

# Arcade Winter Market

## Vendor Regulations

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Thank you for your interest in the Arcade Winter Market (Winter Market). The Winter Market, located at the historic Arcade Mall in the heart of Downtown Bridgeport, will be a destination to taste and experience the culture of Bridgeport that also creates a pathway to success for local entrepreneurs.

1. **Governing Agency:** The Bridgeport Downtown Special Services District (DSSD) produces the Winter Market with the aim of providing Downtown's growing residential population and 8,000+ office workers access to fresh, locally grown products and to supply a viable retail market for local farmers, food producers, and artisans. The market also features live music and entertainment to attract visitors each week.

The Winter Market is located in the historic Arcade Mall at 1001 Main Street, Bridgeport, CT 06604. The Bridgeport DSSD has complete authority over the operation of the Winter Market and reserves the right to limit and control the use of the space where the market operates.

2. **The Bridgeport DSSD and its designate will act as administrator of the market.** The Administrator's duties will include: the selection of participating market sellers (Vendors), collection of documentation from Vendors, and resolving or forwarding to the proper authority any questions, comments, or complaints involving the operation of the market.

3. **The hours of operation and location of the market:** The Winter Market will be held on Thursday and Saturday from 12:00–8:00 p.m. on the following dates:

- Week 1: Thursday, November 13th and Saturday, November 15th
- Week 2: Thursday, November 20th and Saturday, November 22nd
- Week 3: Thursday, December 4th and Saturday, December 6th
- Week 4: Thursday, December 11th and Saturday, December 13th
- Week 5: Thursday, December 18th and Saturday, December 20th

Vendors must be finished with set up and prepared to sell by 12:00 p.m. Breakdown may begin at 8:00 p.m. and not before. Hours of operation will be subject to change at the discretion of the Market Manager(s).

4. **Obligations of market sellers to government agencies:** All Vendors in the Winter Market must comply with all Bridgeport DSSD, City of Bridgeport, State of Connecticut, and U.S. Government regulations and requirements. All Vendors must conform to all requirements of all pertinent health agencies and must maintain all pertinent health documents at their market site to be produced upon demand. All scales must bear a Connecticut Department of Consumer Affairs seal. Any required sales tax charges are the responsibility of each Vendor. Vendors who sell anything subject to collection of sales tax are responsible for doing so themselves. Vendors must adhere to additional requirements of law and regulation as they arise, or any requirement that the Market Manager(s) in their sole judgment believes necessary to maintain an orderly market.

Prepared Food Vendors: Per the CT Department of Public Health, the following farm products are exempt from Temporary Food Permit requirement

- Fresh produce (fresh, uncut fruits and vegetables)
- Unprocessed honey (raw honey as defined by the National Honey Board)
- Maple syrup
- Farm fresh eggs (must be stored and maintained at 45 degrees F or lower).

All other food product vendors are required to obtain a Temporary Food Permit from the City of Bridgeport. Vendors who sell ready-to-eat foods prepared on site and/or commercially prepared foods that are not packaged must hold the necessary vendor's license. If you do not have the necessary licenses, please see the links below for more information:

- [City of Bridgeport Environmental Health Permits](#)
- [State of Connecticut Department of Consumer Protection Food Licensing and Registration](#)

Food and produce products sold at the Winter Market must be in line with our vision to provide residents with healthy, nutritious, local food. The Winter Market is only permitted to sell products that fit within the confines of Connecticut's vendor regulations found here: [Connecticut State Department of Consumer Protection Laws & Regulations](#).

If you are accepted as a Winter Market vendor, you will be asked to provide a copy of your Commercial Kitchen License and/or Health Department permits, and [ServSafe Certification](#).

5. **Who may sell in the market:** Only Vendors who have satisfied all of the requirements of the Winter Market Regulations are allowed to sell in the market. No other activities other than the selling of approved products will be allowed without permission of the Market Manager(s), and in accordance with the restrictions of the City of Bridgeport.

6. **Samples:** If sample food products are offered to the public, samples must be kept cool in clean, covered containers and distributed in individual portions with clean disposable serving utensils. Please refrain from using plastic utensils wherever possible. Hand sanitizers or hand washing stations and paper towels must be available to customers at all times. Sampling must conform to the City of Bridgeport Board of Health guidelines.

7. **Farmer's Market Nutrition Program (FMNP) Certification** (to accept WIC, Seniors and Veterans checks) is required for Farmers who are eligible. Each state's relevant agency is responsible for authorizing individual farmers to accept and redeem FMNP coupons. Individuals who exclusively sell produce grown by someone else such as wholesale distributors, cannot be authorized to participate in the FMNP. For more information, [please visit the USDA's website](#).

8. **For Food Vendors – Per the City of Bridgeport's Department of Health:** All processed and prepared foods to be sold at a farmers' market must come from an approved source and must be prepared at an approved, inspected facility. These facilities can be commercial kitchens, inspected church kitchens, or other retail or wholesale food establishments. Each vendor should make arrangements with the appropriate personnel to use these facilities. Private kitchens cannot be used for processing or preparing foods for sale at the Winter Market. In addition, all vendors serving food must be licensed. Please refer to the [Food Safety Guidelines](#) document for additional information.

