

Application and Guidelines for Town of Skaneateles Farmer's Market

I, the undersigned, hereby make application individually or on behalf of the business set forth below, to participate in the 2017 Town of Skaneateles Farmer's Market (the "Farmer's Market" or the "Market") to be held at the Austin Park Pavilion (the "Park") on Thursdays from 3:30pm to 6:30pm starting on May ____ through November ____ 2017 and on Saturdays from 10:00am to 1:00pm starting May 21 through October 2017.

I further agree that my participation in the Town of Skaneateles Farmer's Market is strictly contingent upon the following terms and conditions to which I hereby agree to abide:

1. For purposes of this Application and agreement, the Town Board of the Town of Skaneateles designates Susan Murphy the "Market Manager".
2. The hours of operation of the Farmer's Market shall be 3:30pm to 6:30pm on Thursdays and 10:00am to 1:00pm on Saturdays. No setup shall occur prior to 2:15pm on Thursdays and 9:15am on Saturday. Cleanup shall be completed by 7:00pm on Thursdays and 1:30pm on Saturday. Starting Thursday October ____ and running until November ____, the market will begin at 3:00pm until 6:00pm. All vendors should be there by 2:30pm and ready to start by 3:00pm.
3. I hereby certify that I am an eligible vendor. I understand that according to the rules of the Town of Skaneateles, an eligible vendor means a local producer of agricultural products, plants, flower, and any other agricultural product specifically approved by the Market Manager. Processed agricultural products are permitted. All agricultural products must be produced in the New York State. Thursday's market - baked goods, of any kind, may be only sold with the express permission of the Market Manager.
4. All products must be grown or produced in New York State. A vendor must produce at least 80% of the products sold at his or her stand. The remaining 20% may be re-sale items that are New York State products. By way of example, if a vendor sells five (5) items, not more than one (1) item can be a re-sale item. The remaining four (4) items would need to be produced by the vendor. ***The new food safety recommendation require each vendor must display signage indicating whether they produce all products or if they are a re-sale vendor.*** Saturday market – Products must be produced in NYS.
5. Any Certified Organic Vendor, shall provide a certificate of Organic items (fruits, vegetables, etc.) prior to offering same for sale as organic.
6. Any Vendor must provide all required certifications and post. For example: WIC, Organic, Sales Tax, Nursery License (if selling plants), proof of bakers certification from Department of Health (if applicable).
7. The Market Manager reserves the right to inspect producer's crop and farm to verify a vendor is using appropriate agricultural practices.
8. A list of all products to be sold during the Market season will be submitted to the Market Manager prior to opening season of the Market. If a product is not on the list and the vendor is selling that product, the Market Manager will ask you to remove that item from your stand.
9. Due to the traffic and pedestrian safety and size constraints, the Skaneateles Farmer's Market shall be restricted to a maximum of 30 vendor spaces as determined solely by the Market Manager.

Preference shall be given to returning eligible vendors and to eligible vendors whose business is located within a thirty-mile radius.

