

COLD SPRING FARMERS' MARKET

2009 Rules, Regulations & Operations

Vendor / Business Name: _____

Contact Person: _____

Mailing Address: _____

Telephone: (____) ____ - _____

Email: _____

Fax: (____) ____ - _____

Website: _____

Application / Registration Fee (non-refundable – must apply by April 10th, 2009):

New Vendor / Farmer (for juried review): \$25

(Applicable to Current Vendor/Farmer Fee upon juried acceptance)

Current Vendor / Farmer: \$50

(Fee includes \$25 for season registration and \$25 for marketing fund)

Be sure to include the following with your completed application form:

1. Proof of liability insurance
2. Copies of applicable licenses / permits
3. One page typed description of your farm / business
4. List of produce / products you will sell
5. Check for appropriate fee
6. Planting Plan (if applicable)

If you have been a WIC Senior Nutrition Program participant please check here. ()

If you require certification of scales by Putnam County Weights & Measures, please check here. ()

I will participate in the Cold Spring Market each week beginning Saturday _____ until Saturday _____. (Please give best approximate dates based on normal conditions.)

Vendor Signature _____

By signing this application, vendors agree to comply with the attached rules, regulations and market operations, as they exist currently or come to be amended by the CSFM Board and Manager.

Please make checks payable to **“Village of Cold Spring”**. Mail check along with this application to:

CSFM c/o Village of Cold Spring, 85 Main Street, Cold Spring NY 10516.

Market Manager Signature _____ **Date:** _____

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Market Goals:

As a vendor I will actively support the goals of the Cold Spring Farmers' Market:

- To provide Cold Spring / Philipstown area residents and visitors with fresh, high quality, regional produce and food products.
- To support family-based farming, farmers and food producers primarily in the Hudson Valley and secondarily in New York State as a whole.
- To educate customers regarding products sold at the market and make customers aware of issues important to farmers, food producers and consumers in the Hudson Valley and New York State.
- To operate a market that is safe and pleasant and that meets the needs of customers and vendors.
- To operate the market, not only as a venue for the direct sale of food and food products, but as a resource that is an integral part of the Cold Spring and area community.

Market Season & Hours: Season: May 23 through November 21, 2009 Hours: Saturdays from 8:30 a.m. to 1:30 p.m.

Vendors are expected to be set up and open to the public by 8:30am, each market day, or incur a late fee of \$5 (first time), \$15 (second), \$30 (third), \$45 (final).

Vendor Fees: \$30, rising in \$10 increments based on size of space provided and / or vendor sales volume as determined by the CSFM Board and manager.

For 2009, fees for weekly vendors will be collected on site in monthly increments, paying forward. Fees for vendors on rotation or other schedules will be collected for the season, in full, during first visit.

Rent: All rent is to be paid in full at the top of the month for every Saturday within that month. Rent applies to the months that the market is in session. If no rent check is provided to the manager on duty by the second Saturday of the month, then the vendor is required to pay the month's rent in cash.

Absentee Policy: By signing the contract to participate as a vendor, you are agreeing to attending the market from opening day until the closing market day. Some start dates and end dates may be pre-qualified exceptions, due to the growing season. However, all market dates within your stated commitment will be strictly adhered. If you must be absent, the market manager must be informed 48 hours prior to market day (Stephanie English, 845.265.2386). Your rent still applies to your overall season commitment, and rent will be expected even in the case of your absence. More than 2 absent weekends per vendor may result in expulsion from the market and is subject to Board review.

What can be sold at the Market: Vendors agree to sell primarily produce and products grown or produced on their farm or at their business. Vendors should list any locally sourced ingredients if applicable. Products / produce from other farms / businesses or from outside the Hudson Valley cannot exceed 20% of what the vendor offers for sale. Produce and products from locales other than the vendor's farm or business must be

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clearly identified as such, and the names and locations of the makers of those products must be also listed. When circumstances such as severe weather eliminate availability of Hudson Valley produce, vendors may substitute produce / products from other regions within New York State or from the next closest region and must identify the source of such offerings.

