

Application/Agreement for the Town of Skaneateles Farmers' Market 2024

I, the undersigned, ("The Vendor" or, if approved, "Registered Vendor") hereby make an application individually, or on behalf of the business set forth below, to participate in the 2024 Town of Skaneateles Farmers' Market ("The Market"). If this application is accepted by The Market Manager, I will be deemed to be a "Registered Vendor" of The Market for the stated year of operation. I further agree to abide by the following terms and conditions applicable to my participation as a "Registered Vendor" (or "The Vendor") at The Market.

1. For purposes of this Application/Agreement, the Town Board of the Town of Skaneateles designates Susan Murphy as Market Manager and Gene LaForte as Assistant Market Manager". In the temporary absence of The Market Manager, the Assistant Market Manager's roles and responsibilities are the same effect as that of the Market Manger.
2. The Market will operate:
Thursday May 23 through October 10
Saturday - May 25 through October 12 - at the Austin Park Pavilion ("The Park")
Thursdays from 3:00 pm to 6:00pm; and,
Saturdays from 9:30 am to 12:30 pm.
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. I am a local producer of agricultural products, plants, flowers, and other agricultural products as specifically approved by the Market Manager.
 - b. Processed locally produced agricultural products are permitted.
 - c. Baked goods and prepared "food-to-go" may only be sold with the appropriate certificates, with the expressed permission of the Market Manager. In accordance with the Village of Skaneateles ordinance, no food trucks are permitted.
 - d. Food for on-site consumption is not permitted.
4. All agricultural products shall be grown or produced in New York State.
5. For the Thursday market, the agriculture 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 products of New York State.
 - a. 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.

- b. Based on New York State food safety recommendations, the Vendor shall display signage indicating the source of their products and of those items that are offered for re-sale.
6. Any Certified Organic Vendor, to advertise as such, shall provide a certificate of Organic items (fruits, vegetables, etc.) to the Market Manager prior to offering the same for sale as organic. Certifications shall be allowable from the prior season, to be replaced with up-dated certifications when available.
7. The Vendor must provide all required certifications and post at their stand, such as: WIC, Organic, Sales Tax, Nursery License (if selling plants), proof of baker's certification from Department of Health (if applicable).
8. **The Market Manager can visit unannounced, inspect vendors' farms to verify the crops being grown and that the vendors are using appropriate agricultural practices followed. Failure to allow inspection will result in immediate dismissal from the market.**
9. Prior to opening day of The Market, The Vendor shall submit to the Market Manager a list of all items intended to be sold during The Market season. During the Market season, if the Vendor offers a product for sale that is not identified on their list, the Vendor shall remove that item immediately upon notification by the Market Manager.
10. The Market shall be restricted to a maximum of 30 Vendor spaces.
11. Vendor participation shall be determined solely by the Market Manager. Preference shall be granted to returning Eligible Vendors who submit their **applications** and **crop plan** prior to April 26, 2024; and, to Eligible Vendors whose business is located within fifty (50) miles from the Village of Skaneateles.
12. Craft items will be considered on Thursday and Saturday with the permission, inspection, and approval of the Market Manager.
13. A Registered Vendor may be a CSA Farm (Community Supported Agriculture). *Distribution of CSA shares will be permitted only by permission of the market manager. Those who provide CSA most provide a list of produce/items in boxes and no more than 12 CSA participants.* A list of participants must be available if requested by the market manager. **CSA pick up time – after 5:30pm.**
14. Vendors are asked to keep their children in their space until the age of 15 years of age. If this guideline is not followed, the Vendor may be required to leave immediately.
15. Vendors will be appropriately dressed in proper clothing and footwear.
16. Each Vendor will be provided with one 12'x14' space. The specific location of each Vendor's space shall be determined by the Market Manager.
17. The Vendor shall notify the Market Manager in advance if they are not able to utilize the assigned space. Notification must be phone or e-mail prior to 12:00 noon on the Wednesday preceding the Thursday market, or by 12:00 noon on the Friday preceding the Saturday market. Failure to notify the Market Manager

prior to these times will result in a fine of \$25, due prior to the start of the next market day when the Vendor is present.

