

PUTNAM SATURDAY FARMERS' MARKET

2023 Non-Profit Organization 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

As a service to the community, the PSFM has space which can be provided at no charge to a non-profit organization to educate the public or raise funds for the benefit of their organization. Each non-profit organization will be responsible for its own liability insurance and any applicable license. Any tangible item offered for sale must be locally made or produced.

Non-Profit Name: _____ FID#: _____

Mailing Address: _____

Contact Person's Name: _____

Phone: _____ Cell #: _____ Email: _____

Please describe the mission of the non-profit: _____

Non-Profit Facebook or Instagram: _____

We encourage non-profits to provide an activity to engage children and adults. Please describe any activity you will offer, as we will include the information in our marketing of the Market: _____

Please indicate your preference for a Market Saturday(s). We will try and accommodate your preferences.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Space is limited; the Market Master will approve non-profit organizations to participate as space permits. Setup may begin no earlier than 9:00 a.m. and non-profits must vacate their space by 2:00 p.m. After 10:00 am, non-profits will not be allowed to set up in their space unless explicitly permitted by the Market Master.

Space will be assigned by the Market Master and, unless otherwise agreed to by both the Market Master and the non-profit organization, will be a minimum of 7' x 10'. Sites will be assigned when all required paperwork is received. One vehicle per space is allowed in the market area. Non-profits located in the pavilion may park to the rear of the assigned space; non-profits located outside the pavilion will have assigned parking. Non-profits 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 non-profit is responsible for leaving the site in the same condition as it was upon arrival.

Please include a copy of your IRS non-profit determination letter.

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

Name (please print)

Signature

Date