

Town of Halfmoon Farmers Market

2024 Summer Session Application

Application Steps

1. Fill out and sign the application.
2. Agree to abide by Halfmoon Farmers' Market Rules
3. Attach copies of all required permits and licenses as necessary for your business.
Examples:
 - a. Sales Tax Certificate
 - b. Nursery Grower and Nursery Dealer Registration Certificate (required for any vendor growing and selling plants intended for outdoor use)
 - c. Home processing exemption Inspection Report (for vendors of home-processed foods, a copy of this report or a copy of your 20-C Food processing License)
 - d. 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)
4. Complete and sign the Hold Harmless and indemnification Agreement.
5. Mail Application to: Farmers' Market, Town of Halfmoon 2 Halfmoon Town Plaza Halfmoon NY 12065
6. You will need to submit the following items prior to your first day:
 - a. A copy of Product Liability Insurance with a minimum coverage amount of \$1,000,000 listing "Halfmoon Farmers' Market and the Town of Halfmoon" as additional insured.
 - b. A check made out to "Town of Halfmoon" for your approved booth size.

Market Manager: Jennifer Harrell 518-371-7410 x2273 or jharrell@townofhalfmoon.org

Farm/Business Name: _____

Owners Name: _____

Address: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Website/Social Media: _____

Sales Tax ID: _____ Certified farm #: _____

Briefly Describe your organization (size, years in business, animals, greenhouses, organic, ingredient source, etc.)

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

Please list in **detail** the items that you would like to bring to the market. Items not listed cannot be added during the season without permission from the market manager.

Please indicate when you plan to start coming to the market and when you will finish.

_____ I plan to attend for the full season. I will start attending on _____.

_____ I plan to attend for a partial season.

Dates: _____

_____ I wish to accept EBT/Food Stamps at the market for qualified products.

I certify that the above information is true. I have read and understood the Halfmoon Farmers' Market Rules and will abide by the Halfmoon Farmers' Market Rules, without exception or conditions. The Market Manager has the authority to decline all products a vendor may sell.

Vendor Signature _____ Date: _____

Office use only

- ☐ Completed application
- ☐ Received permits/licenses

- ☐ Signed Hold Harmless
- ☐ Copy of Insurance

- ☐ Registration Fee

Halfmoon Farmers Market Rules

I. Purpose

The mission of the Halfmoon Farmers' Market is to bring together producers and consumers and is part of a plan to make the Town Municipal Complex and/or Abele Park a center for community activities and entertainment.

The Halfmoon Farmers' Market will operate at the Town Municipal Complex and/or Abele Park. It will be held from June 2024 through October 2024 from 3:00 – 6:00 pm pending operational weather conditions. The Halfmoon Farmers' Market reserves the right to cancel or change hours and location.

II. Organization and Participation

Organization: The Halfmoon Farmers' Market is run by the Market Manager on behalf of the Town of Halfmoon

Participation: The goal of the farmers' market is to have at least 1/3 of the space filled with farm-based products and the balance of the spaces allotted to a mix of home processors, artisans, local businesses, crafters, food services and non-profits.

1. Local Producers
50% of agricultural products must be grown or raised by the vendor. This includes items such as vegetables, fruits, herbs, meat, poultry, cheese, yogurt, eggs, maple syrup, honey, and flowers.
2. Home processors, Artisans, Local businesses, and Crafters
A portion of the Halfmoon Farmers' Market space may be available to home-processors, artisans, local businesses, and crafters.
3. Food Service
Food trucks and those selling prepared meals.
4. Non-profit
Each week a non-profit group will be highlighted at the "Community Tent."

IV. Rules

1. The market will be held rain or shine. If a farmers' market is to be cancelled due to weather, a message will be sent to all vendors prior to the start of that day's market.
2. Sellers may arrive up to 2 hours prior to opening of the market.

3. **Sellers must remain set up until market closing unless prior permission by the market manager is given.**
4. Sellers must have their market site dismantled, packed up and cleaned within one hour of the market closure.
5. If you are unable to attend the market, you must contact the market manager by 12:00pm on the day of. The failure to notify of absence three (3) times will result in the loss of a vendors spot and all farmers' market fees will be forfeited.
6. A vendor that misses more than 1/3 of the markets they have committed to is not considered a vendor in good standing. As such, they will not have priority granted to returning the following session when spaces are assigned. They will be added to the bottom of the waitlist at the end of the season.
7. The market will allow vendors who make or produce what they sell within a three-hundred-mile radius of Halfmoon, NY. Items coming from outside a three-hundred-mile radius may only be sold with prior approval by the market manager, must make up a minimal amount of the seller's inventory, and must be marked as such.
8. Sellers are required to keep their market space neat and clear of obstacles, litter, and debris.
9. No form of discrimination is permitted in the market.
10. Sellers are expected to treat customers in a courteous manner.
11. Sellers are expected to clean their sales area and remove all refuse at the end of the day.
12. Dogs must be on a leash.
13. All trucks and carts needed at the sale lot should enter and exit at the designated area.
14. All products offered for sale must be of good quality and condition.
15. No soliciting by political, religious, or other special cause groups or individuals are permitted at the market.
16. All produce and products for sale should be priced clearly.
17. Only certified farms can accept FMNP and WIC checks and must show proper signage.
18. Vendors must adhere to all NYS guidelines...
https://agriculture.ny.gov/system/files/documents/2020/03/sanitaryregulationsforfarmersmarkets_0.pdf
19. Tables and tents will not be provided. Trash must be hauled away by the vendor.
20. Tents must be properly weighed and/or staked.
21. We do not extend exclusive rights to any one vendor to sell any one product, however if we believe the number of vendors offering similar products is excessive, duplicate products may be denied.
22. Vendors agree to the Farmers Market using their names, description of their products, logos, and photos in promotional materials.
23. Vendors who do not comply with the rules may be declined and must forfeit their space in the market at the discretion of the Market Manager.

Fees

The summer session (June-Oct) is \$100. Dates are approximate based on the weather and availability of market locations.

Lot Assignment

1. Lots will be assigned at the Market Manager's sole discretion.
2. Lot sizes are 12x12, except for food trucks. Additional space may be granted to vendors on a first come basis, based on the type of products needed to complete the desired mix as determined by the market manager but must pay the full fee for all lots used.
3. Vendors should have the same space for the entire season, but some changes may be necessary. Spaces will be offered to current vendors in good standing before being offered to vendors on the waitlist or new vendors.
4. Vendors may sell items on behalf of other producers with permission from the market manager if those items do not make up much of their inventory.
5. Vendors may not sublet or transfer their space to another vendor.
6. Vendors shall unload their products for the market then move their vehicle to allow for customer parking. During the summer session vendors may park directly behind their space so long as it does not affect customer parking or disrupt the market.
7. For safety reasons any vendor arriving after opening may be asked to set up a lot on the periphery of the market.

Grievance Procedure

1. All complaints must be addressed in writing to the Market Manager. The Market Manager will then investigate the complaint.
2. The Market Manager will notify sellers of any rules violations and determine any consequences appropriate to the offenses, including warnings, fines, and termination of the vendor's rights to sell at the market. The vendor may appeal such a decision by giving written notice.