18. The assigned market space(s) will be reserved for the Registered Vendor until 2:40 pm on Thursdays and 9:10 am on Saturday, after which time the space(s) may be made available to “Drop-In Vendors” or other Registered Vendors, at the discretion of the Market Manager. If the Registered Vendor arrives later than the above-stated time, they may be assigned an available space as designated by the Market Manager. **All vendors need to be at the market before 2:40pm on Thursday and 9:10am on Saturdays. Late arrivals may not be allowed due to the safety of the customers.**
19. If a Registered Vendor is unable to attend The Market on their assigned dates, the Market Manager has the authority to fill that Vendor’s space with a “Drop-In Vendor”. The fee for a Drop-In Vendor shall be \$30.00 per day, due in advance. A “Drop-In Vendor” shall:
 - a. Agree to the terms of this Application/Agreement.
 - b. Provide all the necessary certifications and permits; and,
 - c. Satisfy all requirements to participate as an Eligible Vendor in The Market.
20. No set-up by The Vendor shall occur prior to 1:45 pm on Thursdays and 8:30 am on Saturday. The Vendor shall complete removal and clean-up of their space(s) by 6:30 pm on Thursdays and 1:00 pm on Saturdays.
21. The Vendor shall be responsible for providing tables, chairs, tents (if desired), or other needs for their stand. Vendors must always be prepared for inclement weather. **Inside availability will be week by week, due to anticipated construction and space for the Parks Department.** Early dismissal due to weather shall not be allowed, except for severe weather as determined by the Market Manager who will make the determination to close the Market for the safety of Vendors and customers.
22. All Vendors will display a professional sign on the front of their tent or stand.
23. The Town promotes the market, does not promote individual vendors.
24. Departure from the market prior to the stated closing time will result in a fee of \$15.00, except for a medical emergency.
25. No early sales shall be permitted prior to the official start times listed above. If early sales are discovered, a fee of \$15.00 will be billed to the Vendor.
26. The Vendor agrees to clean up the premises of their stand at the conclusion of each Farmer’s Market session and to leave the area in the same-or-better condition than prior to the market. All refuse and debris generated by the Vendor’s market stand shall be removed from the park by the Vendor.
27. The Vendor agrees to abide by all federal, state, and local laws governing the use of The Park in the Village of Skaneateles.
28. No heating and/or cooking appliances shall be used within the park at any time.

29. Upon acceptance of this Application and Agreement and prior to commencement of The Market season, The Vendor will provide the Town Clerk with the names and address of the specific individuals who will be working at or attending their market stand.
30. The Market Manager reserves the right to remove The Vendor from the Market due to unprofessional or unethical conduct; failure to pay the required fees outlined in this Application/Agreement; or due to behavior that may cause harm to The Vendor or others in the sole opinion of The Market Manager or their designated representative.
31. To ensure the sustainability and viability of The Market, the Market Manager reserves the right to permit "Non-traditional Vendor" participation under the following terms. Non-traditional Vendors are those who do not meet the strict requirements outlined in this agreement. Non-traditional Vendors shall be permitted to participate in The Market only under the following conditions, as determined by The Market Manager:
 - a. A significant number of Vendor spaces remain available as of the start of The Market; and,
 - b. The Non-traditional Vendor does not directly compete with Registered Agriculture Vendors.
32. To access their right of preferential treatment, applications for returning Vendors are due by April 26, 2024. Following that date, acceptance and assignments of Vendors will be as determined by The Market Manager.
33. Season rates for The Vendor 's use for The Market:

Thursday only – 1 space:	\$110.00
Thursday only – 2 spaces:	\$200.00
Saturday only – 1 space:	\$110.00
Saturday only – 2 spaces:	\$200.00
Thursday & Saturday combined (1 space/ market day) = 2 spaces total use:	\$200.00
Thursday & Saturday combined (2 spaces/ market day) = 4 spaces total use:	\$350.00

This Vendor hereby requests the following use of the Skaneateles Farmers' Market spaces:

- Thursday only; number of Vendor spaces requested: _____
- Saturday only; number of Vendor spaces requested: _____
- Thursday and Saturday; number of Vendor spaces requested: _____

For use of these requested Vendor spaces, I hereby submit with this Application/Agreement the amount of \$_____ (in cash, check, or money order) payable to the Town Clerk, Town of Skaneateles, 24 Jordan Street, Skaneateles NY 13152. Upon acceptance of this Application/Agreement, the Town Clerk shall issue a

Skaneateles Farmer's Market permit which shall be prominently displayed by the Vendor at all times of operation at The Market.

By signing and submitting this Application/Agreement, I hereby agree to indemnify, defend and hold harmless the Town of Skaneateles and the Village of Skaneateles, their respective employees, officers and agents against 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 all complaints, claims and/or liability that I may arise in any way from the operation of my vending stand.

Name of Business/ Farm / Corporation:

Sharing space with:

(Name of Vendors)

Address

Phone Number

E-mail Address

Signature

Print/type name

Amount Received: _____ by: _____

(Town Clerk Representative)

Date Received by Town of Skaneateles: _____

Date Accepted / Approved by the Market Manager: _____

Sales Tax # _____
(If applicable)

Nursery Certification # _____
(If applicable)

Contact Sue Murphy at 315-727-9320 or parks@townofskaneateles.com for additional information.

Approved by Town Board 2/24