



Old State House Farmers Market

Policies and Procedures

2015 Season

A Connecticut Tradition

The Old State House Farmers Market (OSHFM) is the oldest of its kind in Connecticut! In 1643, Hartford was required to establish a “weekly market” at the site of the Old State House. Over 370 years later, the tradition continues at the OSHFM with the goal of offering a variety of products from as many farmers and artisans as possible within the available space.

The OSHFM welcomes participation from farmers who can provide high quality Connecticut grown products. Quality lunch and snack food vendors and Connecticut artisans of original, handcrafted products are also invited to participate. This year’s market runs from June 16th to October 30th (closed July 3, 2015). The schedule of market days and times is **Tuesdays and Fridays from 10:00 a.m. to 2:00 p.m.**

Mission

To sustain our heritage as a prominent marketplace, support the health and well-being of our citizens by selling top-quality Connecticut grown products, and promote Connecticut agriculture and craftsmanship by allowing for maximum participation from a variety of Connecticut farmers and artisan crafters.

Market Fees

Market fees for the 20-week spring/summer/fall 2015 season are:

\$135.00 for 2 days per week

\$85.00 for 1 day per week

\$10.00 per visit

An additional fee is charged for 110V electrical hookup, if requested. Vendor must supply own extension cord as needed. Please inquire for more information on modest per diem and per season electrical hookup rates. There is no charge for electrical hookup for the operation of vendor-owned scales or cash register.

General Compliance Guidelines

- Vendors shall be responsible for complying with all applicable federal, state and local laws, regulations and requirements regarding health and safety.
- Current liability insurance or insurance waiver is required as specified in the OSHFM Contract.
- WIC/Senior FMNP certification is required for vendors selling eligible products.
- Farmers must submit a copy of their Crop Plan to the OSHFM administrator (same Crop Plan as that submitted to the Connecticut Department of Agriculture). In addition, farmers must submit to the market administrator a separate list of **all items they intend to sell at the market.**
- No vendor will be allowed to participate until full payment has been received.

Product Guidelines

- Artisan vendors must create, sew, construct or otherwise fashion from component materials all items that they sell. Applicants are evaluated by the Artisan Review Committee (ARC). The ARC reserves the right to accept or deny application of an artisan vendor based on consideration of a variety of product conditions including, but not limited to:
 - Quality and authenticity
 - Thematic appropriateness
 - Category, material and price-point balance within the market
 - Compatibility of goods with overall concept of the market.
- Artisan vendors must submit photos of product samples.
- Connecticut Grown: all agricultural products sold at the market must be grown in Connecticut; all artisan products must be made in Connecticut.
- As an "exempt" market (as defined by the Connecticut Department of Agriculture) the OSHFM allows farmers to "buy in" for resale the following Connecticut grown or produced items generally considered in high demand: corn, eggs, honey and fruit. During the market season, additional items may be added to this list if agreed upon by majority consensus of participating farmers. **If "bought in" products are sold, the name and location of origin must be visibly displayed.**
- Main ingredients in value-added agricultural products should be produced by the vendor as much as possible.
- Baked goods and preserves: ingredients may be purchased, but they should be Connecticut grown as much as possible. Vendor must mix, bake or prepare the goods whenever possible.
- Prepared foods should be prepared from scratch by the vendor with major ingredients sourced from a Connecticut farm or dairy.
- Fish and other seafood must be caught in Connecticut waters or sourced from a fishery using sustainable practices.
- Meat, dairy and eggs: all products must come from farmer's own herd or flock with the exception of "bought in" eggs. Grazing animals must have regular access to pasture and freedom to move around. Hormones may **not** be fed to animals in this category.
- Market administrator reserves the right to make reasonable exceptions to these guidelines on a case-by-case basis.

Market Guidelines

- Vendors cleared for vehicular access to the market courtyard (through Contract agreement) **MUST** await an OSH staff escort on the east side plaza of the OSH building upon morning arrival. Market administrator will arrange for vehicles to be accompanied by **REQUIRED ESCORT** from east side plaza to west side plaza at morning arrival and again from west side plaza to east side plaza at the end of the market day. **Any disregard of this rule will be grounds for dismissal from the OSHFM for the season and any fees paid will be forfeited.**
- Guest vendors prohibited from vehicular access to the market courtyard (as stipulated by Contract agreement), may park **temporarily** on the east side plaza for purposes of unloading and reloading materials before and after the market. Arrangements for parking during the market must be made through the market administrator during the application process.
- Vendors are responsible for providing their own equipment, table(s), tablecloths, chair(s), tents, etc.
- Vendor tents must be anchored at all times.
- Vendor stall assignments will be determined by the market administrator on opening day of the market.
- Should stall reassignments be necessary for any reason they will be made at the discretion of the market administrator.
- The OSHFM is a "RAIN OR SHINE" market. Vendors must arrive no later than 9:30 a.m., but not before 9:00 a.m., and must be ready to sell no earlier than 10:00 a.m. Vendors must remain at their market sites until the 2:00 p.m. closing, regardless of product supply or scheduling conflicts. Vendors must contact the market administrator at (860) 522-6766 x15 before 9:30 a.m. in the event that they will be absent from or arriving late to the market on a market day. Repeated cases of lateness or absence, or failure to notify the market administrator, as described above in the

event of any lateness or absence will be grounds for dismissal from the OSHFM for the season and any fees paid will be forfeited.

- Vendors must clean up after themselves and are expected to leave their stall sites in same or better condition than when they arrived. No refuse from the vendor site may be disposed of on OSH or neighboring properties.
- Farmers must visibly display their individual product prices using Dept. of Agriculture “CT Grown” pricing cards available from the Dept. of Agriculture or from the OSH market administrator.

Please address any complaints or issues of dispute or controversy, should they arise while vending at the OSHFM, to:

Betsy Bradley – Vendor Events Coordinator/Market Administrator

Connecticut’s Old State House

800 Main St.

Hartford, CT 06103

Phone - (860) 522-6766 x15

Email - Betsy.Bradley@cga.ct.gov