



Market on the Hill showcases locally crafted products from a variety of vendors. Vendor application approval is at the discretion of the Parks and Recreation / Senior Services Director. This event will have no direct sales vendors.

Vendor Application Form

Business / Contact Name: _____

Mailing Address (Street, City, State, Zip): _____

Telephone / Email: _____

Website / Social Media: _____

How would you like us to advertise your business on Social Media?: _____

Market on the Hill

○ Sunday, November 2

Market is from 10:00 am to 1:00 pm

Vendor Check In starts at 8:30 a.m. Please do your best to be on time.

Electrical: Electrical outlets will not be provided, please plan accordingly.

Fees: \$30.00 per booth. Each vendor will be assigned adequate space. Vendors must provide their own table, chairs & signage,

General Vendor Guidelines

1. Vendors should sell only items that have been approved on the application submitted.
2. Restrooms are available on site.
3. Pre-assigned spots will be allocated. Please make sure you check in with staff on arrival. **All vendors must stay for the whole duration!**
4. Feel free to advertise that you are participating in our market on your social media platforms!
5. Please ensure your area is left clean and orderly by tidying up after yourself.

Vendor Classification- please check one

- ☐ Farmer (Identify: Certified Organic, Non-Certified Organic, Certified Naturally Grown Farmers Pledge)
- ☐ Ready-To-Eat and Consumables (Please attach list of locally sourced ingredients)
- ☐ Artisan/Maker/ Service
- ☐ Other (Description): _____

Checklist of Required Paperwork and Permit (Due two (2) weeks before date.

For Office Use Only:

- Completed Vendor Application Form and Market Guidelines
- Copy of CT Sales Tax Certificate or Tax Exempt Certificate
- Seasonal Farmers Market Food Service Establishment License (www.ccthd.org) or Contact Kristin Olsson: KOlsson@ccthd.org (860) 785-8380 x 206
- Certificate of Insurance or a Town of Rocky Hill Liability Waiver
- Copy of kitchen certification (For Food Vendors)
- [Temporary Food Service Application](#)
- A list of products along with pictures of your products and booth set up.
- Pictures may be emailed to: rcchabra@rockyhillct.gov

Any vendor selling food is responsible for obtaining a Food License (Permit) issued by the Central CT Health District. An application for this license can be found on the District's website at www.ccthd.org under applications/forms/food service. The application may be submitted a minimum of two weeks prior to the event. The License will be issued the day of the event following an onsite inspection

By signing this application, I agree that I have read the rules and regulations of the Market on the Hill and agree to comply with them.

Signature of Applicant

Date

Return this application to:

Rita Chhabra

Rocky Hill Parks & Recreation C/O Market on the Hill

761 Old Main Street, Rocky Hill, CT 06067