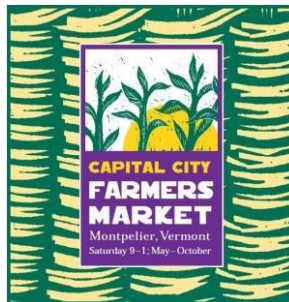
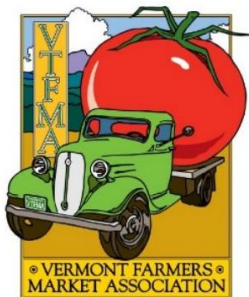


Buy Local Market On the State House Lawn

**Montpelier, Vermont
Vermont State House Lawn
Wednesday, August 10, 2016
10 AM – 2 PM
Rain or Shine!**

Vendor Application Deadline: July 10, 2016 at 4:30 PM

The Vermont Agency of Agriculture, Food and Markets is pleased to sponsor this special event with support from the State of Vermont Buildings and General Services, Agency of Administration, Capital City Farmers' Market, & NOFA-VT.



Vendor Application Information

WHAT:

- FREE 10'x12' vendor space for producers of agricultural products on the State House lawn.
- Limited tables & space on the State House Lawn. Approximately 40 booth spaces are available, so apply early!
- Market vendors selling a variety of agricultural products from across the state – (per Title 6, Chapter 24) – vegetables, fruits, cheeses, meats, grains, fiber, etc. This is a producer only market.
- All products for sale must meet all state and federal regulatory requirements, including scale inspection.

WHY:

- Raise awareness about the importance of local food and agricultural literacy while connecting downtown employees, Montpelier residents, and visitors with healthy, local foods.
- Celebrate National Farmers Market Week—all week from August 7–13—by shopping for local food for lunch or to take home and share.
- Offer a convenient, mid-week downtown Montpelier location to purchase local foods.
- Access healthy and seasonally available foods and support viable agricultural businesses.

HOW:

- Please complete the enclosed application form.
- Vendors must submit (with the application form) certificates of insurance for no less than \$1,000,000 and shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this event. It is the responsibility of the vendor to also maintain current certificates of insurance on hand at the market. This is solely a minimum that has been established to protect the interests of the State.
- Vendors must provide their own tent, table, table covering, chairs, and signage. Each vendor will be assigned a 10'x12' space.
- Vendors are expected to bring their own tent/canopy weights. As we have learned at past events, the weather can be unpredictable, and we encourage everyone to be prepared. Please note that stakes are not permitted, but sand bags, weight plates, or other canopy anchor kits are recommended.
- Return application by 4:30 pm on Sunday, July 10, 2016 to the Agency of Agriculture
- *Mail application to:* VT Agency of Agriculture, Food & Markets, Attn: Faith Raymond; 116 State St.; Montpelier, VT 05602 (must be postmarked no later than July 7, 2016, to ensure delivery to Vermont Agency of Agriculture in time for review).
- *Or email application to:* faith.raymond@vermont.gov by July 10
- Applications from all 14 counties are welcome!
- For questions or for further information, please contact Ali Zipparo at 802-505-1822 or alexandra.zipparo@vermont.gov
- Vendors will be selected on a first-come, first-serve basis and must represent a diverse market of goods offered. All applications will be date and time stamped upon arrival.
- Vendors will be notified of their application status by Friday, July 15, 2016.

Buy Local Market on the State House Lawn

Montpelier, VT

State House Lawn – Rain or Shine

Wednesday, August 10th 10:00 AM to 2:00 PM

Vendor Application Form – Deadline: 4:30 PM on July 10

Date _____ Name _____ Business Name _____

Address _____ Town _____ Zip _____

Phone (home) _____ (cell) _____

E-mail address _____ Website: _____

Your **primary** vendor category*

Agriculture

Prepared Food

Non-food agricultural product

Agriculture/Food Information

Alcohol

Vendor Items for Sale

- Vendors offering prepared food for sale must use at least three locally grown ingredients or at least 50% in at least one product they offer at market.
- Non-food agricultural products, such as knitted or felted items, goat's milk soap, beeswax candles etc., are eligible.

List items you want to sell at the Buy Local Market:

If you are interested in having a table to provide information about agriculture or food, please describe the mission of your organization, and what information you will be providing (space for information tables is limited):

Prepared food vendors: list at least three local farm ingredients and the farms they come from (you will be required to post a sign with the ingredients and the farm they came from at your table (e.g. carrots from Old MacDonald Farm) Priority will be given to food vendors showing the greatest commitment to and use of local farm ingredients.

Item(s)	Local Ingredient(s)	Source
<i>Example: pie</i>	<i>blueberries</i>	<i>Old MacDonald's Farm</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read the Rules for the Use of the State House Grounds (last page of application) and agree to abide by them:

Signature of applicant(s) _____

Date _____

Questions: Contact Ali Zipparo, Vermont Agency of Agriculture, Food & Markets
Tel: 802-505-1822 or email: Alexandra.zipparo@vermont.gov

Completed applications:

Return application with a copy of the (1) liability insurance certificate and (2) relevant permits/license by **4:30 pm on July 10, 2016** to the Agency of Agriculture via email: Faith Raymond faith.raymond@vermont.gov or via postal mail:
Vermont Agency of Agriculture, Food & Markets
116 State Street, Montpelier, Vermont 05602-2901

Notification of application status will be no later than Friday, July 15, 2016
Acceptance notice will be accompanied by detailed event logistics.

Rules for Use of the State House Grounds for Buy Local Market

1. No vehicles of any type (including agricultural vehicles) on pavers or lawn.
2. Do not fasten banners or nail signs to trees, posts, cannons or buildings, etc.
3. No large tents without prior approval.
4. Clean up grounds after events and remove trash and debris from site.
5. Keep people and animals out of flower beds.
6. No climbing in the trees.
7. Any holes made in the ground or pavement must be refilled.
8. The lawn may not be used for commercial purposes -- unless otherwise authorized by the Secretary of the Vermont Agency of Administration
9. Chalk and candle wax must be kept off the granite walkways, steps, etc. Any cleanup of chalk or wax will be arranged by the Department and billed to the organization using the lawn.
10. During normal business hours, sound/music/noise must be kept to a level that will not disrupt/distract business in the nearby office buildings.
11. Important to Note: Permission to use the State House grounds does not include use of the portico area, as it is disruptive to the events going on inside the State House.
12. Permission to be on the State House Lawn does not include access to the interior of the State House. Contact the Sergeant-at-Arms Office (802-828-2228 or sgtatarms@leg.state.vt.us) for questions regarding events and rules of conduct inside the State House as defined in the Joint Rules of the Senate and House of Representatives available at the following link (<http://www.leg.state.vt.us/misc/Joint%20Rules.pdf>).
13. The placement of any tents, large displays, or port-o-lets must be coordinated with the BGS Maintenance Office (802-828-3312).