



## MISSION and POLICY STATEMENTS

### I. MISSION

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The mission of the Copake Hillsdale Farmers Market is to provide a marketplace for local farmers and food producers to share their goods with the community. The Market will promote local agriculture, nutritional foods, healthy lifestyles, environmental awareness and thereby enhance the community. Our Farmers Market is a place to find fresh local produce and specialty foods, and connect with local farmers, members of the community, visitors and our agricultural environment.

### II. POLICY STATEMENTS

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- A.** The first responsibility of the Market is to its farmer vendors and the sale of their food, drink or health products produced on or by farms/farmers in the Roeliff Jansen area.
- B.** Farmer vendors will have first priority to vending spaces within the Harvest Barn. Artisan crafters will be permitted at the Market on a limited “special event” basis in the area outside the Harvest Barn.
- C.** Vendors growing or producing certified organic food, using organic practices and/or using Fair Trade ingredients will be given preference over those not using those practices when determining the makeup of the Market each season.
- D.** Vendors may re-sell produce and other foods that they have not grown or produced themselves. However, we reserve the right to give preference to vendors who grow or produce their own food when determining the makeup of the Market each season.
- E.** In our mix of vendors, we will achieve a balance between minimizing competition among similar vendors and offering variety to our customers.
- F.** Our community includes our customers, community groups, non-profit associations and other public and private institutions in the Roe Jan area. We welcome all to the Market and ask that they respect the property of the park, vendors and the Market.
- G.** No fundraising, political or religious activities will be conducted at the Market.
- H.** The Market will adhere to all policies established by our host, the Roeliff Jansen Park.

### III. OPERATIONAL GUIDELINES

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#### A. Our Vendors

1. It is the responsibility of all vendors to be in compliance with all regulatory requirements applicable to their industry and to have appropriate insurance. All vendors are required to sign the “Hold Harmless” Market waiver agreement, to submit proof of insurance and provide copies of applicable licenses and certificates.
2. Annual farmer vending fees will be for the Market season on a per space basis (9’ x10’) and will be kept as low as possible, determined annually based on Market operating expenses.
3. In the case where a vendor re-sells produce or food that they have not grown or produced themselves, that food must be clearly labeled to indicate its origin.
4. Pricing for all products for sale must be clearly labeled and visible to the public.
5. All vendors will agree to a set of “Vendor Guidelines” that accompany the application form for each event produced by the Market, whether it be the regular season, an Artisan Craft Day, a Winter Market, or other event.

#### B. Our Community

1. A “community table” will be established for the purpose of disseminating information about activities in our community.
2. Subject to Steering Committee prior approval, community members will from time to time be permitted a temporary table/tent outside the Harvest Barn. These groups or organizations must support our Mission Statement.
3. The Market has a special partnering relationship with Roeliff Jansen Park, Roeliff Jansen Community Library, and Taconic Hills Central School in regard to the Market location, on-site activities (e.g., childrens’ programs, special events) and student interns. Advance notice of all partnering activities is required.
4. Mutually beneficial promotions (e.g. raffles) may be arranged with local businesses and/or our special partners at the discretion of the Steering Committee.
5. In order to provide ambiance at the Market, we will strive to provide live music. To offset the cost of the music, we will solicit business sponsors from the Roeliff Jansen area and customer donations.
6. In support of our community, we will collect non-perishable foods from customers and perishable foods from vendors at the Market, and deliver to the Roeliff Jansen Food Pantry.

## C. Market Operation

### I. General:

- a. The Market will be run by a group of volunteers (Steering Committee), which includes a Treasurer and a compensated Market Manager, making decisions on a consensus basis in the best interests of the vendors, the Market and the community.
- b. Any topic or issue that is not specifically addressed in this document may be taken under consideration and decided at the discretion of the Steering Committee.
- c. The Market Manager is the responsible person at all scheduled Markets and related events, and for the EBT Snap transactions. The Market Manager is responsible to the Steering Committee.
- d. At the end of each season, the Steering Committee will review the Market's financial status and project our financial needs for the following year. Any excess funds will be carried forward to the next year, donated to the Roeliff Jansen Community Park, or dispersed by the Market Steering Committee in the best interests of the Market.

### 2. On-site:

- a. The Market welcomes all SNAP and WIC program customers. The Market is an authorized SNAP Program EBT site operated by the Market Manager. Our vendors accept Farmers Market Nutrition Checks, Senior FMNP checks, and WIC Fruit & Vegetable checks.
- b. All issues that may arise at the Market among farmer vendors, farmer vendors and the Market, farmer vendors and customer, if any, will immediately be brought to the attention of the Market Manager. Resolution of these issues will be left to the Market Manager's discretion and adhered to by all parties, subject to oversight by the Market Steering Committee.
- c. Accompanied children are welcome and encouraged to attend the Market.
- d. Dogs on leashes are welcome at the Market. Admittance of other animals is at the discretion of the Market Manager.
- e. A "Manager's Table" will be set up for the use by the Market Manager. Its use may include Market fundraising, first aid, refreshments, Market literature, and other items as determined by the Market Manager.

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*This document is available for review at the Market Manager's table on request, or by requesting a copy in writing to [copakehillssdalefarmersmarket@gmail.com](mailto:copakehillssdalefarmersmarket@gmail.com)*