



Cold Spring Farmers' Market Vendor Rules

Cold Spring Farmers' Market Mission

The mission of the CSFM is to support local, regional and sustainable commercial farms by providing an outlet for direct sales of agricultural products. The Market was founded as a food and produce market and should retain its character as such.

The CSFM is a 501(c)3 organization, is governed by a working volunteer board, and is operated by the Market Managers. Our market is open year round; the CSFM Outdoor Market is open from early May until mid November, and the CSFM Indoor Market is open from mid November until early May. Our customer base includes more than 200 local families and 700 email subscribers, and the Market regularly has more than 400 cars during the outdoor season.

1. Market Vendors

- a. CSFM Vendors generally fall into two categories
 - i. Agricultural Vendors who primarily sell fresh foods such as produce, meats, etc.
 - ii. Value Added Vendors who primarily sell foods that have been processed by cooking, baking, pickling, or other means.
- b. The following products can be sold at the market:
 - i. Fresh foods such as fruits, vegetables, meat, poultry, seafood, eggs and mushrooms.
 - ii. Prepared foods such as dairy products and cheeses, baked goods, smoked meats and fish, pasta, soups, prepared meals, frozen desserts, relishes, salsa, sauces, dried foods, honey, maple syrup, pickles, juices, wines, beer, teas, ciders, herbs and herbal products.
- c. Products such as plants, flowers, refreshments, and other products not listed above must be reviewed and approved by the Market Managers and CSFM Board.
- d. All agricultural products must be grown or legally and ethically wild-gathered by the farmer/Vendor and/or their assistants within a 200-mile radius of Cold Spring, NY.
- e. A majority of a value-added product's ingredients must be grown and/or processed within a 200-mile radius of Cold Spring, NY. Ingredients must be specified at the time of application, and local ingredients must be noted.
- f. For items or categories that cannot be grown locally (e.g. coffee), the Market Managers and CSFM Board will consider the item or category's relevance to the market; in addition local production and or processing of those items will be strongly preferred.
- g. Vendors must provide a list of the items they intend to sell at the beginning of each market season for approval by the Market Managers; the Market Managers must approve any mid-season changes to that list a week in advance.
- h. Given prior approval by the Market Managers and the CSFM Board, up to 20% of the items a Vendor offers for sale may be from another farm or business within 200 miles of Cold Spring, NY. These items must be labeled



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separately with the business/farm of origin.

2. Applications

- a. All returning and new Vendors must submit an application before each Outdoor and Indoor Market. Past participation does not guarantee approval.
- b. **Applications are due in October for the Indoor Market and March for the Outdoor Market.** Exact dates will be announced with updated application releases. Late applications will be considered at the discretion of the Market Managers and CSFM Board.
- c. Value Added Vendors must submit samples with their application and include details about how and where their products and ingredients are sourced.
- d. Applications are reviewed by the Market Managers and the CSFM Board to ensure that new Vendors fit with the mission of the Market, will complement other Vendors, and meet customer needs.
- e. No Vendor can be guaranteed product or sector exclusivity. Overlap decisions will be made by the Market Managers and the CSFM Board in order to make sure that the Market does not have more Vendors in a category than the Market's customers can support.
- f. Mid-season schedule changes will be evaluated by the Market Managers and CSFM Board, and may be subject to additional restrictions.

3. Vendor Compliance

- a. Vendors must comply with all applicable laws, ordinances and regulations.
- b. Vendors must obtain all required licenses or certifications, and these must be available for inspection at the market.
- c. Goods may be sold by weight, volume, container / package or count. All weights, measures, packaging and labeling must comply with all applicable laws. Vendors must be certified by Putnam County re: Weights and Measures.
- d. All Vendors and their production and growing facilities are subject to inspection by the Market Managers and CSFM Board for the sole purpose of confirming conformance with the Market Vendor Rules.
- e. Failure to submit to such an inspection can result in suspension of the Vendor's ability to sell at the Market.

4. Space Assignments and Upkeep

- a. The Market Managers are responsible for assigning Vendors a space at the market.
- b. Vendors who wish to change their space's location or size can request a change of the Market Managers. Changes cannot be guaranteed.
- c. Vendors must park only in the spaces specified by the Market Managers.
- d. Vendors shall arrive at the market by 8:00 am, in time to set up and be ready for customers by the 8:30 a.m. opening. The Market Managers will coordinate the exact time and arrival so that load-in can be managed efficiently. Late admittance will be at the discretion of the Market Managers.
- e. Late Vendors will be subject to a fee of \$5 (first time), \$15 (second), \$30



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- (third), \$45 (fourth and subsequent) at the discretion of the Market Managers.
- f. Vendors are responsible for keeping their area clean and neat at all times.
- g. Vendors must wait until 12:55 pm to start packing up their areas and taking down their tents or tables. Vendors must remove any unsold product, cardboard packing material, etc. at the end of the day.
- h. All Vendors must carry their own broom and dustpan and must sweep their space free of organic matter, paper and plastic debris at the end of the day. A fine not to exceed \$25 may be imposed by the Market Managers for violation of this rule.
- i. Vendors must be clear of the site within an hour of the close of the Market unless other arrangements are approved by the Market Managers. A fine of \$50 will be imposed for violation of this rule.

5. Display and Signage

- a. Vendors must keep all of their items (e.g. tent, merchandise, equipment, etc.) within their assigned space.
- b. Vendors must set up their space in a manner that does not impact pedestrian flow, or block the customers' view of or impede access to other Vendors in any way.
- c. Tents or canopies must be secured at all times. All Vendors are required to provide and use tent weights for safety.
- d. Vendors must have a sign that prominently identifies the name of their farm or business and its location.
- e. Vendors must clearly display payment options, and prices for all items at all times either on a board or on the individual items.

