

**Orwell Food & Farm Fest
facilitated by Orwell Free Library staff
2026 Policies & Procedures**



Mission:

To encourage local food system resiliency by connecting area residents with local food growers and producers. These connections will increase awareness of locally grown food, increase purchases of locally grown food, and ultimately support our local economy.

Structure:

The Orwell Free Library staff and market volunteers will oversee the structure and operation of this Market to ensure it keeps the market mission central.

All decisions regarding Market acceptance and space assignment are at the discretion of the Orwell Free Library staff.

Applications:

All vendors must complete and submit an application. Market participation is covered by Orwell Free Library. Vendors for the markets must complete an application 2 weeks prior to the market they hope to attend.

Vendor Fees:

Covered by Orwell Free Library.

Alternative Currencies

All vendors must agree to accept valid market coupons. Orwell Food and Farm Fest does not accept EBT, Cash Crop, or Farm to Family programs at this time.

Market Criteria & Product Requirements

All vendors agree to adhere to any local, state or federal regulations, licensing or permitting requirements that apply to their products and business. Scales must be capable of being inspected and certified as accurate.

For more details visit

<https://nofavt.org/vof/resources-guidelines/guidelines>

https://www.uvm.edu/sites/default/files/farmersmarket_foodsafety_general_2013aug.pdf

https://www.uvm.edu/sites/default/files/farmersmarket_foodsafety_preparedfoods_2013aug.pdf

The Orwell Food & Farm Fest is a producers-only Market, meaning that all products sold must be grown, produced or made by the vendor and follow the criteria below.

Items that may be sold at the Market

- Fresh & preserved fruits and vegetables, flowers, seeds, and seedlings, honey, maple syrup, natural fibers, eggs, meats, cheese and other farm products
- Homemade baked goods and other prepared foods and drinks that feature local ingredients
- Plants grown by the vendor
- Studio, workshop or handmade items, that utilize local agricultural materials wherever possible, and/or that fit the definition below of “traditional crafts”

Prepared Foods/Value Added Products

- Vendors are encouraged to use local ingredients in food products
- Preference will be given to vendors selling natural and nutritious foods
- Must be either made by the vendor, or made by another party using materials grown by the vendor if the vendor is legally or financially prohibited from making the product themselves

Crafts

Preference will be given to craft/artisan vendors involved with the traditional crafts (i.e. spinning, weaving, blacksmithing, glassblowing, woodcrafts, soap & candle making, pottery, etc.) that impart knowledge, skills and/or goods needed in a local sustainable community. Flea market items, used clothing, antiques, crafts from kits, or mass-produced items are not allowed.

Market Operation Dates and Times

The Market will be open, rain or shine on July 12 and September 13, from 12pm – 4pm on the Orwell Town Green.

In the best interests of the Market, all vendors agree to be at the Market and fully set up when it opens and remain set up until closing. If this conflicts with business requirements of an individual vendor, Orwell Free Library staff must be notified one week before the Market so accommodations can be agreed upon.

Spaces

All spaces will be approximately 12' x 12'. Any vendor who requires electricity or other special accommodation should indicate this on their application. Orwell Free Library staff will make all decisions regarding space assignments each week.

First preference is given to agriculture vendors for locations allowing one to vend from the back of a vehicle. All vendors agree to abide by instructions from Market organizers as to parking so as to leave the maximum of convenience parking for Market customers.

Safety

All tent/canopies/signs and display items must be adequately anchored/weighted to reduce risk of damage to property or injury due to wind.

Shared Booths

Two small vendors may share a single booth. This policy is intended to make participation in the market viable for small local farmers, food producers or crafters. Each shared vendor must turn in an application and have a knowledgeable representative present to handle sales and questions about their products.

Absences

Empty spaces at the Market are a detriment to your fellow vendors. Notify library staff of any absences within three days prior.

Insurance

The Orwell Free Library holds limited liability insurance primarily to cover Market customers. Vendors are responsible for their own product liability and/or property damage insurance.

Carry in/Carry out

Make every effort to minimize your waste. Vendors serving take-out items must provide a trash receptacle for their customers. Vendors agree to use environmentally responsible packaging options, reusable dishes and utensils or eco-friendly disposables whenever possible.

Market Culture

Together we will create a vibrant, welcoming experience for all vendors and visitors. Discourtesy to patrons or other vendors is prohibited. Disputes between vendors, or between vendors and customers need to be brought to the Orwell Free Library staff's attention. In return for adhering to all the above requirements, the Orwell Free Library will strive to provide vendors and visitors with the best possible experience in a welcoming setting.

Return this form 2 weeks before market to be considered – Keep a copy for your records
Vendor Application Form. All contact information is required and must be up to date.

Farm/Business/Name:

Contact Person: Phone:

Mailing Address: Town:

State: Zip: Email:

Website:

Vendor category: ___ Locally grown produce ___ Prepared Foods ___ Crafts (check all that apply)

Check the products you plan to sell. Include details where applicable.

- | | | |
|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Vegetables | <input type="checkbox"/> Maple Syrup | <input type="checkbox"/> Baked Goods – What kind? |
| <input type="checkbox"/> Fruits | <input type="checkbox"/> Meats | <input type="checkbox"/> Prepared Foods – What kind? |
| <input type="checkbox"/> Plants | <input type="checkbox"/> Eggs | <input type="checkbox"/> Value Added – What kind? |
| <input type="checkbox"/> Herbs | <input type="checkbox"/> Honey | <input type="checkbox"/> Crafts – What kind? |
| <input type="checkbox"/> Flowers | <input type="checkbox"/> Dairy | <input type="checkbox"/> Other (please list/explain) |

Vending Dates: *Only for the Orwell Farmers Market on the Orwell Town Green.

Mark all you can attend.

July 12 September 13

Do you need to be close to your vehicle when possible? Yes / No

Do you need electricity? Yes / No If Yes, for what purpose?

Please describe any other needs you have as a vendor.

.....

Please describe your booth in detail. Do you need to borrow a table or tent from the library?

_____ (initials) I understand the Orwell Food and Farm Fest does not provide product liability and/or property damage insurance and that I am responsible for my own product liability/property damage.

Signature: Date

Please return this application to
Orwell Free Library | PO Box 92 | Orwell, VT 05760
Questions? OrwellFreeLibrary@gmail.com or 802.948.2041



