

Arlington Farmers' Market Application and Rules for 2017

Arlington Business Improvement District

P.O. Box 2904

Poughkeepsie, NY 12603

Contact: Market Director, Bob Legacy e-mail legacyrpb@aol.com cell: 914-474-7533

Website: arlingtonhasit.org

- The 2017 Arlington Farmer's Market will be operating for 22 weeks on Thursdays 3pm to 7pm from June to September and 2pm to 6pm in October.
- Please fill out the following application and sign on page 5 that you fully understand the rules of the Arlington Farmer's Market.
- The application and application fee of \$40 is due May 15, 2017.
- The Booth fees will be due no later than May 15, 2017. Please pick which fee option is convenient. Please be aware that both Option 1 and Option 2 booth fees are due May 15, 2017.

<i>Business Name-</i>
<i>Owner –</i>
<i>Address –</i>
<i>Tele #s –</i>
<i>Email-</i>
<i>Web Site-</i>
<i>Products-</i>

Attendance:

The Arlington Farmers' Market operates most days unless lawn is wet.

Full time vendors are required to attend all dates in the market season unless the market has been officially cancelled due to extreme weather conditions.

Part time or seasonal vendors are required to attend all dates listed on their approved application unless the market has been officially cancelled due to extreme weather conditions.

In the event that a vendor cannot attend a market day, the vendor shall notify the Market Director by 9am the day of market. In the event of extreme weather conditions the Market Director will notify vendors by 11:00am of cancellation of market.

Date:	<i>Amount</i>	Check Date	Check number	
June 1				
June 8				
June 15				
June 22				
June 29				
July 6				
July 13				
July 20				
July 27				
August 3				
Aug 10				
Aug 17				
Aug 24				
Aug. 31				
Sept. 7				
Sept. 14				
Sept 21				
Sept. 28				
Oct 5				
Oct 12				
Oct 19				
Oct 26				

FEES:

Vendor fees fund the operating expenses of the Market. The following is the fee schedule for the 2017 season. There is a \$40 non-refundable application fee due with the application. The 2017 season is 22 weeks long. As reflected in the rates below, vendors have 3 options to choose from. All fees are to be paid either a month in advance or at the start of season.

	Option 1: Full Season Flat Fee Fees have to be in hand by June 1, 2017 to receive the discounted rate.	Option 2: Monthly Start date 6/1/2017	Option 3: Monthly Start date 8/24/2017
12' x 12' booth space	<i>Paid in full by June 1 2017</i> \$ 480.00 (\$440 +\$40 application fee) \$20/week	Paid in one month increments one month ahead. \$25 per week	Paid in one month increments one month ahead. \$35 per week
36' x 36' booth space	<i>Paid in full by June 1, 2017</i> \$1190.00 (\$1155.00 + \$40 application fee) \$52.50/week	\$65 per week	\$85 per week

In order to get an appropriate booth at the market please fill in the following:

Will you need access to your vehicle during the market? Yes No
The length of the vehicle I will bring to the market each week is _____ feet.

Market Rules:

1. Vendors may not arrive before 1:00pm to begin set-up. *If you have a 3 or more booth setup you may get permission from market director to come earlier to setup.* To ensure the safety of customers, set-up is to be completed by 2:45pm. Vendors may not drive vehicles through the Market area during operating hours. Policy strictly enforced due to liability issues.

2. Vendors must stay through the end of the Market day to provide a full market to shoppers arriving throughout hours of operation. Vendors may leave early only under extenuating circumstances and only with the prior permission of the Market Manager.

3. Vendors may not bring pets, weapons, illegal drugs, alcohol or skateboards. It is important to protect food from any potential contamination from animals in the market. Animals are legally not permitted in licensed food establishments. This means that dogs are not allowed in the space of any vendor who has a Dutchess County food establishment license. DC Health Department recommends that market director prohibit dogs from vendor spaces in order to keep dogs away from food handling, display and storage. Animals that belong to customers are allowed in open-air pathways, but it is recommended that markets require animals to be kept on leashes. Service animals that are controlled by the disabled employee or person are allowed at markets as long as a health or safety hazard does not result from the presence of the service animal.

4. Vendors may not smoke on site. Smoking is not allowed while selling and/or handling food. NYS Health Laws prohibit smoking where food is being handled, whether it is preparation or the sale of food.

5. Vendors must clean up and take away their trash or penalties will be issued

I, the undersigned, verify that I have read the accompanying Rules and that all the information I have provided about my farm and products for sale is true and accurate. If I am accepted as a vendor at the Arlington's Farmers' Market, I:

- ❖ 1. I agree to pay vendor fees in accordance with the option I selected, and understand that the payment of vendor fees shall not create any property rights.
- ❖ 2. I agree to abide by all of the Rules, and understand that failure to comply with the Rules could result in dismissal from the Market.
- ❖ 3. I will cooperate with the Market Director
- ❖ 4. I will operate my sale area in a safe and courteous manner.
- ❖ 5. I will not sublet or loan my space.
- ❖ 6. I will become familiar and comply with all applicable health codes and regulations and the federal and NY State Regulations, *prior to offering any products for sale.*
- ❖ 7. I will submit all copies of pertinent permits before the first Farmer's Market
- ❖ 8. I will prominently display all pertinent permits in booth.
- ❖ 9. I understand that individual product and general liability is my responsibility and thus release Vassar College and the Arlington BID from liability

Vendor Name (please print)

Vendor Signature

Date

Please include the following with your application:

- ❖ Proof of general liability in the amount of \$1 million dollars (including off farm liability) and product liability insurance coverage naming **Vassar College, 124 Raymond Avenue, Poughkeepsie, NY 12604 and the Arlington BID, PO Box 2904, Poughkeepsie, NY 12603** as additional insured. A certificate must remain on file with the Market Manager.
- ❖ Copies of all licenses and/or permits necessary for the types of products you are planning to sell, i.e. Board of Health permits, nursery license, etc. also prominently displayed at booth.

The application deadline is May 15, 2017

Submit completed application along with your \$40 non-refundable application fee and relevant documents to the address below. Booth fees are due 6/01/2017

Please make checks payable to: Arlington BID (with “Farmers’ Market” in memo).

Arlington Business Improvement District

P.O. Box 2904

Poughkeepsie, NY 12603

Contact: Market Manager Bob Legacy legacyrpb@aol.com cell: 914-474-7533

Vendor insurance is available from the Farmer’s Market Federation of NY Diane Eggert (315-400-1449)

Packaged, processed, or canned products for retail sale may require a license from the NYS Department of Agriculture and Markets. All such products must be appropriately labeled per NYS Market and Agriculture regulations. You may be required to collect sales tax. Please contact NYS Market & agriculture for details. Jonathan Thomson (Program Operations) (800) 554-4501 or farmersmarkets@agriculture.ny.gov

Please keep a copy for yourself as reference