



COPAKE HILLSDALE FARMERS MARKET VENDOR GUIDELINES ~ 2022

Season info: The Copake Hillsdale Farmers Market will take place every Saturday, May 21 through November 19, 2022. The hours will be 9AM to 1PM.

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. CHFMM 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.

Fee schedule / Payment:

Regular vendors: \$432 - this is calculated on \$16 per market for 27 weeks, and assumes a standard sized booth.

Vendors who share a space and alternate their dates are responsible for a pro-rated fee based on how many of the 27 weeks they vend, with that amount being payable prior to the first market date, May 21.

Guest vendors: A fee of \$25 per market will be charged for vendors who want to try out our market or occasional vendors whose products are seasonal. A vendor scheduled for 6 dates or less during the season will be considered a guest vendor.

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

For all vendors: Payment is due prior to vending, unless other arrangements are made in advance. For full-time vendors, this means the full fee is due before Opening Day. For guest vendors, this means that you cannot set up unless payment has been received.

Refunds: There will be no refunds for vendors who pay for a full season, then decide not to vend on certain dates (for example, not vending for the last 3 weeks of the market, or skipping a market on a rainy day).

Booth size:

- a. A standard booth size will be 9' deep x 10' wide.
- b. Larger booths may be requested, per availability and the discretion of the Steering Committee. The fee will be adjusted accordingly.
- c. It may be possible for two vendors to share a booth, with each vending on mutually-agreed dates. Such an arrangement must be made by the two vendors, ensuring that the space is staffed every week. Acceptance of a shared booth schedule is subject to approval by the Steering Committee.

Insurance: All vendors are required to provide proof of insurance coverage. We request a Certificate of Liability; it is not required to add CHFM as “additional insured”. Contact us if you wish to see a sample COL 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: Per our Mission Statement (copies available on request), the focus of our market is food. Opportunities exist for other products: crafters and artisans, as well as producers of body products or medicinal products, may apply for the small number of spaces reserved for this purpose. 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.

Sourcing: Farmers must produce a minimum of 50% of their product on either their own or leased land. Product that is not a farmer’s own must be grown or produced locally.

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 during the season 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.

Farmers Market Nutrition Program: If a vendor is eligible to participate, they must understand that FMNP coupons can only be used for fresh, locally-grown produce. To be eligible, a vendor must grow at least 50% of the produce they sell.

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 Addendums for information on food assistance program reimbursements
(and other reimbursements) to vendors.*

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.

Scales: Any products that are sold by weight must use a measuring device that is intended for commercial use. professionally serviced and calibrated. For more information:

Columbia County Weights and
Measures
Suzanne Tiano, Director

Phone: (518) 697-8291
Email:
suzanne.tiano@columbiacountyny.com

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 find someone to take their place and will inform the Market Manager ahead of time. Vendors must attend every market or have someone oversee their stall. Non-conformance might affect eligibility the following season.

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 may result in that vendor being fined a late fee of \$25 for the 3rd, and each subsequent, late appearance.

Vendors who believe they will be late should notify the Market Manager by phone or text, prior to arrival.

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.

Tent weights: For vendors assigned to set up outside of the covered barn, a tent is strongly encouraged. With tent use, it is required to use tent weights on all 4 legs, generally 24lbs per tent leg. If you do not have adequate tent weights, you may be asked to take down your tent for the safety of vendors and customers.

Inclement weather: The market generally operates on a “rain or shine” basis. In the case of severe weather that merits market closure, all vendors will be notified via email by end of day Friday. If the severe weather occurs during the market, the Market Manager will determine if the market needs to close down, and will notify vendors in person.

Garbage: Please use a “carry in, carry out” approach when it comes to your setup. The garbage containers on-site are for customer use.

Parking: Vendor parking is located by the Hilltop Barn and on the grassy area to the left of the entrance to the Hilltop Barn. Vendors with handicap permits, or by permission from the Market Manager, may park in the area near the Port-a-Potty.

When driving anywhere in the Park, but especially on the concrete area that borders the barn, vendors need to use great care in avoiding pedestrians and keeping speeds under 5 mph.

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/>

Packaging: All vendors are encouraged to use “green” packaging in any capacity possible. Specifically, when it comes to any Styrofoam use, please see the new NYS requirements below:

EXPANDED POLYSTYRENE FOAM CONTAINER AND LOOSE FILL PACKAGING BAN REQUIREMENTS



EFFECTIVE JANUARY 1, 2022:

Covered food service providers and stores (retail or wholesale) will no longer be allowed to sell, offer for sale, or distribute disposable expanded polystyrene foam food service containers in New York State. In addition, no manufacturer or store will be allowed to sell, offer for sale, or distribute polystyrene loose fill packaging (commonly referred to as packing peanuts) in the state.

AFFECTED BUSINESSES AND ORGANIZATIONS

COVERED FOOD SERVICE PROVIDERS: Any person engaged in the business of selling or distributing prepared food or beverages for on-premises or off-premises consumption, including but not limited to:

- Restaurants
- Grocery stores
- Delis
- Coffee shops
- Caterers
- Food trucks & street vendors
- Hospitals
- Schools
- Adult care facilities/ nursing homes
- Cafeterias
- Hotels, motels, & inns
- Community meal programs
- Sporting venues
- Amusement parks
- Summer camps
- Correctional facilities
- Faith-based organizations

STORES: Retail and wholesale establishments, including container and packaging distributors, that sell or distribute single-use food service containers, polystyrene foam packing peanuts, or other polystyrene foam loose fill packaging in New York State.

