



1. **Season info:** The Copake Hillsdale Farmers Market, Winter Edition will take place every Saturday, November 3 through December 22, 2018. The hours will be 10AM to 2PM.
2. **Fee schedule:**
Full-season: payment by October 25, 2018: \$160 (equal to 8 weeks x \$20)
Guest vendors: A daily fee of \$25 will be charged for vendors who want to try out our Winter market or occasional vendors whose products are seasonal. A vendor scheduled for 2 dates or less during the season will be considered a guest vendor.
3. **Booth size:**
 - a. A standard booth size will be 9' deep x 10' wide.
 - b. Double-size booths may be requested (at double the season fee), per availability and the discretion of the Steering Committee.
 - 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. The fee for a shared booth is pro-rated from the season fee. Acceptance of a shared booth schedule is subject to approval by the Steering Committee.
4. **Insurance:** All vendors are required to provide proof of insurance coverage. A vendor might be covered under their homeowner's policy, in which case the dates of coverage for the market must be added. We request a Certificate of Liability; it is not required to add CHFM as "additional insured". See the sample CIL provided via email for language and coverage limits.
5. **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.
6. **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.
7. **Product type:** Per our Mission Statement (*copies available on request*), the focus of our market is food. Opportunities exist for other products: crafters, artisans, 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 where possible.

8. **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. 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.
9. **Approved products:** 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 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. 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.
10. **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.
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. **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
Arnold Schneider, Director
Email: arnsch22@yahoo.com
Phone: (518) 758-7233
Fax: (518) 758-7233
13. **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.**
14. **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 10:00AM 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 asked to leave the market, with no reimbursement of market fees.**
15. **Setup and breakdown:** Vendors are required to have their booths fully set up no later than 10:00AM. Vendors will break down their booths no earlier than 2PM, except as advised by the Market Manager. **You may park in the spaces near the Harvest Barn entrance to unload, then you must move your vehicle immediately to the designated vendor parking area.**

16. **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. Please complete the brief SNAP paperwork, attached.
17. **Smoking**: the Roeliff Jansen Park does not allow smoking on their property.
18. **Tipping**: Vendors are not permitted to solicit tips or gratuities. The Market Manager table is the only location where tipping or fundraising is allowed.
19. **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.
20. **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.
21. **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 Winter Market season.

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

Rev 9/9/18