

**Halfmoon Winter Farmers Market & Business Expo  
2019-2020 Registration Form**

**Location: Halfmoon Town Hall, Halfmoon, NY**

**Date: Wednesdays 3:00 p.m. – 7:00 p.m.**

**November 20, 2019 – May 27, 2020**

Business/Farm Name: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Sales Tax ID #: \_\_\_\_\_ Certified Farm #: \_\_\_\_\_

A copy of your Agriculture and Markets Certificate for Baking is required.

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.

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If you would like to come to the market on an every other week schedule a limited schedule or attend a full season but have a date or two that you cannot attend, please describe: \_\_\_\_\_

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*All products must comply with requirements of NYS Department of Agriculture and Markets, Saratoga County Board of health and the Halfmoon Farmers Market Bylaws. Vendors are required to have all necessary licenses and permits for selling goods. All vendors must sign the hold harmless agreement. The Farmers Market rate is \$50.00 for the season.*

**Please return the completed application to:**

[trussell@townofhalfmoon.org](mailto:trussell@townofhalfmoon.org)

If you have any questions, please contact Terri Russell, Halfmoon Supervisor's Office.

Town Supervisor  
Kevin J. Tollisen

Town Board  
Paul Hotaling  
John Wasielewski  
Jeremy W. Connors  
Eric Catricala



# TOWN of HALFMOON

2 HALFMOON TOWN PLAZA  
HALFMOON, NY 12065  
COUNTY OF SARATOGA

(518) 371-7410 Ext. 2200 • Fax (518) 371-0936

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## Hold Harmless Provision for the Halfmoon Farmers Market & Business Expo

The Town of Halfmoon and its employees, agents, successors and/or assigns, shall not be liable for any damages whatsoever, including property damage or personal injury to vendor, its agents, employees, guests, successors and or assigns, which may occur on or about any part of the Town of Halfmoon being used for the "Farmers Market & Business Expo", regardless of how such injury or damage may have occurred. Vendor waives any claim against the Town of Halfmoon for any liability, damages or expenses arising out of any claim for injury or damage to any person or property or of any kind whatsoever, together with all costs in connection with the defense, including attorney's fees. Vendor agrees to indemnify and hold the Town of Halfmoon, its employees, agents, successors and/or assigns harmless in regards to any injury or damage to any third party property resulting in whole or in part from Vendors use of or presence at subject premises. The Town of Halfmoon reserves the right to refuse vendors or accept vendors as it deems appropriate. This contract shall not be assigned without prior written consent.

I have received a copy of the bylaws for the Halfmoon Farmers Market and agree to the terms it contains, including the hold harmless provision above.

Business/Farm Name: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Halfmoon Farmers Market & Business Expo By Laws

## I. PURPOSE

The Town of Halfmoon is sponsoring a weekly Farmers Market & Business Expo in the Town Hall beginning November 20, 2019 and running through May 27, 2020 each Wednesday from 3:00 p.m. – 7:00 p.m. The mission of the Halfmoon Farmers Market & Business Expo is to bring together producers and consumers, and it is part of a plan to make the Town Hall a center for community activities and entertainment.

## II. ORGANIZATION AND PARTICIPATION FOR FARMERS MARKET

**Organization:** The Halfmoon Farmers Market & Business Expo is run by the Town of Halfmoon.

**Participation:** To participate in the Halfmoon Farmers Market, you must meet the following criteria:

### 1. Primary Products

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. Secondary Products

All value added products must be processed by the Vendor using locally grown or raised agricultural products whenever possible. This includes products such as jams, salsas, cider, vinegars, wine and prepared meals.

### 3. Home-processors, Artisans, Specialty Food Resellers and Fair Trade Importers

A portion of the Halfmoon Farmers Market & Business Expo space may be available to home-processors, artisans, regional specialty food resellers, and sellers of imported items that cannot be grown, raised or crafted locally. Halfmoon Farmers Market approval is required for these items.

## III. RULES

1. \$50 Farmers Market seasonal fee must be paid prior to November 20, 2019.
2. The Market will be held rain or shine! If a Farmers Market & Business Expo is to be cancelled due to weather, a message will be sent to all vendors prior to the start of that day's market.

3. The Farmers Market & Business Expo will start at 3:00 p.m. All vendors will be allowed to start setting up at 1:30 p.m. and be required to stay set up thru 7:00 p.m. Vendors are required to be respectful of all Town Meetings and events happening during the Farmers Market hours.
4. The goal of the Farmers Market & Business Expo is to have at least 1/3 of the spaces filled with farm based products and the balance of the spaces allotted to a mix of home-processors, artisans, specialty food resellers and Fair Trade importers.
5. Vendors are asked to submit an application to the Town of Halfmoon with a list of the products they intend to sell at the markets. All products sold must have approval from the Farmers Market & Business Expo Committee.
6. At least 50% of the products sold at the Farmers Market & Business Expo must be produced by the vendor if they are a farm vendor. Business vendors are excluded from this rule. Vendors are expected to attend the markets they have requested. A vendor who misses more than 20% of the markets they have committed to is considered a vendor not in good standing. As such, they will not have the priority granted to returning the following year when spaces are assigned. They will be added to the bottom of the waiting list at the end of the season. Depending on the size of the waiting list, it is possible that there will not be space available for them in the next year's market. If you are unable to attend the market you must contact the Market Manager by 12:00 p.m. Tuesday. Vendors are expected to attend on a weekly basis.
7. Vendors will have a 10 x 10 space but some changes may be necessary.
8. Additional space will 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 Farmers Market Committee. Priority is given to local businesses.
9. Vendors may not transfer their space to another vendor.
10. Vendors shall unload their products for the market then move their vehicles to allow for customer parking.
11. Vendors are asked to attend one annual meeting held before the season ends.
12. Vendors are responsible for complying with all local, state and federal regulations that apply to their products. Only certified farms can accept FMNP and WIC checks and must show proper signage.
13. Vendors are required to sign a hold harmless agreement.
14. Vendors agree to the Farmers Market Committee using their names, description of their products and photos in promotional materials.

15. Vendors who do not comply with the rules will be declined and have to forfeit their space at the Market. No refunds will be given.

16. Tables will not be provided. Trash must be hauled away by the vendor.