

COPAKE HILLSDALE FARMERS MARKET ARTISAN VENDOR GUIDELINES ~ 2021



Season info: The Copake Hillsdale Farmers Market will take place every Saturday, May 22 through November 20, 2021. The hours will be 9AM to 1PM.

Fee schedule:

Artisan crafters and guest vendors: A vending fee of \$25 per market will be charged for artisan crafters, for occasional vendors whose products are seasonal, or for those who want to try out our market. A vendor scheduled for 6 dates or less during the season will be considered under this fee structure; those vending at more than 6 dates will be charged \$16 per market.

Vendors requesting larger spaces need to discuss that with the Market Manager, at which time the season fee will be determined.

For all vendors: payment is due prior to vending, unless other arrangements are made in advance. For artisan crafter and guest vendors, this means that you cannot set up unless payment has been received.

Booth size:

- a. A standard booth size will be 9' deep x 10' wide.
- b. Some larger booths may be requested, per availability and the discretion of the Steering Committee. The fee will be adjusted accordingly.

COVID-19 precautions: All vendors agree to observe and follow the precautionary and preventive measures put forth and updated by national, state and local agencies. CHFPM will share those measures with vendors, which will include some measures specific to farmers markets via the Farmers Market Federation. As compliance is highly important to the well-being of our vendors, staff and customers, any deviations will be addressed quickly and with seriousness.

Insurance: All vendors selling a food product are required to provide proof of insurance coverage. We request a Certificate of Liability; it is not required to add CHFPM as "additional insured". *See the sample CIL provided via email for language and coverage limits.*

Licensing: Vendors must provide proof of all certificates or licenses required of them to operate at the market, e.g. nursery certificates, food licensing. They must comply with all local, state, and federal regulations.

Indemnity: All vendors are required to sign the Release and Hold Harmless Agreement supplied by the Town of Hillsdale.

Documentation: all vendor applications must be complete in order to be considered, which includes any required documents. We will notify vendors if their applications are incomplete, and will place the application on hold until we receive any missing information.

Product type: With all products, whether food, craft or other, preference will be given to vendors who grow their own, make their own, source locally, source sustainably, and/or support organic practices.

Approved products:

- a. Vendors may only sell those items that have been approved from their list submitted on their application form. The Steering Committee may determine that a listed product/products may not be sold; if so, the vendor will be notified in writing with an explanation.
- b. 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.
- c. By listing a product as a potential item for sale, the vendor agrees that they fully intend to have that product available for sale. Yet, if circumstances make it not possible to bring every item listed and approved, that will not be held against the vendor in any way.
- d. If reselling a product, vendors must include contact information for all producers of those products on their application, and if approved, display same information at their booth.

Signage: Products must be fresh, labeled, and prices must be clearly posted. The vendor business name must be prominently displayed at their booth. As proper signage can affect the customer experience, this requirement will be actively monitored.

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.

Attendance: Consistency and reliability are important in establishing a strong customer base and contributing to the success of the Copake Hillsdale Farmers Market. If unable to attend, vendors will inform the Market Manager with as much notice as possible.

Lateness: Being fully ready to vend when the opening bell rings is important to being an organized market that customers can count on. Any vendor who is not set up and ready to vend at 9:00AM will be noted by the Market Manager, and given a “ticket” at their discretion.

Three tickets in one season will result in that vendor being fined a late fee of \$25 for the 3rd, and each subsequent, late appearance.

Setup and breakdown: Vendors are required to have their booths fully set up no later than 9:00AM. Vendors will break down their booths no earlier than 1PM, except as advised by the

Market Manager. No vendor will be permitted to park, stand, or idle their vehicle near any barn entrance after 9:00AM. **If it is after 9:00 and you still need to unload something, you may park in the spaces near the Port-a-Potty to unload, then you must move your vehicle immediately to the designated vendor parking area.**

SNAP (food stamps): In order to best serve our community, we are striving for acceptance of food stamps by 100% of vendors who sell eligible items. If you sell eligible items, please complete the brief SNAP paperwork, attached.

See Addendum A for information on food assistance program reimbursements to vendors.

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/>

Tippling: 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.

Responsibility: The Market Manager handles all on-site issues. All vendor or customer related issues must be reported immediately to the Market Manager. The Market Manager may determine that an issue merits completion of a formal grievance form by a vendor, and be given a form that will be handled by the Steering Committee once submitted.

Guidelines: If a vendor defaults on their agreement for the market, violates Copake Hillsdale Farmers Market guidelines, or violates FMNP (Farmers Market Nutrition Program) rules, they will be asked to take corrective measures. If they do not correct the issue, they will be asked to leave the market.

Contact info: If a vendor needs to contact the Market Manager, at any time, including emergencies, please email copakehillsdalefarmersmarket@gmail.com. A phone number will also be made available at the beginning of the market season.

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

Rev 1/25/21