



Putnam Saturday Farmers' Market 2023 Artisan Vendor Application

The Putnam Saturday Farmers' Market (PSFM) makes space available for local artisans and crafters. The PSFM is held in an open-air, roofed pavilion on Kennedy Drive, in Putnam, along the Putnam River Trail. The Market has been popular for produce, foods and local artisans. The Market is regularly advertised and publicized in the community and on social media.

If you are interested in participating, please complete and sign the application, initial the rules and regulations and either email or mail the completed application, fee and attachments to:

Putnam Saturday Farmers' Market
% Putnam Economic & Community Development
200 School Street
Putnam, CT 06260
putnamfarmersmarket@gmail.com

Artisans are welcome at the Market on any Saturday during the season. There are only limited spots under the pavilion, so this year we are also offering guest vendors limited spots for pop-ups outside the pavilion.

At this time, we are only scheduling guest artisans for, at most, one market per month, due to space limitations. If you are interested in vending more often please speak with us about adding additional Saturday Markets, at a reduced rate, as the season progresses.

Artisan Fees for 2023:	\$25	1 Saturday Market (under the pavilion)
	\$20	1 Saturday Market (outside the pavilion)
	\$80	5 Saturday Markets

Please make checks payable to "Town of Putnam", notating "Putnam Saturday Farmers Market" in the check's memo line.

Checks will not be deposited until spot is confirmed by the Market Manager. No refunds will be given if vendor's spot is confirmed and vendor later cancels commitment.

If you have any questions, please contact the Market Master:
Emily Barnes, Market Master

Email: PutnamFarmersMarket@gmail.com

Town of Putnam Economic Development Office Phone: 860-963-6800 ext. 201

Saturdays 10am to 1pm • June 3 to October 28, 2023 • Riverview Marketplace, Putnam

PUTNAM SATURDAY FARMERS' MARKET

2023 Artisan Vendor APPLICATION

The Putnam Saturday Farmers' Market (PSFM) is sponsored by the Town of Putnam in conjunction with the CT Department of Agriculture. The Market Master is the administrator of the weekly market.

2023 PSFM Season: Saturdays from June 3 to October 28
PSFM Hours are 10:00am to 1:00pm

► Vendors must also read and agree to the Putnam Saturday Farmers' Market Rules and Regulations ◀

Name: _____ Business Name: _____

Mailing Address: _____

Location/Address: _____

Phone: _____ Cell #: _____ Email: _____

Facebook: _____ Instagram: _____

List **all** products you plan to offer for sale at the Putnam Saturday Farmers' Market

Product	Description of Material/Process	Approved

- If necessary, please attach an additional page in order to list additional products.
- **All items offered for sale must be made by the vendor.**
- Please submit a photo of your booth or your products.
- Please indicate the dates on which you would prefer to vend at the market. We will try to accommodate your preference.

1 Saturday Market	\$25	Select date: _____	(under the pavilion)
1 Saturday Market	\$20	Select date: _____	(outside the pavilion)
5 Saturday Markets	\$80	Select 5 dates: _____	

Discounted prices available only if prepaid in full. Space is limited so the Market Master will approve artisan vendors as space permits; selection will be based on providing a balance of products.

Please make checks payable to "Town of Putnam", notating "Putnam Saturday Farmers Market" in the check's memo line.

By my signature, I affirm the accuracy of the information provided in this application.

 Name (please print) Signature Date

PUTNAM SATURDAY FARMERS' MARKET

2023 Artisan Vendor APPLICATION

RULES AND REGULATIONS

The Putnam Saturday Farmers' Market (PSFM) is sponsored by the Town of Putnam in conjunction with the CT Department of Agriculture. The PSFM takes place at the Riverview Marketplace Pavilion, 18 Kennedy Drive, Putnam, Connecticut.

2023 PSFM Season: Saturdays from June 3 to October 28
PSFM Hours are 10:00am to 1:00pm

While preference is given to agriculture-related products, a portion of available space will be offered to artisans. All items offered for sale must be made by the vendor. Only vendors approved by the Market Master may participate in the PSFM. All artisan vendors must abide by the following rules and regulations:

It is expected that all items offered for sale will be of the highest quality and vendors shall be courteous and honest with all customers. Smoking and consumption of alcoholic beverages are not allowed on the premises. Profanity, shouting and disruption to the market will not be tolerated. Cell phone usage by vendors should be kept to a minimum, as it presents an image of non-concern toward customers.

Selling before the 10:00 a.m. opening is not permitted, with the exception of the 15-minute period between 9:45 and 10:00 when vendors who are already set up may buy from each other, as there is little opportunity for them to do so after the market opens. Vendors must remain in place until 1:00 p.m. closing even if merchandise is sold out. Setup may begin no earlier than 9:00 a.m. and vendors must vacate their space by 2:00 p.m. After 10:00 a.m. vendors will not be allowed to set up in their space. Exceptions to the rules set forth in this paragraph may be permitted by the Market Master, at the Market Master's sole discretion.

Vendor space will be assigned by the Market Master and, unless otherwise agreed to by both the Market Master and the vendor, will be a minimum of 14' x 10'. Sites will be assigned when all required paperwork and fee are received. One vehicle per space is allowed in the market area. Vendors located in the pavilion may park to the rear of the vendor space; vendors located outside the pavilion will have assigned parking. Each vendor is responsible for leaving the site in the same condition as it was upon arrival.

Vendors are to provide whatever they need to set up their own space, including tables. Any canopy, tent or market umbrella must be securely anchored at all times; this rule is strictly enforced, as unsecured tents pose a dangerous public hazard in case of sudden wind gusts.

Each vendor's space shall be identified with the business name, and all prices shall be marked clearly.

Proper insurance is required of each vendor. A minimum \$300,000 of liability insurance is required, and a Certificate of Insurance listing the Town of Putnam (200 School St. Putnam, CT 06260) as Certificate Holder and additional insured must be submitted prior to participating in the market. Vendor product liability insurance is strongly encouraged.

Your application is not considered complete until this Certificate of Insurance is submitted.

Non-compliance with these regulations is grounds for eviction from the PSFM.

It is the Market Master's responsibility to ensure the smooth operation of the market, manage grievances, and manage customer complaints if necessary. Please contact the Market Master with any concerns.

By initializing "YES I AGREE" below I agree to abide by the 2023 Putnam Saturday Farmers' Market Rules and Regulations and agree to indemnify, defend, and hold harmless the Town of Putnam from and against any and all liabilities, claims, suits and causes of action of whatever nature or type, and all attorney fees, costs, and expenses incidental thereto which may arise or in any way be connected directly or indirectly, with my participation in the Putnam Saturday Farmers' Market. Further, by initializing "YES I AGREE" below I agree to hold the Town of Putnam harmless for any liability or loss whatsoever.

YES I AGREE: _____

To help us with space allocation, please tell us your vehicle (please circle):

Car Truck Truck with trailer