farmers Market is focusing on being plastic free as possible. This means that within the Health Department’s regulations, all items that can be replaced with more eco-friendly options are preferred. This includes all utensils, containers, bags and wrapping of products.

22. Any questions, comments or complaints should be directed to the Market Coordinator in writing or email. The Market Coordinator will make a final and binding determination concerning all issues, including the referral of any serious issues, when appropriate, to other relevant entities or authorities.

23. Alliance Farmers Market - Regulations and Vendor Agreement 2023 will be governed by, and construed in accordance with, the laws of the State of Connecticut, without regard to the conflicts of laws provisions thereof.

CONTACT INFORMATION

Name: Maritza Quintuna
Title: Farmers Market Coordinator
Email: mquintuna@alliancect.org
Direct: 203.808.5350

Name: Zeljka Trivunovic
Title: Director of Operations
Email: ztrivunovic@alliancect.org
Direct: 203.366.8241 ext. 3261

By signing below, Vendor agrees to every detail stated in the Alliance Farmers Market - Regulation and Vendor Agreement – 2023,

ORGANIZATION

Business Name: Alliance Farmers Market – Alliance for Community Empowerment, Inc.

Contractor: Dr. Monette M. Ferguson

Title: Executive Director

Signature: _____

Date: _____

VENDOR

Business Name: _____

Contact Name: _____

Title: _____

Phone: _____ Email: _____

Signature: _____

Date: _____



***IMPORTANT:** Once the form is signed, please emailed it to the Market Coordinator as soon as possible at mquintuna@alliancect.org. If you have any questions or concerns, feel free to contact her at anytime.*