

Arlington Farmers' Market Application and Rules for 2023

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 2023 Arlington Farmer's Market will be operating for 22 weeks on Thursdays from 2:00pm to 6:00pm from June 1 until October 26th.
- 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 your registration fee of \$40 is due by May 15th for your commitment to participate in the 2023 market.
- The Booth fees will be due no later than the first market date. Please pick which fee option is convenient. Please be aware that both Option 1 and Option 2 booth fees are due by the first market.

<i>Business Name-</i>
<i>Owner –</i>
<i>Address –</i>
<i>Tele #s –</i> <i>cell mandatory</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 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 weather conditions.

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				
August 10				
August 17				
August 24				
August 31				
September 7				
September 14				
September 21				
September 28				
October 5				
October 12				
October 19				
October 26				
November 2	TBD			
November 9	TBD			
November 16	TBD			

1FEES:

Vendor fees fund the operating expenses of the Market. The following is the fee schedule for the 2023 season. There is a \$40 non-refundable application fee due with the application. The 2023 season is 22 weeks long. As reflected in the rates below, vendors have 2 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 paid by first market date of 2023 to receive the discounted rate.	Option 2: Monthly Start date 06/01/2023	
12' x 12' booth space	<i>Paid in full by First market date</i> \$ 480.00 ((\$440 +\$40 application fee) \$20 per week	Paid in one month increments one month ahead. \$25 per week	
36' x 36' booth space	<i>Paid in full by First market date</i> \$1,100.00 (\$1,100.00 + \$40 application fee) \$1,140.00 \$50.00/week	\$65 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.

ELECTRIC WILL NOT BE PROVIDED TO ANY VENDORS*

Market Rules and Regulations:

Duties of Farmers' Market Director

- 1) Director will send application for Farmers' Market out by February 1st of each year. Returning vendors have until May 15th of that year to apply for acceptance. If previous year vendor doesn't send in application by that date market director has right to seek new vendor to replace them.
- 2) Market Director will notify vendors of their acceptance upon receipt of their application.

- 3) Market Director will notify vendors of procedures and market set up one week before opening date.
- 4) Market Director will place vendors at market upon arrival each week.
- 5) Market Director will notify vendors in the event of cancelation of market due to weather by 10:00am.
- 6) Vendor requiring a spot change at market must notify director of their request by end of that day's market with reason. Director will notify vendor if change is granted.
- 7) Market Director will mediate all disputes with vendors and shoppers or any problems that arise.
- 8) Market Director will enforce all rules of market.

Set up Procedure

- 1) Vendors may arrive between 12:00pm and 1:30pm. Director will identify their spot. Vendors will park their vehicles behind their booth. Vendors will keep same spot through season.
- 2) Vendors must be in place by 1:45pm. No vendor will be allowed to drive into market area after 1:30pm to protect the safety of shoppers. Policy strictly enforced due to liability issues.
- 3) Vendors arriving late will have to transport all their materials by hand from street and will not have their vehicles on site. Vendors who violate the rule being late three times will lose right to participate in market
- 4) Vendors must stay for duration of market. Exception is a vendor who has requested by market day to leave early. Vendor leaving early will be in last spot in market so they don't drive through row of vendors. ***Vendor who has unexpected emergency and notifies director will be allowed to leave.

Vendor Responsibilities

- 1) All Vendors must have their own tables and canopies.
- 2) All display tables will have table clothes
- 3) Vendors must keep their site safe and clean. Vendors must have their own garbage containers and take their garbage with them at the end of the day.
- 4) Each Vendor needs to have their own sanitation supplies.
- 5) End of day vendors are responsible for their space clean and free of debris.
- 6) All vendors will have sign with their name on it.
- 7) All items for sale must be clearly labeled and priced.
- 8) If vendor isn't attending market that day or needs to leave early must notify market director by 10:00am that day.
- 9) Vendors are responsible for having all their permits and licenses with them at each market for showing if requested. They will have permits and licenses attached to their application form when sending it in.
- 10) Vendors selling taxable items will have a NYS Tax certificate of authority
- 11) Vendors selling processed foods, prepared foods and other perishable items shall do so in compliance with requirements of Dutchess County Health Department or New York State Department of Agriculture and Markets.
- 12) Agriculture products must be grown on land or leased by farmer.
- 13) All home made goods must be made in facilities or home kitchens approved by New York State Ag and Markets or Dutchess County Health Department.
- 14) Each vendor will provide a certificate of insurance with proof of general liability in the amount of \$1,000,000.00.

**** Vendors need two certificates of insurance with additionally insured as

Vassar College
124 Raymond Avenue
Poughkeepsie, NY 12604

Arlington BID
P.O. Box 2904
Poughkeepsie, NY 12603

Safety rules

- 1) Dogs are not allowed in any booths. This means that dogs are not allowed in the space of any vendor attending the market. *** Any vendor who needs a service dog must provide documentation of this. Shoppers may have dogs in the open spaces as long as they are on leash. Town of Poughkeepsie Law requires all dogs must be on leashes. Anyone violating this rule will be asked to leave market.
- 2) There is no smoking on the Farmers' Market site in according with Vassar College being a smoke free campus. This rule will be strictly enforced.

Payment Details

- 1) All registration fees are due by May 15th in the amount of \$40.00.
- 2) Full season discounted fees must be paid by the first market date of the season
- 3) Monthly fees must be paid on the first market date of the month. Vendors who are late paying twice could lose their right to participate in market.
- 4) Payment must be made in check or money order. The check or money order needs to be made out to Arlington BID. There is no cash accepted.

I, the undersigned, verify that I have read the rules and that all the information I have provided on the application is true and accurate.

- ❖ . I agree to abide by all of the Rules, and understand that failure to comply could result in dismissal from the market.

Vendor Name (please print)

Vendor Signature

Date

The application deadline is May 15, 2023

Submit completed application along with your \$40 non-refundable application fee and relevant documents to the address below. Booth fees are due 05/15/2023

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

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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 by contacting Larry Spilker Campbell Risk Insurance 800-730-7475 ext. 203

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