MANUFACTURERS: Manufacturers who make and sell polystyrene foam packing peanuts or other polystyrene foam loose fill packaging.

BANNED ITEMS

- Any single-use, disposable expanded polystyrene foam food service containers used for prepared food and beverages, including but not limited to: bowls, cartons, clamshells, cups, lids, plates, and trays
- Packing peanuts or other void-filling, loose fill packaging products made of expanded polystyrene foam



EXEMPTIONS

THE STATE LAW DOES NOT APPLY TO:

- Containers used for raw meat, pork, seafood, poultry, or fish sold for the purpose of cooking or preparing off-premises by the customer;
- Prepackaged food filled or sealed prior to receipt at a covered food service provider;
- Hard plastic food service containers marked with a number 6 (Polystyrene-PS) that are not foam; and
- A city with a population of 1 million or more that has a local expanded polystyrene ban in place, including New York City. (Other local laws are preempted by state law unless certain conditions are met.) See DEC's website for more details.

FINANCIAL HARDSHIP WAIVER ELIGIBILITY

- Any facility operated by a not-for-profit corporation, federal, state, or local government agency that provides food/meals to food-insecure individuals may apply for a renewable 12-month financial hardship waiver.
- Covered food service providers that have an annual gross income under \$500,000 per location, do not operate 10 or more locations in New York, and are not franchises may apply for a renewable 12-month financial hardship waiver.

ALTERNATIVES

Any container or packaging that does not contain expanded polystyrene foam, such as aluminum, rigid plastics, paper, glass, biobased, and compostable items may be used as an alternative. New York encourages the use of reusable, recyclable, compostable, and recycled-content containers and packaging where possible. Check DEC's website for resources: <https://on.ny.gov/FoamFreeNY>.

For more information, visit <https://on.ny.gov/FoamFreeNY>

Addendum A – Food Assistance Program Reimbursements

SNAP (Food stamps): Vendors accept wooden tokens from customers for eligible items. When you have at least \$5 in tokens, bring them to the Market Manager who will record receipt of the tokens. Specify whether you will want your reimbursement check written out to you personally or a business name. Once a month, you will be given a check for the full value of the tokens redeemed.



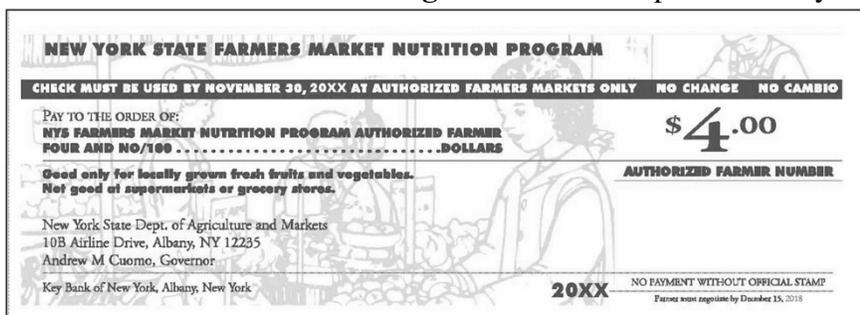
Notes: 1. Verify that the token is marked “CHFM” as we cannot redeem tokens from other markets.
2. Be sure to only accept SNAP tokens for eligible items. CHFM cannot reimburse you for SNAP tokens accepted for ineligible items.

Double Up Food Bucks: Farmers accept DUFB metal coins, each valued at \$2, from customers for eligible items (vegetables and fruit). When you have at least \$4 in coins, you may bring them to the Market Manager who will reimburse you the full value of the coins in cash the same day.



Note: Be sure to only accept Double Up Food Bucks for eligible items. CHFM cannot knowingly reimburse you for DUFB coins accepted for ineligible items.

Farmers Market Nutrition Program: FMNP coupons can only be accepted for fresh, locally- grown produce. To be eligible to accept FMNP, farmers must grow at least 50% of the produce sold. Redeem all FMNP checks by December 15.



Depositing FMNP checks: Farmers may deposit FMNP checks into a personal or business checking account at any banking institution.

Cashing FMNP checks: Farmers may cash FMNP checks at any KeyBank branch in New York State. Farmers may choose to cash FMNP checks even if they do not have an account with KeyBank at no cost to the farmer. A maximum of 250 checks (\$1,250) may be cashed per business day. To cash FMNP checks at Key Bank branches, farmers must present the teller with their signed and stamped FMNP ID card. The ID card must bear the same FMNP stamp number as the image stamped on the checks being cashed.

Addendum B – Other Reimbursements

CHFM Gift Certificates: We sell Gift Certificates in any denomination. If you are presented with a GC as payment, direct the customer to the Market Manager table. There, the GC will be converted to “Market Match” wooden tokens in denominations of \$10, \$5 and \$1.



“Market Match” (formerly known as Market Bucks): CHFM matches SNAP expenditures for amounts over the DUFBI limit (\$20). Farmers accept CHFM Match wooden coins, in denominations of \$1, \$5 or \$10. These tokens may be used for ANY purchase from any vendor. When you have at least \$4 in coins, you may bring them to the Market Manager who will reimburse you. Up to \$20 in Market Bucks will be reimbursed with cash, while larger amounts will be reimbursed with a check to you within 1 month

