

1. **DATES:** The Copake Hillsdale Farmers Market “**Artisan Crafter & Specialty Food Days**” will take place on the last Saturday of each month: June 29<sup>th</sup>, July 27<sup>th</sup>, August 31<sup>st</sup>, September 28<sup>th</sup>, and October 26<sup>th</sup>, 2019. The hours will be 9:00AM to 1:00PM.
2. **SELECTION:** All vendor applications are reviewed and juried by our Steering Committee. There is a limited number of slots available. When making selections, we consider overall balance of vendors, how you produce your product, degree of hand work, and uniqueness of product.
3. **SCHEDULING:** By completing the Application Agreement document, you may choose to apply for any number of the Artisan Crafter & Specialty Food Days. While we will do our best to honor your requested dates, there is no guarantee that you will be scheduled for all of the dates selected, if accepted.
4. **DEADLINES & FEES:** The application deadline is March 20<sup>th</sup>. You will be notified of your acceptance status by March 30<sup>th</sup>. The fee for each date is \$25. Once you are notified of the dates for which you are scheduled, payment will be due for all of the dates by April 28<sup>th</sup>.
5. **SOURCING:** Products **must** be handmade by you. Prices must be posted clearly.
6. **APPROVED PRODUCTS:** Vendors may only sell those item categories that have been approved from their list submitted on their application form. The Steering Committee may determine that a product/products may not be sold; if so, the vendor will be notified in writing with an explanation. Applications with product lists must be submitted annually. Revisions may be requested in writing to the Market Manager, with no change allowed until approval has been received.
7. **DOCUMENTATION:** With their application, all vendors must provide proof of all certificates or licenses required of them to operate at the market, e.g. certificate of authority (sales tax), food licensing. Vendors must comply with all local, state, and federal regulations.
8. **INSURANCE:** Specialty Food vendors must supply proof of liability insurance. A sample Certificate of Liability is included so that you may share with your agent regarding required language and coverage limits. It is NOT required to add our market as Additional Insured.
9. **HOLD HARMLESS:** All vendors are required to sign the Release and Hold Harmless Agreement (attached).
10. **BOOTHS:**
  - a. A dedicated area will be set up for the Artisan Crafter & Specialty Food Day vendors in front of the Harvest Barn.

- b. Vendors are required to have their booths fully set up no later than 8:45AM. Vendors will break down their booths no earlier than 1:00PM, except as advised by the Market Manager.
- c. You will need to supply a pop-up tent no larger than 10'x10', reliable tent weights (*a standard recommendation is 24lbs per leg*), and your own tables. **Any vendor who sets up without adequate tent weights will be asked to leave, as unsecured tents are a hazard to people and products.**
- d. All scheduled vendors will receive a layout map from the Market Manager via email, at least two days prior to each date.
11. **CREDIT CARDS:** While not a requirement, all vendors are encouraged to accept credit and debit cards for purchases at their booths. Research show that credit card acceptance can have a strong impact on sales. If a vendor accepts credit cards, they should display signage to that effect.
12. **SMOKING:** The Roeliff Jansen Park guidelines indicate that smoking is only permitted in the parking lot. For more information on Park rules, visit <https://hillsdaleny.com/parks-and-recreation/roeliff-jansen-park/park-rules/>
13. **TIPPING:** Vendors are not permitted to solicit tips or gratuities. The Music Tent and the Market Manager table are the only locations where tipping or fundraising is allowed.
14. **CANCELLATION:**
- Our market operates “rain or shine”. Unless the entire Market is canceled due to inclement weather or emergency, no refunds will be given.
  - In the event that you need to cancel one of your agreed-on dates, please submit a notice in writing to our Market Manager at least 20 days in advance. With appropriate notice, you will be refunded your vendor fee for that date.
15. **RESPONSIBILITY:** The Market Manager handles all on-site issues. All vendor or customer related issues must be reported immediately to the Market Manager.
16. **PROMOTION:** We will be promoting the Artisan Crafter & Specialty Food Days via print ads, radio coverage, email newsletters, our Website, Instagram, and coverage on our Facebook page. We hope that vendors will help with promotion, for example by sharing the dates of the Artisan Days with customers, friends, family and social media.
17. **AGREEMENT:** If vendors default on their agreement for the market, or violate Copake Hillsdale Farmers Market guidelines, they will be asked to take corrective measures. If they do not, they will be asked to leave the market.

If you need to contact the Market Manager, Nicole Friedrich, please email [copakehillsdalefarmersmarket@gmail.com](mailto:copakehillsdalefarmersmarket@gmail.com).

**Thank you for being a part of the Copake Hillsdale Farmers Market!**