



# CHECKLIST OF REQUIRED PAPERWORK

## Nyack Farmers' Market Season 2016



Return to us by February 12, 2016

The products you are permitted to bring to the Nyack Farmers' Market will be determined by us and we will rely, in part, on the crop plans you submit and the information you provide to us.

Applicant's Business Name \_\_\_\_\_

✓ Please check off each item and attach this form to paperwork when submitting application.

- Thursday Nyack Farmers' Market Vendor Application/ Agreement
- Nyack Indoor Farmers' Market Vendor Application/ Agreement
- Compliance and Indemnity Agreement
- Food Producers Product List
- VENDORS MUST SUBMIT PROOF OF 2016 PERMITS/LICENSES/CERTIFICATIONS REQUIRED FOR FARMERS MARKET SELLERS. A checklist is provided in the 2016 Farmers' Market Rules and Regulation Handbook that will help you to understand the permits, licenses and certificates that are required of sellers of various products commonly found in farmers' markets. The list is not exhaustive, but is a general guideline.
- Home Processing Exemption Inspection Report – for vendors of home-processed foods. A copy of the above report or a copy of your 20-C Food Processing License must be filed with the Nyack Farmers' Market Manager before you can sell at the Nyack Farmers Market.
- Farmer Crop Plan – return all applicable crop plan pages for your products.
- Organic Labeling - All growers/producers claiming organic status or advertising produce or other products as organic must be certified by their state chapter of NOFA, OCIA, Demeter Society, or other certified program.
- Nursery Grower and Nursery Dealer Registration Certificate – a copy of your certificate is required for any vendor growing and selling plants intended for outdoor use.
- Certificate of Product Liability Insurance- Minimum coverage amount \$1,000,000. **Certificate of Product Liability Insurance will not be accepted unless it is endorsed so that the certificate reads:** "Chamber of Commerce of the Nyacks, Inc., The Village of Nyack, Nyack Center, and The Nyack Farmers' Market are named as additionally insured in regard to the Nyack Farmers' Market held in the Village of Nyack on Thursdays"
- 2016 signed Nyack Farmers' Market Rules and Regulations Handbook, including a signed copy of pg.10
- MARKET REGISTRATION Fee: **Please make checks payable to: "Chamber of Commerce of the Nyacks, Inc." memo: "Nyack Farmers' Market". New vendors please note:** Although all checks will be cashed upon receipt this does not constitute acceptance of your application. We will notify you in writing of your acceptance/non-acceptance. If you are not accepted, your check will be refunded in full.



**THURSDAY NYACK FARMERS' MARKET  
VENDOR APPLICATION/AGREEMENT  
2016 SEASON**



Business Name\* \_\_\_\_\_

Business Address\* \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephones\* Work #: \_\_\_\_\_ Cell #\*: \_\_\_\_\_

Email\* \_\_\_\_\_ Website Address\* \_\_\_\_\_

On site employee/rep name\*: \_\_\_\_\_ Cell #\*: \_\_\_\_\_

On site employee/rep name\*: \_\_\_\_\_ Cell #\*: \_\_\_\_\_

\*required to be completely filled in (PLEASE PRINT CLEAR)

**2016 THURSDAY MARKET SEASON DATES:**

Thursdays, April 7<sup>th</sup> – Wednesday November 23<sup>rd</sup>  
Market runs 34 weeks.  
Last Day of Market is a Wednesday.

**WEEKLY VENDOR FEES:**

10' X 10' SPACE = \$50.00 (1 tent)  
10' X 20' SPACE = \$70.00 (2 tents)  
3<sup>rd</sup> - 6<sup>th</sup> space: = \$15.00 each

- I intend to pre-pay for the entire season (34 weeks) and receive a 10% discount
- I would like a total of \_\_\_\_\_ 10 x10 spaces for the full season.
- I would like to add \_\_\_\_\_ extra 10 x 10 spaces for the current season. From: \_\_\_\_\_ to \_\_\_\_\_
- I participate in the FMNP (Farmers' Market Nutritional Program)
- I wish to participate and sign the agreement for the Farmers' Market Wireless Food Stamp/EBT program. (SNAP). The Food Stamp/EBT program agreement in PDF file format and is attached to this emailed packet.

