



Dear Vendor,

You are cordially invited to join us for the **2018 Catskill Farmer's & Artisan' Market**. This year we are happy to announce that Heart of Catskill Association has built a floored pavilion at Dutchman's Landing, thanks HOCA! This season we will have a dedicated market manager to be actively involved with the vendors, to improve the customer's experience and to funnel a new energy level to the market. Whether you sell fresh grown produce, handcrafted specialty items, or artisanal delights - send us a description and photos of your wares and let's get the application process started.

The season is anticipated to start on June 8 and will run through Sept. 14, 2018. For returning vendors, we are now offering a 10% discount for *each* new vendor you bring in! Space in the new pavilion is limited and will be on a first come first serve basis. Additional fee for pavilion space is \$30. for the season. We are all looking forward to a terrific, new season ... please join us this year for a prosperous and fun season at Catskill's most picturesque riverfront park! Season fees are:

Outdoor space \$180.	Pavilion Space \$225.
Outdoor space w/electricity \$225.	Pavilion Space w/electricity \$270.

Vendors are invited to be an active voice and participate in monthly meetings It is essential for EVERYONE who sells at the market to be present every week. A full, interesting and committed market place is what we are striving for. When you don't come, we get smaller... YOU are a commitment to each other! Market is open Rain or Shine.

### **Criteria & Eligibility**

Vendor admission to the Catskill Farmers & Artisans Market is contingent upon completion and submission of the market application, appropriate documentation, and payment of market fees as designated in attached application checklist. Produce/Products sold must be grown and/or produced by the principle farmer/producer. Artisanal items must be of original, unique work or design and are subject to approval by Market Committee before acceptance. Only items originally proposed to be sold and approved by Market Committee may be sold unless the sale of other additional items have been approved in advance. No Commercial enterprises may apply. No business that is a result of a franchise agreement is permitted.

### **Selection Process for Artisans**

Acceptance will be based on the quality of the work as represented by submitted materials and availability of space. Submissions must satisfy guidelines listed under Criteria & Eligibility. Management will make every effort to maintain a balance among types of work for sale, and may turn down applications if there are too many of the same product type. The Catskill Farmers & Artisans Market is a curated market therefore the Market Committee reserve the right to inspect or spot visit any farm or production establishment used by farmers and artisans to verify compliance with market regulations.

Thank you,

Donna Christensen

Market Director, Catskill Community Center

344 Main Street, Catskill, New York 12414

health@catskillcommunitycenter.org

(518) 719-8244

**Catskill Farmers & Artisans Market Application & Contract \* Deadline for applications is March 1st**

Please complete, sign and return this application with payment to:

**Catskill Community Center, Attn: Farmer's Market, 344 Main St, Catskill, NY 12414**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

NY State Tax I.D. #: \_\_\_\_\_ need electricity? \_\_\_\_\_

\_\_\_\_ I have enclosed a Certificate of Insurance and/or signed waiver

What products do you propose to sell that you grow, produce, or create?

\_\_\_\_\_

Briefly describe your operation (size, years in business, animals, greenhouses, organic, employees)

\_\_\_\_\_

What are your current sales outlets (farm stand, wholesale, retail, co-op, restaurants)? Please list all farmers' markets in which you participate. \_\_\_\_\_

\_\_\_\_\_

**\*Artisans please include via email or hard copy 3 photographic images of your work.**

I plan to attend the Market weekly but can NOT attend on the following dates: \_\_\_\_\_

I wish to accept EBT/Food Stamps for qualified products. I will follow the EBT regulations as explained to me. \_\_\_\_

I certify that the above information is true. I have read and understood the Catskill Farmers' Market Rules and Regulations.

If accepted as a vendor, I agree to abide by the Market's Rules and Regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Catskill Farmers & Artisans Market Vendor Agreement, Rules & Regulations** - It is mutually agreed that:

1. Market Hours are Friday evenings 4pm - 7pm, RAIN OR SHINE.
2. Market doors will be open to vendors at 3pm, no sooner.
3. Vendors are expected to have their space set up by 3:45pm. Latecomers may be denied admission.
4. Vendors are expected to stay for the entirety of the Market, until 7pm weekly.
5. There will be designated spaces for vendor's tables.
6. Vendors are required to have Liability Insurance or signed Waiver.
7. All Vendors are required to have a NY State Sales Tax ID and are responsible for their own tax collection, reporting, and payments.
8. Vendors selling beer or wine must procure necessary permits.
9. Vendors are expected to prepare an attractive display which clearly indicates their name and/business name.
10. Vendors are asked to offer samples and info about their products which would be of interest.
11. Vendors will unload vehicles in prime parking spots and then move vehicles to designated vendor parking area.
12. Prices for all items must be clearly marked.
12. Vendors will be responsible for all their tables, tents, etc. No items will be stored at the Community Center.
13. Vendors are asked to help promote their products and the Catskill Farmer's Market to their community.
14. Vendors are expected to attend every Friday – in the event of emergency, contact the Community Center.
15. Fees are nonrefundable unless an application is denied, or contract is cancelled after review by Committee.
16. Vendors will be honest and courteous always. Disagreements must be held in respectful manner. No form of discrimination is permitted. No religious or political canvassing allowed.
17. Vendors are responsible to clean their spaces at the end of each Market day and will dispose of their own refuse when they leave.
18. Vendors who do not follow this agreement may be removed from Market at Market Committee's discretion, without a refund.

**I have read the above rules and regulations and hereby agree to abide by them.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Hold Harmless and Indemnification Agreement • 2018 Season**

Name of Vendor \_\_\_\_\_  
Farm / Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  Mobile  Home  Business

The undersigned agrees that he/she will comply with the Rules and Regulations of the Catskill Farmer’s Market 2018 season. Non-compliance with market rules will result in cancellation of market agreement with vendor and removal of undersigned from the market venue with no refund of market fees. The undersigned further certifies that he/she is the responsible person and he/she is authorized to (1) Execute on behalf of the above company and (2) Accept legal process on behalf of the above business. The undersigned also agrees to indemnify and hold harmless the Catskill Farmers’ Market, Village of Catskill, Market Director, Market Manager, and/or Greene County from and against all liability, damage, expense, cause of action, suits, claims, penalties and/or judgments arising from injury to person sustained by anyone because of consuming any food or drink acquired from me, use of any item purchased from me, or from any negligent action on my part. Vendor is responsible for all monies collected from the sale of goods. The Catskill Farmers’ Market, Village of Catskill, Market Director, Market Manager and/or Greene County are in no way responsible for any lost or stolen monies or items.

**NY State Sales Tax Certificate:**

Each vendor is required to have a New York State Sales Tax ID number and is responsible for collecting New York State and Local Sales tax (8%). If you do not have a Certificate of Authority, you can contact the New York State Department of Taxation and Finance at 1 518 427-1250 or 1 800 225-5829 for registration form DTF17 or go to [www.tax.state.ny.us](http://www.tax.state.ny.us) or [www.nyspermits.org](http://www.nyspermits.org)

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_ Submitted copy

**Insurance:**

Each vendor must furnish the Catskill Community Center with a Certificate of Insurance which has a liability of no less than \$1,000,000.00 and shall name the Catskill Community Center, its directors and officers, and the Catskill Farmers & Artisans Market as additional insured, naming Village of Catskill’s Dutchman’s Landing Park as the location of the Catskill Farmers & Artisans Market. If you do not carry sufficient liability insurance, please sign the attached waiver and submit with vendor application.

Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

**Catskill Farmers & Artisans Market Insurance Waiver**

In consideration of One Dollar (\$1.00) or other good and valuable consideration received in hand by the Catskill Community Center, the undersigned vendor hereby agrees to hold harmless, indemnify, and otherwise defend the Catskill Community Center and the Catskill Farmers & Artisans Market for any injury, action or other liability resulting from the action of the vendor, its agents, employees and servants during all times relevant to the event known as “The Catskill Farmers & Artisans Market”, including but not limited to set up and removal of the said vendors display or associated equipment. The said vendor agrees that this agreement is intended to persuade the Catskill Community Center and The Catskill Farmers & Artisans Market Director and advisors to permit the vendor to participate in “The Catskill Farmers & Artisans Market” on the days listed in the application and contract.

Vendor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

\_\_\_ Submitted proof of Insurance or \_\_\_ Submitted signed Waiver

**Application Checklist**

- \_\_\_ Application & Contract
- \_\_\_ Farmer & Artisans Market Agreement
- \_\_\_ Copy of NY State Tax ID
- \_\_\_ Permit for sale of alcohol, if applicable
- \_\_\_ Copy of Liability Insurance and/or signed waiver
- \_\_\_ Copy of any certificates required for sale of vendor product/produce (i.e. home processing certificate)
- \_\_\_ Copy of submitted 3 photos for artisanal vendor application

Applications will be reviewed as received, Pavilion space assignments will be made as applications are approved, first come first served. Vendor space will be assigned, and a map of assignments will be adhered to each week by the Market Manager. Applications will continue to be accepted throughout the season providing space is available.