6. Products and Sales

- a. Vendors may not sell as a franchise or use franchise trademarks, logos, etc., at the market, unless approved by the Market Managers and CSFM Board. Vendors may not sell franchised products for other suppliers.
- b. All products sold at the market must be of high quality. If the Market Managers deem any product to be inferior in quality the Vendor must withdraw the product immediately or sell it for a discounted price.
- c. Radical price cutting of top quality produce is prohibited. Poor quality or overripe produce must be labeled as such and can be sold for a discounted price.
- d. Selling of dairy products, eggs, meats, canned goods, alcohol and other processed or potentially hazardous products must meet all legal requirements.
- e. Highly perishable foods, prepared foods and specialty products must be stored in compliance with all applicable laws.
- f. Vendors must offer and clearly post at least two payment options (e.g. cash and check, or cash and credit) and clearly indicate all accepted payment options.
- g. All vendors who sell SNAP eligible product, must accept SNAP as additional form of payment, and will be reimbursed the full dollar value by the market



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on a monthly basis.

- h. Vendors should conduct themselves in a professional and courteous manner at all times. The Market Managers can require a Vendor or an employee of a Vendor to leave if their conduct is deemed to be inappropriate.
- i. The Cold Spring Farmers' Market maintains a smoke-free environment. Vendors who smoke can only do so in the Vendor parking area.

7. Rents & Absentee Policy

- a. By signing the contract to participate as a Vendor, you are agreeing to attend the Market on every Saturday from opening day until closing day unless otherwise agreed upon.
- b. Vendors are responsible for paying rent for all the dates as agreed to with the Market Managers in the application whether the Vendor attends on those dates or not.
- c. Market rent is based on the size of space needed for adequate display and/or Vendor sales volume as determined by the Market Managers and the CSFM Board. Fees are specified in each season's application.
- d. Monthly rents are due on the first Saturday of each month. If rents are not received by the second Saturday, payment will be required in cash.
- e. A late fine of \$15 will accrue for each week after the second Saturday that the rent is in arrears.
- f. Vendor must notify the Market Managers at least 48 hours in advance if they are unable to attend a scheduled Market date for illness or other circumstances.
- g. Each Vendor is allowed two excused absences for cause at the discretion of the Market Managers during each market term. More than two absences (excused or unexcused) are subject to CSFM Board review and may result in expulsion from the market. Vendor is still responsible for rent in the case of an excused or unexcused absence.
- h. Unexcused absences will be considered during the application review process for the next Market term.
- i. If a Vendor must pull out of the market, the Vendor will be held responsible for any further rents due until an appropriate replacement Vendor can be found. This responsibility may be waived in the case of extenuating circumstances with the approval of the Market Managers and the CSFM Board.

8. Insurance

- a. All Vendors must carry at least one million dollars in public liability coverage for the Cold Spring Farmers' Market.
- b. We require two separate Certificate of Insurance (COI) forms, one that lists **The Cold Spring Farmers' Market** as 'additionally insured', and a separate COI that lists **Boscobel House and Gardens** 'additionally insured' for the Market. All insurance certificates for the Summer Market are due by April 1st and must be submitted to the Market Managers, who will coordinate on behalf of the location host.



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- c. All insurance certificates for the Winter Market are due by October 25th and must be submitted to the Market Managers who will coordinate on behalf of the location host.
- d. Vendors cannot sell at the Market without insurance certificates on file prior to the first date of sale for each season and insurance must be kept current throughout the season.

9. Enforcement and Violations

- a. Vendors who think that another Vendor is violating any market rules should report the matter to the Market Managers. Vendors should not attempt to address violations themselves.
- b. The Market Managers will be responsible for researching reported violations and escalating to the CSFM Board if needed.
- c. Violations of any market rules will be addressed by the Market Managers or, in the absence of the Market Managers, a designated officer from the CSFM Board. The Market Managers will give a verbal warning notice to the Vendor for an infraction of the rules.
- d. If a Vendor receives two verbal warnings, a chair or co-chair will convene the CSFM Board, by email if necessary, to vote on the question of giving the Market Managers the power to expel the Vendor if a third violation of the rules occurs.
- e. The Market Managers and the CSFM retain the right to terminate a Vendor's Market membership.

10. Communication

- a. The CSFM Board will be responsible for communicating any significant changes or news through email to Vendors. Additionally the Market Managers will reach out to Vendors with phone calls.
- b. The onsite Market Managers are the first line of communication for any Market issue or concern.
- c. Any Vendor is welcome to speak to any CSFM Board member at any time. The CSFM Board runs a table at the market, and requests to speak to a member of the CSFM Board can be made at the table or through the Market Managers.
- d. Any Vendor who would like to address the CSFM Board may arrange with the Market Managers to attend the next scheduled CSFM Board meeting or may write a letter or email.

11. Solicitations

- a. The Market does not allow solicitation, entertainment, informational and advocacy activities, unless approved by the Market Managers and the CSFM Board or as part of the scheduled CSFM Programming.
- b. Vendors may not use their own space for advocacy or informational displays unless approved by the Market Managers and CSFM Board.



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12. Pets

- a. Pets are not allowed at the Market

13. Entertainment

- a. The Market Managers will arrange for music, entertainment and other programs to take place at the Market. Vendors who are interested in participating should coordinate with the Market Managers to suggest or schedule such activities.

14. Amendments

- a. These rules may be amended by a majority vote of the CSFM Board.
- b. This version was modified on February 26th, 2021 by the market manager and approved by the CSFM Vendor Committee.