



This year, we decided to convert from a paper application to an online application process. While we love mail, we could do without the thousands of sheets of paper and hundreds of manpower hours for what is a very non-eco friendly application process. There is no set due date for guest vendors and we typically continue accept guest vendors on a rolling basis throughout the summer. While it is a user-friendly process, PLEASE READ THIS DOCUMENT THOROUGHLY.

PART 1 - Set up a Farmspread user account if you haven't already. If you have, just login into your account and proceed to part 2. Farmspread has the potential to help market your business as more and more people and markets use the program. It is NOT REQUIRED by us to submit all your products in this step - you can bypass it by clicking the button on the bottom right of that screen. I recommend you eventually do it when you have more time.

PART 2 - Fill out the CFM e-application

We are **not** accepting any full-time vendors at this time. You will be required to upload ALL of the usual documents we require before you can officially submit it so we suggest you have everything scanned and prepared before you start. However, you can begin to fill out the application without having all the documents and Farmspread will save your progress for when you return to upload them. Please be sure to select the dates you are available - the calendar is the last step and comes at the end of the application page.

The list of required documents is the same as usual, depends on the category of vendor you are, and includes:

- CT Sales Tax Certificate
- Certified Kitchen License
- Crop Plan & Estimated Harvest Dates
- Any relevant State of CT Licenses (e.g. for cosmetic/skin care, pet treats)
- Certificate of Insurance - Please upload a page "saying TBD based on acceptance". Once we accept you as a vendor & then confirm dates, you can upload the certificate at that time.
- If you are an artisan who has not been a guest vendor before, you will need to upload 3 photos of your work. If you are a prior guest vendor, this is not necessary (but if you would like to upload photos, that's fine too!)
- You'll need to confirm you've read the vendor regulations. Please do so carefully because it contains requirements that if you do not follow may result in your dismissal as a vendor. They are at the end of this PDF.

About uploading your docs:

You can upload documents & photos as jpg files or PDFs. If you do not have a scanner there are many free apps for phones/tablets that will convert a photo taken with your phone to a PDF which you can then email to your computer for uploading. I use a free app called Tiny Scanner.

Dates: You will be prompted to select the market dates you would like to be considered for. There is a nearly-final 2019 theme schedule attached below for your reference.

Payment of vendor fees: Vendor fees will be due only after an acceptance determination is made - NOT WITH YOUR APPLICATION. After we have contacted you with your acceptance and amount, you will receive an acceptance email with details on how to pay.

Health department licensing & sampling: You will not be required to file for licenses until you are officially accepted as a guest vendor. However, I encourage you to review and prepare the app located at http://www.ehhd.org/filestorage/109/2018_Farmer's_Market_FoodApplication.pdf. Our contact is Glenn Bagdoian and he can be reached at bagdoiangh@ehhd.org and 860-742-4064. If accepted, you will need to complete this process at least 2 weeks prior to your first date.

Determination of acceptance: We review guest vendor applications on an on-going basis. We aim to reply as quickly as possible, so please be patient.

Glitches/missing info in the application: Since this is our first attempt with Farmspread we understand there may be quirks that we need to fix. If you encounter something odd or find something is missing, please email us asap so we can investigate further.

Without further ado, here's the link to 2019 e-application: <https://farmspread.com/market/12808/coventry-farmers-market/>.