



COPAKE HILLSDALE FARMERS MARKET

VENDOR REQUIREMENTS & GUIDELINES ~ 2024

SEASON INFORMATION – FEE STRUCTURE

Season dates: The Copake Hillsdale Farmers Market will take place every Saturday, May 18th through November 23rd, 2024 (28 weeks). The hours will be 9AM to 1PM.

Fee schedule / Payment:

Regular, full-time vendors: The season fee is \$532. This is calculated on \$19 per market for 28 weeks, and assumes a standard sized booth.

Artisan Craft vendors: A fee of \$25 per market will be charged for Artisan Craft vendors.

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.

Booth sharing: Regular vendors who share a space and alternate their dates are responsible for a pro-rated fee based on how many of the 28 weeks they vend, with that amount being payable prior to the first market date, May 18.

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 Artisans and guest vendors, this means that you cannot set up unless payment has been received.

Payment plans: For possible alternate payment plans, contact the Market Manager.

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 season, or skipping a market on a rainy day).

Documentation: All vendor applications must be complete 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.

BOOTH SIZE – PRODUCTS – PRICING

Booth size:

- a. A standard booth size will be 9' deep x 10' wide.
- b. Booths larger than standard may be requested, per availability and the discretion of the Market Manager. If approved, the fee will be adjusted accordingly. Vendors requesting larger spaces need to contact the Market Manager.
- 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 Market Manager.

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, preference will be given to vendors who grow their own, make their own, source locally, source sustainably, and/or support organic practices. Artisan crafters must produce what they sell.

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 Market Manager 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.

See Addendum A & B for information on program reimbursements.

MARKET POLICIES

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. CHFM will share those measures with vendors, which will include some measures specific to farmers markets via the Farmers Market Federation.

Attendance: Consistency and reliability are important in establishing a strong customer base and contributing to the success of the Copake Hillsdale Farmers Market.

- a. If unable to attend a scheduled date, vendors will find someone to take their place and will inform the Market Manager ahead of time.
- b. Vendors must attend every market they have scheduled or have someone oversee their stall.
- c. Non-conformance might affect eligibility the following season.

Lateness:

- a. 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.
- b. Three lateness tickets in one season may result in that vendor being fined a late fee of \$25 for the 3rd, and each subsequent, late appearance.
- c. Vendors who believe they will be late should notify the Market Manager by phone or text, prior to arrival.

SNAP (food stamps): 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.

Credit cards: If a vendor accepts credit cards, they should display signage to that effect. 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.

Signage & pricing: All vendors must display clear signage at their booth, identifying their business name. Prices must be prominently displayed, either via a price list or individually marked on products.

Setup and breakdown:

- a. Vendors are required to have their booths fully set up no later than 9:00AM.
- b. Vendors will break down their booths no earlier than 1PM, except as advised by the Market Manager.
- c. 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 using tents, it is required to use tent weights on all tent legs, with a minimum of 24 pounds securely attached to each 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. Vendors assigned to set up outside of the covered barn are strongly encouraged to use a tent.

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.

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

LEGAL REQUIREMENTS

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, Certificate of Authority. 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, part of this application packet.

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

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: Vendors who have any Styrofoam use, please see the NYS requirements at <https://www.dec.ny.gov/chemical/120762.html>. See *Addendum C for info*. In general, all vendors are encouraged to use “green” packaging in any capacity possible.

Addendum A – Program Reimbursements

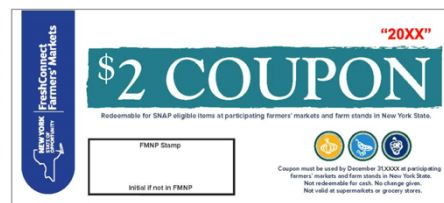
SNAP (Food stamps): Vendors accept wooden tokens from customers for eligible items. When you have at least \$5 in tokens, bring them to the Market Manager who will record receipt of the tokens. Once your balance reaches \$20 or more, you will be mailed a check for the full value of the tokens redeemed.



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 – purchases of food, and plants that produce food. CHFM cannot reimburse you for SNAP tokens accepted for ineligible items – flowers, hot food, alcohol, or beverages by the cup.

Fresh Connect (“Fresh2You” program): can be accepted by any vendor selling SNAP-eligible items.



To redeem Fresh Connect checks:

Reimbursement instructions are on the back of each coupon as a reference.

Vendors may submit coupons for reimbursement along with the required Coupon Redemption Form (available from the Market Manager) starting February 1, 2024 and no later than January 15, 2025.

FCC must be marked or canceled before submitting for redemption. Vendors enrolled in the FMNP must mark them using their FMNP stamp. Vendors not participating in the FMNP must sign or initial the coupon.

Farmers Market Nutrition Program: FMNP coupons can only be accepted for produce from participating farmers. To be eligible to accept FMNP, farmers must grow at least 50% of the produce sold.

To redeem FMNP checks:

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

Cash 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.

Redeem all FMNP checks by December 15.

Addendum B – Other Reimbursements

CHFM Gift Certificates: We sell Gift Certificates in any denomination. If you are presented with a gift certificate as payment, direct the customer to the Market Manager table.

There, the gift certificate will be converted to “Market Bucks”. These may be used by the customer to purchase ANY product at the market.



\$5.00

Good for any purchase at
Copake Hillsdale Farmers Market



To redeem Market Bucks: vendors may bring them to the Market Manager. You will be mailed a check within 1 month

“Market Match” (formerly known as Market Bucks): CHFM matches SNAP expenditures for amounts over the DUFBL limit (\$20). Farmers accept Market Match wooden coins, in denominations of \$1, \$5 or \$10. These tokens may be used for ANY food or drink purchase from any vendor, except alcohol.

To redeem Market Match coins: when you have at least \$4 in coins, you may bring them to the Market Manager. You will be reimbursed with a check mailed to you within 1 month.



Addendum C – Packaging regulations

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>