The following products can be sold at the market:

- Fresh foods such as fruits, vegetables, meat, poultry, fish, seafood and mushrooms.
- Prepared foods such as dairy products, baked goods, smoked meats and fish, pasta, relishes, salsa, sauces, dried foods, honey, maple syrup, herbs and herbal products.
- Specialty products such as plants, flowers, cookbooks, and refreshments as reviewed by CSFM Board.

Sale of products not listed above: must be approved at least one week in advance by the market manager and / or the CSFM Board.

Quality of Products: All products sold at the market must be of high quality. If the manager deems any product inferior in quality the vendor agrees to withdraw the product immediately.

Storage of Products: Highly perishable foods, prepared foods and specialty products must be refrigerated / stored in compliance with all applicable laws.

Weights and Measures: Goods may be sold by weight, volume, container / package or count. All weights, measures, packaging and labeling must comply with all applicable laws. Vendors must be certified by Putnam County re: Weights and Measures.

Sanitation: Garbage Removal and Clean-Up: Vendors are responsible for keeping their area clean and neat at all times, and carrying out all large cardboard packaging used to deliver product. Vendors may deposit garbage from market day related items only in the dumpster on the lot at the end of the day. All vendors are required to carry their own broom & pan and are required to thoroughly sweep their vending black top area free of organic matter, paper and plastic debris at the end of the day, and may deposit it in the dumpster.

Water & Electricity: No longer available on site due to new arrangements with landlord.

Space Assignment: Vendor placement will be reassigned on the lot this year, due to a new agreement between the CSFM and the lot owner. The manager will instruct you prior to opening day. Vendors cannot sublet the space assigned to them.

Conduct: Vendors must conduct themselves in a professional and courteous manner at all times. The manager can require a vendor or an employee of a vendor to leave if their conduct be deemed inappropriate.

Entertainment: The Market Manager may arrange for music and other entertainment to take place at the market. Vendors who want to bring entertainment to the market must have permission of the Market Manager one week in advance.

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Display Guidelines: All vendors must keep their tent, merchandise, equipment, vehicles, displays and signage within the space assigned to them. Pedestrian flow cannot be impeded by the vendor's set up. Vendors must set up their space in a manner that does not block the customers' view of or impede access to other vendors in any way. Vendors must have a sign that prominently identifies the name of their farm / business and its location. Vendors are encouraged to list all products offered each week.

Display Safety: Tents / canopies must be secured at all times. All vendors are required to provide and use weights to insure tents cannot blow over. Tent stakes are impractical at the CSFM. Empty buckets, to be filled with water on site and tied to tents are suggested. Buckets, sand bags or other methods, to be provided by the vendor, will be inspected weekly by the market manager.

Signage: All vendors must display at eye level a sign that states the name of the farm or business, and the location; this signage needs to be at least 4.5 square feet, e.g. a 18"h x 36"w banner. All vendors must also display items and prices. This may be on a separate board (like dry erase), or on the main banner, or labeled product groupings may be priced clearly for all shoppers to recognize. The Cold Spring Farmer's Market will also provide a separate, identifying sign (laminated, 8.5" x 11") that vendors will be required to display within their space.

Insurance Requirements: All vendors must carry at least one million dollars in public liability coverage for the Cold Spring Farmers' Market. A photocopy of your policy must accompany this application.

Licenses, Permits, Certifications & Other Laws: All necessary licenses, permits and certifications, which vary depending on the product being sold, must be displayed as required during hours the market is open. Vendors must submit photocopies of all applicable licenses and permits with this application. All vendors are responsible for conforming to all applicable laws of New York State, Putnam County and the Village of Cold Spring including labeling, food handling and safety within an open market, weights and measures, and collection of sales tax where applicable.