10. I understand and agree that no "crafts-only" vendors are permitted.
11. There will be no CSA pick up allowed at the Skaneateles Farmers Market.
12. Only vendors, which have been approved by the Market Manager, will be permitted to bring animals to the market for purposed of displaying or selling of their products (ie: alpacas or similar). All others will be required remove their animals promptly.
13. Vendors are asked to keep their children at their space until the age of 15 years of age. If this guideline is not followed, the vendor will be required to leave immediately.
14. Each vendor will be provided with one 12x14' space. The specific location of each vendor's space shall be solely determined by the Market Manager. Subject to the approval of the Market Manager, a vendor may rent one additional space for an additional fee of \$90.00 per season (maximum of two (2) spaces for a vendor). Contact Sue Murphy at 727-9320 for additional information.
15. Assigned spaces will be reserved until 3:10pm on Thursdays and 9:40am on Saturday. If the vendor finds that they will not be attending on Thursday or Saturday, a call must be made to the Market Manager by Wednesday at 12:00noon, and Friday, at 12:00noon. If notification is not communicated to the Market Manager, a fine of \$25 will be applied and will be paid the next day the vendor arrives at the Market. No vendor will be allowed to set up in their regular space after the stated above time, and will be placed in a space designated by the Market Manager.
16. If a regular vendor is unable to attend the Market, the Market Manager has the authority to fill that vendor's space and the Market Manager will call the first person on a waiting list to notify that vendor there is space available for that day's market. A charge of \$30.00 shall be charged to that vendor (referred to herein as a "Drop-In Vendor"). The regular vendor unable to attend shall be charged a fee \$25.00 due prior to the next market day if the vendor fails to notify Market Manager in a timely manner prior to the market day. Prior to setting up at the Market, the Drop-In Vendor must be in agreement with this application and have all the necessary certifications and permits and satisfied all requirements to participate in the Skaneateles Farmer's Market.
17. I hereby agree that I will be set up and ready to begin at 3:30pm on Thursday and 10:00am on Saturdays.
18. All vendors are responsible for their own tables, chairs, tents (if desired). Vendors must be prepared for inclement weather at all times. Early dismissal is not an option. If severe weather approaches during the market, the Market Manager will make the determination for the safety of vendors and customers to close the Market.
19. All vendors will display a professional sign on the front of their tent or stand.
20. Early departure from the market, without a medical emergency, will result in a fee of \$15.00.
21. No early sales shall be permitted. If early sales are discovered, a fee of \$15.00 will be billed to the vendor.

22. I hereby agree to clean up my premises at the conclusion of each Farmer's Market session and leave the area in the same condition in which I found it. All refuse and debris generated by my Farmer's Market stand shall be removed from the Park.

23. I hereby agree to abide by all federal, state and local laws governing the use of Austin Park Pavilion in the Village of Skaneateles.

24. No heating and/or cooking appliances shall be used within the Park at any time.

25. Upon acceptance of the Application, I hereby agree to immediately provide the Town Clerk with the names and addresses of each and every individual who will be working at my vending stand.

26. The Market Manager reserves the right to ask any vendor to leave the Market due to unprofessional or unethical conduct, failure to pay any fees charged against the vendor or due to behavior that in the Market Manager's opinion may cause harm to themselves or others.

27. I understand that the Market Manager, in her sole and exclusive discretion, may permit non-traditional vendors (i.e., vendors who do not meet the requirements for a vendor outlined herein) to participate in the Farmer's Market should: (1) there be unfilled vendor space and (2) the non-traditional vendor does not directly compete with an approved vendor. The purpose of the Market Manager's authority hereunder is to provide for as robust a marketplace as is possible should traditional vendors not make application or be able to fill all the potential openings.

28. Returning vendors must have their application fee received by April _____, 2017 to ensure space for 2017 Skaneateles Farmer's Market. After that date, the market will open up to those on a waiting list.

29. I hereby submit with this Application, a check in the amount of \$_____ payable to the Town Clerk, Town of Skaneateles. Upon acceptance of this Application, the Town Clerk shall issue a Farmer's Market permit which must be prominently displayed at all time. If application is not submitted at time payment, permit will not be given.

Thursday – 1 space \$110.00
Thursday – 2 spaces \$200.00

Saturday – 1 space \$110.00
Saturday – 2 spaces \$200.00

Thursday & Saturday – 2 spaces \$200.00 (1space each market day)

Thursday & Saturdays – 4 spaces \$395.00 (2 spaces each market day)
(2 spaces) (2 spaces)

By signing and submitting this Application, I hereby agree to indemnify, defend and hold the Town of Skaneateles and the Village of Skaneateles, their respective employees, officers and agents harmless against any and all complaints, claims and/or liability arising from the operation of my vending stand. I also agree that, to the extent permitted by law, I hereby release the Town of Skaneateles and the Village of Skaneateles and their respective employees, officers and agents from any all complaints, claims and/or liability that I may now or in the future possess arising in any way from the operation of my vending stand.

Signature

Print/type name

Address

Business/Corporation

Phone Number

E-mail Address

Date Received: _____

Date Approved: _____

No. of Vendor Spaces: 1 2 3

Fee Amount Received: _____

Thursday only

Saturday only

Thursday and Saturday

Sharing additional space with: _____

Name of Vendors

Sales Tax # _____
(If applicable)

Nursery Certification # _____

Approved ___/___/___