9. **Signage and Location:** Each Vendor is required to prominently display the name and location of their business. The Bridgeport DSSD will provide tables and themed set ups for confirmed Vendors. Each Vendor must operate a clean vending location during market hours and must leave their location the way they found it.
10. **Fair Pricing:** All products must be properly labeled and all prices must be clearly marked. All scales must be in good repair and bear a Connecticut Department of Consumer Affairs seal.
11. **Vendor attendance** in the market must be consistent with the dates for which they have committed. If a Vendor is unable to attend a market, they are required notify the Bridgeport DSSD at least 24 hours in advance.
12. **All Vendors and their employees must act professionally.** They must be courteous and honest with all customers. There will be no profanity, shouting, or causing of disruption to the Winter Market.
13. **All Vendors agree to defend, indemnify, and hold harmless** the Bridgeport DSSD and its respective officers, Commissioners, employees, volunteers, and agents from and against any and all claims, demands, losses, damages, costs, liabilities, and expenses (including, but not limited to, reasonable attorneys' fees and costs of suit, investigation fees, and expert fees) of whatever kind or character, on account of any actual or alleged loss, injury, or damage to any person, firm, or corporation or to any property, arising out of or in connection with the negligent actions or omissions or willful misconduct on the part of the Vendor. In no event shall the Bridgeport DSSD, the Market Manager(s), or any of their respective officers, Commissioners, employees, volunteers, and agents be liable for any incidental, special, or consequential damages (including without limitation lost profits) even if they have been advised of the possibility of such damages.
14. **The procedure for becoming a Vendor of the Winter Market:** The applicant will submit to an application via the [Winter Market online Vendor Application Form](#) and in detail list all products the applicant would like to sell an the market, as well as any other information or documents that the Market Manager(s) may request, in order to determine the eligibility of the applicant to sell at the market. Only the [online Vendor Application Form](#) is to be turned in at that time. The Market Manager(s) will then determine, based on the desired number and variety of Vendors, whether or not to accept the applicant as a Vendor of the Winter Market.

All interested 2025 season Vendors must submit the completed [online Vendor Application Form](#) by Monday, October 13, 2025. The interested Vendor is not automatically selected as a Vendor by completing the interest form. Vendors are accepted based upon the availability of space, the diversity of offerings at the market, the quality of product offered, and the Vendor's ability to meet the criteria outlined in this document.

Once Vendors are notified that they are accepted, the Market Manager(s) will request a copy of their business insurance, required certifications, a signed Agreement signifying agreement to abide by the Regulations in order to participate in the Market, and payment of the daily location fee for as many dates as the Vendor has signed up.

15. **Sample Winter Market daily itinerary:** The below sample itinerary gives a sense of the daily market operations and logistics, so that prospective Vendors will know what to expect from the Winter Market on each date.

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### **SAMPLE ARCADE WINTER MARKET ITINERARY**

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**Date / Time:** Thursdays and Saturdays November 13 to December 20, 2025 / 11:00 a.m. – 9:00 p.m.  
Total; Market 12:00 – 8:00 p.m.

**Venue:** Arcade Mall, 1001 Main Street, Bridgeport, CT 06604

#### **Promotional Channels**

Full Vendor listings and links for each businesses will be on our [Colorful Bridgeport website](#). We will send out a weekly e-newsletter with information on Vendors, special meals, live music, and themed workshops. Each Vendor will be featured at least once. We will be posting content on our social media promoting similar content to the e-newsletter and will tag each Vendor:

- DSSD/Colorful Bridgeport: [Instagram](#) and [Facebook](#)
- Bridgeport Farmers Market Collaborative: [Facebook](#) and [Instagram](#)

#### **Drop Off, Set Up, and Parking**

All Vendors will have the same spot within the market. You will be guided to your permanent location when you arrive on the first date by the Market Manager. All Vendors may pull up alongside the entrance to the Arcade Mall on Main Street, unload set up supplies, and leave them at the appointed location. Once Vendors have unloaded, they will be given a parking pass to keep on the dashboard and will be directed to the Imperial Parking Transit Center Garage (70 State Street), just a short distance from the Arcade Mall. Parking will be FREE. The entrance to the Imperial Parking Transit Center Garage is on State Street, between Middle and Water Streets.

Breakdown procedure is the same as set up. When Vendors are packed and ready to leave, they will go to the parking garage and return to the Main Street entrance of the Arcade Mall to load their vehicle.

#### **Market Schedule**

- 11:00 AM: Vendor Set Up Begins – Vendors arrive, unload trucks, and pick up parking pass from the Market Manager before going to park in the designated parking area.
- 11:45 AM: Bridgeport Farmers Market Collaborative Program Coordinator sets up SNAP/WIC/Senior FMNP doubling station and payment terminal.
- 12:00 PM: Market Opens
- 3:45 PM: Live music set up, performances begin at 4:00 PM and go through 7:00 PM.
- 5:30 PM: Cooking demonstration begins, if applicable, led by Chef Raquel Rivera.
- 8:00 PM: Market Ends, Breakdown / Clean Up Begins – Breakdown procedure is the same as set up. Vendors who accept SNAP tokens and other reimbursable forms of payment must report sales and return tokens to the Bridgeport Farmers Market Collaborative Program Coordinator before leaving the Arcade Mall. Clean up is to be complete by 9:00 p.m.