

TOWN OF COEYMANS FARMERS MARKET 2022 VENDOR APPLICATION

Your Name _____ Business Name: _____

Address: _____ City: _____ State: _____ Zip _____

Day Phone:(____) _____ Eve Phone:(____) _____ Cell Phone: (____) _____

Email: _____ Website: _____

Do you offer a CSA? Yes ___ No ___ Is your product certified organic? Yes ___ Some ___ No ___

Does your business have social media? No ___ Yes ___, it is listed as: _____

Product categories

___ Farm & Nursery Products and Processed Farm Products ___ Value Added Foods ___ Craft Items

Please give a brief description of your farm operation and number of years in business.

Market Calendar

Please **CROSS OFF** any dates that you will **NOT** be at the Market. This helps us to keep the Market full and keep vendor fees low.

June	1 st	8 th	15 th	22 nd	29 th
July	6 th	13 th	20 th	27 th	
August	3 rd	10 th	17 th	24 th	31 st
September	7 th				

Vendors agrees to indemnify and hold harmless the Town of Coeymans Farmers Market and its employees, volunteers, and sponsors, and the Town of Coeymans, and its employees, from any and all causes of action which may arise from the operation of their Farmers Market, not caused by negligence of the Town of Coeymans Farmers Market, it's employees, volunteers, or sponsors, or the Town of Coeymans, or its employees. I grant permission for the Town Coeymans Farmers Market to use any photos, video, etc. taken of my products or me in all publicity and advertising promoting the Market. By submitting this application, I acknowledge that this agreement has been read and understood.

NYS TAX ID: _____

Please name the Town of Coeymans and the Town of Coeymans Farmers Market as additional insured on your Certificate of Liability.

Please mail your Vendor Application, signed acceptance of Market rules, completed crop plan, and Certificate of Liability to Rosemary McHugh P.O Box 2 Ravena, NY 12143. Any Questions contact: Rosemary @ 518-764-0171

APPLICANT SIGNATURE: _____ DATE: _____

Town OF Coeymans Farmer's Market

Market Rules

Last Revised: 03/16/2021

Market Definitions

Bona fide –

- As in growers – the seller is the producer of the products being offered for sale, from lands he owns or rents, with control over the production, harvesting and marketing of the products, and a financial interest in the products.

- As in homemade products – all products are produced, baked, or manufactured by the seller and are original in nature. No baked goods from mixes or purchased for finishing off will be permitted.

Weekly vendor – any vendor who is permitted to sell on the market, who participates in the market less than the full season and chooses to pay on a weekly basis for any space used.

Market governing body – the market's committee, ultimately responsible for setting the policies of the market

Market Manager – a person or persons empowered by the Governing Body to implement market policies and directives, and to oversee the operation of the Market.

Market sponsor – any governmental agency, non-profit organization or association that lends its support to the market in any way.

Seasonal lease – when a vendor signs for space for the full season and makes payment in accordance with the established fee structure.

Vendor – any seller or exhibitor participating in the market.

Market Governance

- The market will be sponsored by the vendors participating and will operate according to the rules set forth by the Market governing body and enforced by the Market Manager.

- The mission of the farmers market will be to provide a friendly, clean environment in which local farmers can connect directly with consumers and the public may have the opportunity to support their local farming community.

- The Market Manager is responsible for the enforcement, interpretation, and mediation of the rules and boundaries set forth by the Market governing body.

General Operations

- The market will be located at Joralemon Park Ravena. The market will operate every Wednesday, from 4:30pm to 7:30pm, and will run from the first Wednesday of June to the first Wednesday of September.
- Vendor set up and sales Vendors may arrive at market and set up their space starting at 3:30 pm. Vendors must be finished setting up and ready to conduct business by 4:30 PM. Vendors will not be allowed to conclude sales or break down their space until the market ends at 7:30 PM.
- Vendor Absence If a vendor who has been assigned a market space cannot attend the market, the vendor must give the Market Manager one week's notice prior to the date of absence.
- Times for sales Sales outside of Market hours, 4:30 PM to 7:30 PM, will not be permitted on the Market premises.

Who may sell at the market:

- Vendors selling products being offered for sale, from lands he/she owns or rents within Albany County, with control over the production or harvesting and marketing of the products, and a financial interest in the products, will be allowed to sell at the market.
- Re-sale products of any kind will not be permitted to sell at the market.
- Vendors will submit a complete list of products they intend to sell to the Market Manager for review no less than 24 hours prior to market day.
- Vendor applications will be reviewed and accepted or denied by the Market governing body and the Market Manager.

Guidelines for Selling

- Vendors will complete and submit a market plan provided by the Market Manager no later than one week prior to first market day. Vendors will signify all market dates they plan on attending in their market plan.
- Vendors will submit a sales tax certificate to the Market Manager prior to the first market day.
- Vendors will submit a certificate of liability to the Market Manager prior to the first market day. Vendors must carry a liability policy of no less than \$1 million in coverage.
- Vendor space will be completely cleaned up by the vendor at the end of each market.
- Vendors will bring their own tables, chairs, and supplies. Tables will be no longer than 6 feet.
- Vendors will take all their signage and displays with them after each market. No parts/pieces of displays will be stored on the market premises.

- Vendors will have prices clearly marked on each product or will display signage clearly indicating the price of each product available that day.
- Vendors are expected to display and sell their highest quality products at the market. Questionable products will be pulled from sale at the discretion of the Market Manager.
- Vendors utilizing samples will handle all sample foods and utensils with disposable gloves, with the exception of self-serve samples.
- There will be no smoking allowed on the market premises during operating hours.
- Alcoholic beverages will only be allowed for sale by vendors with the required permits.
- Vendors will not be permitted to make medical claims based on their product(s) unless the proper FDA approval is presented.
- There will be no political or religious vendors, or soliciting for such, permitted at the market.

Stall fees and assignment

Stall assignments will be made at the beginning of the market season on a first come first serve basis. Vendors approved for the market during the season will be assigned a stall where there is available space. A permanent stall space will be granted after the Vendor has attended five consecutive markets. Permanent spots expire at the end of each market season.

Stall fees are as follows:

- Weekly vendors shall pay \$10 per market, payable by cash or check prior to market opening.
- Seasonal Lease Vendors shall pay a discounted rate of \$100 for the full market season, payable by cash or check prior to the first market day of the season.
- There are no refunds for stall fees paid to the market.

Subletting of booths will not be permitted.

A Vendor who shows up to the market after it has opened and does not have a permanent spot will be assigned a stall wherever there is open space. Vendors who show up late for the market three times will be banned.

Compliance

Complaints by Vendors and/or attendees of the market should be immediately addressed to the Market Manager. The Market Manager will review the complaint with all individuals involved and the Market governing body. A resolution will be issued in writing to each involved individual.

By submitting a vendor application for this market, each vendor is agreeing to the market