Putnam Saturday Winter Market 2026-2027

Farmer/Food Half-Time Vendor Application

The Putnam Saturday Winter Market (PSWM) is sponsored by the Town of Putnam in conjunction with the CT Department of Agriculture. The Market Manager is the administrator of the weekly market.

The PSWM is held in the Putnam Municipal Complex, Rooms 112 and 113, 200 School St., Putnam. The Market is a continuation of our Summer Market, which has been popular for produce, foods, and local artisans. The Winter Market will be regularly advertised and publicized in the community and on social media.

If you are interested in participating, please email or mail a full application with payment to:

Putnam Municipal Complex
% Economic & Community Development
200 School Street
Putnam, CT 06260
putnamfarmersmarket@gmail.com

It's important to find the right mix of vendors to make the market a success. Please spread the word to anyone you think would enhance the market - whether farm, artisan, crafter, musician, nutritionist, chef, or local community organization.

If you have any questions, please contact the Market Manager or ECD Department:

Market Manager
Email: putnamfarmersmarket@gmail.com

_____

Susan Ramos, Economic Development Coordinator
Email: susan.ramos@putnamct.us
Phone: 860-963-6800 ext. 201

Saturdays 11am to 2pm • Nov. 7, 2026 to April 24, 2027 • Putnam Municipal Complex, 200 School St., Putnam

Putnam Saturday Winter Market
2026-2027 Rules & Regulations

Vendors must also read and agree to the Putnam Saturday Winter Market Rules and Regulations. Only vendors approved by the Market Manager may participate in the PSWM. All vendors must abide by the following rules and regulations:

- *Produce grown in Connecticut:* All agricultural produce offered for sale must be Connecticut grown. In the case of value-added agricultural products, the main ingredients should be produced by the vendor and the product processed by the vendor.
- *Baked goods and preserves:* Ingredients may be purchased and should be CT grown whenever possible. Vendors must mix, bake or prepare the goods. **Baked goods require a Connecticut Bakery License**. A copy of the license must be submitted w/ application.
- *Prepared foods:* Whenever possible, major ingredients should be sourced from a CT farm or dairy, and foods should be prepared from scratch by the vendor. Purchasing processed foods and reselling them is prohibited.
- *Meats, dairy, fish:* All products must come from the vendor's herd. Grazing animals must have regular access to pasture and freedom to move around. Hormones may not be fed to animals. Fish and shellfish must be caught or raised locally.
- All meat and processed poultry must be USDA inspected and labeled. Jams, jellies and maple syrup are exempt from a sanitation inspection of the processing facility; however, strict rules regarding labeling apply, and labels must be prepared in 10-point type, including common or unusual name, ingredient listing in descending order, name of vendor, net weight or volume in English units, and content statement if any additional ingredient has been added. They must also bear the statement "Not prepared in a government inspected kitchen." Additional information may be obtained in the Farmers' Market Guide at www.ctgrown.gov.
- *Food vendor:* Whenever possible, major ingredients should be sourced from a CT farm or dairy, and foods should be prepared from scratch by the vendor. Purchasing processed foods and reselling them is prohibited. A license from the Northeast District Department of Health is required. (The NDDH can be reached at 69 South Main St. Unit 4, Brooklyn CT, or by calling 860-774-7350.)
- *Artisans:* 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.
- *Non-Profit Vendor:* As a service to the community, vendor spaces each market day can be provided at no charge to a non-profit organization to educate the public or raise funds for the benefit of their organization. The availability of space will be determined by the Market Manager. Each non-profit organization will be responsible for its own liability insurance and any applicable license.

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 11:00 a.m. opening is not permitted, with the exception of the 15-minute period between 10:45 and 11:00 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 2:00 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 3:00 p.m. After 11:00 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 Manager, at the Market Manager's sole discretion.
Vendor space will be assigned by the Market Manager and, unless otherwise agreed to by both the Market Manager and the vendor, will be a minimum of 10' x 10'. Sites will be assigned when all required paperwork and fees are received. Vendors may park near the side entrance of the Complex to unload, but then must relocate their vehicles to spots along the outer perimeter of the parking lot.
Vendors are to provide whatever they need to set up their own space.
Vendors are to maintain consistent weekly attendance throughout their entire market season. In case of an anticipated or necessary absence, please phone the Market Manager. Chronic absences will jeopardize the location of your space for the betterment of the PSWM. 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. Non-compliance with these regulations is grounds for eviction from the PSFM.
It is the Market Manager's responsibility to ensure the smooth operation of the market, manage grievances, and manage customer complaints if necessary. Please contact the Market Manager with any concerns.

By initializing "YES, I AGREE" below I agree to abide by the 2026-2027 Putnam Saturday Winter 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 Winter 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: _____ (initial)

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Putnam Saturday Winter Market 2026-2027
Half-Time Farmer/Food Vendor Application

Name:	
Mailing Address:	
Farm Name:	
Farm Address:	
EIN (Federal tax ID) or SSN	
Cell Phone Number:	Email:
Facebook:	Instagram:

List all produce or products you plan to offer for sale at the Market:

Produce/Product	Anticipated Dates Produce/Product will be available	Approved

Dates you will attend:

- If necessary, please attach an additional page to list all produce and products.
- If any of your produce/products are not grown/produced on your farm, you must indicate above where they are grown/produced.
- Any changes in produce/products require an amended application and approval.

Will you offer samples of your produce/products at the Market?	Yes	No

Application Checklist:	
	Application (signed)
	Rules & Regulations (signed)
	W9
	Certificate of Insurance
	Payment
	Crop Plan

$175 fee for 13 weeks

Dates: _____

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

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

FOOD VENDORS ONLY: Will you honor Daily Bread Coupons? _____Yes _____No

Do you have the ability to process SNAP/DEBIT payments? _____Yes ____ No

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

_____ _____ _____

Name (please print) Signature Date

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