**All Vendor Paperwork and the Registration Fee of \$100 is DUE BY February 19, 2016**

(See Checklist for all required vendor paperwork)

**Chamber Payment Policy:** Stall/booth rent payments must be received by the 1<sup>st</sup> of every month for the full month. (e.g.,) April rent due in full April 1<sup>st</sup>. A late fee will be charged after the 7<sup>th</sup> of the month. If paying rent on the first market of the month PLEASE bring check to Nyack Chamber of Commerce stall and hand to Pam Moskowitz.

Seasonally added tents will be added to your next month's invoice.

Registration Agreement is 34 billed weeks unless a prior agreement in writing have been made with the Nyack Farmers' Market Manager. (i.e)1<sup>st</sup> and 3<sup>rd</sup> week vendor, 2<sup>nd</sup> and 4 week vendors, once a month vendors.

**MAIL CHECKS TO: Chamber of Commerce of the Nyacks  
P.O. Box #677, Nyack, NY 10960  
Attention: Pam Moskowitz**

\_\_\_\_\_  
(Owners Signature) (Print name legibly) (Date)



**NYACK INDOOR FARMERS' MARKET  
VENDOR APPLICATION/AGREEMENT  
2016/2017 SEASON**



Business Name\* \_\_\_\_\_

Business Address\* \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephones\* Work #: \_\_\_\_\_ Cell #\*: \_\_\_\_\_

Email\* \_\_\_\_\_ Website Address\* \_\_\_\_\_

On site employee/rep name\*: \_\_\_\_\_ Cell #\*: \_\_\_\_\_

On site employee/rep name\*: \_\_\_\_\_ Cell #\*: \_\_\_\_\_

\*required to be completely filled in (PLEASE PRINT CLEAR)

**2016/2017 INDOOR MARKET SEASON DATES:**

Thursday December 1, 2016 - March 30, 2017

Market runs 18 weeks.

**WEEKLY VENDOR FEES:**

1 6ft TABLE = \$50.00

2 6ft TABLES = \$70.00

- I intend to pre-pay for the entire season (18 weeks) and receive a 10% discount
- I would like a total of \_\_\_\_\_ table spaces for the current season.
- I wish to participate in the FMNP (Farmers' Market Nutritional Program)
- I wish to participate and sign the agreement for the Farmers' Market Wireless Food Stamp/EBT program. (SNAP). The Food Stamp/EBT program agreement in PDF file format and is attached to this emailed packet.

**All Vendor Paperwork and the Registration Fee of \$50 is DUE BY September 1, 2016**

(See Checklist for all required vendor paperwork)

If checklist was completed in 2016 and still up to date, then return only this completed application.

**Chamber Payment Policy:** Stall/booth rent payments must be received by the 1<sup>st</sup> of every month for the full month. (i.e) April rent due in full April 1<sup>st</sup>. A late fee will be charged after the 7<sup>th</sup> of the month. If paying rent on the first market of the month PLEASE bring check to Nyack Chamber of Commerce stall and hand to Pam Moskowitz.

Seasonally added tents will be added to your next month's invoice.

Registration Agreement is 34 billed weeks unless a prior agreement in writing have been made with the Nyack Farmers' Market Manager. (i.e) 1<sup>st</sup> and 3<sup>rd</sup> week vendor, 2<sup>nd</sup> and 4 week vendors, once a month vendors.

**MAIL CHECKS TO: Chamber of Commerce of the Nyacks  
P.O. Box #677, Nyack, NY 10960  
Attention: Pam Moskowitz**

\_\_\_\_\_  
(Owners Signature)

\_\_\_\_\_  
(Print name legibly)

\_\_\_\_\_  
(Date)



## 2016 NYACK FARMERS' MARKET



### Compliance and Indemnity Agreement

I (we) the undersigned have read the rules and regulation of the Nyack Farmers' Market as provided for in the 2016 Farmers' Market Rules and Regulation Handbook and do agree to abide by all rules and regulations.

I (we) the undersigned further agree to operate my (our) stall in accordance with these rules and regulations and to pay all applicable fees as set out in the rules and regulations. I (we) do understand that the stall fee, length of season, and hours of operation are set in the 2016 Farmers' Market Rules and Regulation Handbook, and I (we) will abide by them.

I (we) the undersigned further understand that failure to comply with the rules and regulations of the Nyack Farmers' Market could mean dismissal from the Nyack Farmers' Market.

I (we) the undersigned further agree to indemnify and hold harmless the CHAMBER OF COMMERCE OF THE NYACKS, Nyack Farmers' Market, Farmers' Market Advisory Board, Market Manager, Nyack Center, Towns of Orangetown and Clarkstown, the Village of Nyack, Riverspace, all their respective employees, agents contractors and representatives, all building owners and tenants, visitors to the market and patrons from and against all liability, damage, expense, cause of action, suits, claims, penalties and/or judgments arising from injury to any person or property caused, in whole or part, by any product or service purchased from or provided by us, or as a result of any negligent action on my part.

I (we) the undersigned verify that all information I (we) have provided about my farm and products for sale is true and accurate.

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.

\_\_\_\_\_  
Owners name, Please print      Signature      Date

\_\_\_\_\_  
Owners name, Please print      Signature      Date



# NYACK FARMERS' MARKET

## FOOD PRODUCER'S PRODUCT LIST

### 2016 SEASON



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

Owner Last Name: \_\_\_\_\_ Owner first Name: \_\_\_\_\_

Square Footage of Product Space\*: \_\_\_\_\_  Owned  Time-Share

Owner of Time-shared Facility\* \_\_\_\_\_ Tel: \_\_\_\_\_

*I am a bona fide processor of specialty food products and plan to make the products listed below in my own facility or one leased by me. I agree to abide by the rules of the Nyack Farmers' Market and understand that violation of the rules may result in suspension or loss of my privilege to sell at this market.*

*I understand that a market representative may verify the information provided by visiting my facility or requesting other evidence of my bona fide food processor status. I agree to inform the market of any changes in production or marketing that affect the accuracy of the information provided.*

\_\_\_\_\_  
 (Owners Signature) Name Printed Legibly Date

### PRODUCT LIST

**Business Type:** Check all that apply: (use additional sheet if necessary)

|  |  |
|--|--|
| <input type="checkbox"/> Fruits/vegetables – complete crop plan below<br><input type="checkbox"/> Dairy: specify products<br><input type="checkbox"/> Fish: specify products<br><input type="checkbox"/> Meat: specify<br><input type="checkbox"/> Maple/honey products: specify products<br><input type="checkbox"/> Baked goods: specify products<br><input type="checkbox"/> Prepared foods: specify products | <input type="checkbox"/> Crafts: specify products<br><input type="checkbox"/> Value added: specify products<br><input type="checkbox"/> Nursery products: circle product types – annuals, perennials, vegetable/herb plants, nursery stock<br><input type="checkbox"/> Eggs<br><input type="checkbox"/> Herbs (dried or fresh cut)<br><input type="checkbox"/> Other _____ |
|--|--|

Product Description List: \_\_\_\_\_

Additional products you plan to sell, as allowed by the market's rules and regulations:

\_\_\_\_\_

\_\_\_\_\_  
 (Owners Signature) Name Printed Legibly Date



**NYACK FARMERS' MARKET**  
**CROP PLAN**  
**2016 Season**



**Crop Plan:** Fruits/vegetables-Indicate crops grown that you plan to sell at the Nyack Farmers' Market

| Product | Acreage (or row, feet-Please specify) | When at the Market? |
|---------|---------------------------------------|---------------------|
|         |                                       |                     |
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**Farm Inspections:**

The Nyack Farmers Market management reserves the right to do spot visits and farm inspections to assure that the products sold are in compliance with the market's rules and regulations.

**Production Methods Used:**

- Certified organic. Copy of current certificate must be placed on file with the Nyack Farmers Market.
- Non-certified organic. My gross agricultural income from organic sales totals \$5000 or less annually and I comply with applicable organic production and handling requirements.
- Conventional

*Please note: Pursuant to CFR Part 205, Subpart B, Section 205.100(c)(1) any operation that knowingly sells or labels a product as organic, except in accordance with the ACT, shall be subject to a civil penalty of not more than \$10,000 per violation.*

\_\_\_\_\_

(Owners Signature) Name Printed Legibly Date