

Candor Farmers Market 2023

Standard Vendor Application:

Please note this is a TWO PAGE application

Online version can be found here:

<https://rb.gy/dulbk5>

Completed applications should be returned to: joellenriggsphotography@gmail.com

Or mail to: Joellen Riggs, 229 Union Hill Road, Candor, NY 13743

Thank you for your interest in being a Candor Farmers Market vendor. Please read the Candor Farmers Market rulebook and then complete the application form below. Vendor fees must be paid prior to the start of the market.

Daily guest passes may be paid on-site the day of market to any market manager.

- The 2023 Candor Farmers Market will operate on Thursdays, from 3:30pm to 6:30pm – rain or shine! The season will run from June 29 through September 7.
- The Vendor Fee for the 2023 Candor Farmers Market is \$75 for the entire season or \$15 per visit (up to a maximum of \$75 for the season). Once your application has been approved, you will be contacted. Fees are non-refundable once our season has begun.
- Produce vendors are strongly encouraged to participate in the NY Farmers Market Nutrition Program including; Fresh Connect, Senior Vouchers, WIC and other food stamps programs. More information is available from the CFM Business Manager, Joellen Riggs.

Applicant Contact Information:

Name/Owner:: _____

Business name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ - _____ - _____

Emergency Contact Name & Phone: _____ - _____ - _____

Email: _____

- I have read and agree to abide by the Candor Farmers Market rulebook.
- I have completed page two of this application by listing all products I intend to bring to market at the Candor Farmers Market. You are not required to honor the list, it can be a wishlist.
- I have submitted my vendor fee for the season or made arrangements to do so for the first market I plan to attend. (Checks must be made payable to Candor Farmers Market)

Signature (required) _____ **Date:** _____

PLEASE CONTINUE TO PAGE 2

Completed applications should be returned to: joellenriggsphotography@gmail.com

or: Joellen Riggs, 229 Union Hill Road, Candor, NY 13743

FRESH PRODUCE (Vegetables/Fruit)

(Please list everything you MAY want to sell for planning purposes. It will not affect your status at market)

MEATS/EGGS: Please attach relevant permits and licenses*

Beef Chickens EGGS (farm raised only, no permit required)

Goat Pork Fish Other (specify) _____

DAIRY: Please attach relevant permits and licenses*

Cheese Fluid Milks Other dairy: _____

PLANTS: Please attach relevant permits and licenses*

Bedding Plants Perennials Cut Flowers (no nursery license required)

PROCESSED PRODUCTS: Please attach relevant permits and licenses*

Candies Honey Jams/Jellies Maple Syrup Dried herbs/spices

Teas Snack Items (e.g. peanut brittle) Other _____

BAKED GOODS: Please attach relevant permits and _____

BEVERAGES: Please attach relevant permits and licenses*

Cider Fruit Juice craft beers local wine Other (specify) _____

CRAFTS: Please list any/all crafts you hope to bring to market. (i.e. glass, ceramics, wood, 2D artwork, etc.) _____

OTHER: Chair massage, educational demonstrations, community outreach, storytelling, etc.

* To determine whether the product(s) you wish to sell require(s) a permit or license please refer to <http://www.nyfarmersmarket.com/wp-content/uploads/Vendor-Permit-Requirements-1.pdf> or reach out to one of our board members

NOTE: Your application will be reviewed by our selection committee; not all applicants will necessarily be approved and all committee decisions are final. If your application is not approved and you've submitted payment, your payment will be returned. Please be advised that depending on the items you sell, the Market Managers will request the appropriate documentation prior to your attendance at market as well as on-site. For example, sales tax certificates, nursery licenses, etc.

Candor Farmers Market 2023

June 29 - September 7

Rules, Guidelines and Resources

Updated 3/3023

Thank you for your interest in becoming a vendor at the Candor Farmers Market (CFM), located in the pavilion at the Candor Town Hall (101 Owego Rd, Candor, NY). Our market will be open weekly (rain or shine) from 3:30 pm to 6:30 pm on Thursdays, June 29 - September 7. We are a people-friendly market that strives to benefit all those involved; vendors, buyers and the people of Candor Community. To be a CFM vendor, you must agree to abide by the following rules and guidelines.

Basic Membership Rules:

- Membership in the market is open to vendors who reside within a thirty (30) mile radius of Candor (as the crow flies).
- This season we ask that each produce vendor offer produce grown on their own land in an effort to keep items for sale, "local". When this is not possible, produce vendors at the Candor Farmers Market can follow the NYS Ag and Markets "50% Grow Rule" which states that, "of the fruits and vegetables being offered for sale by a *bona fide* farmer, at a minimum, 50% (by volume) must be grown and harvested on land he/she owns or leases". In addition, we ask that produce purchased "off-site" be as close to your local address as possible. It goes without saying that the produce you offer should be regionally "in season". Please see a market manager if any of the above is unclear or you would like further explanation.
- All prospective vendors (full time and guest vendors) must submit a completed application, either electronically or paper-based, to the business manager.
- Selection of vendors is made at the discretion of a board appointed committee. *Not all prospective vendors will necessarily be approved.*
- Once a vendor application is approved, the standard annual fee of \$75 for the season, or \$15/week as a guest vendor, must be paid to the business or onsite manager prior to setting up at the first market. The seasonal fee also includes any additional specialty markets we may hold pre/post season. The day of your first market visit is also acceptable.
- In addition to season fees, each vendor must hold a liability insurance policy for all market dates. This is a mandatory requirement from our market liability insurance.
- All food, plant and beverage vendors must provide copies of relevant permits for the processing and sale of these items to the market or business manager before setting up at the market. Just a reminder the "home processing" license doesn't expire, if you have it on file already you do not need to provide a second copy, or pay for anything in addition.
- All vendors who sell crafts, cut or dried flowers, or other taxable (non-food) items must have a Certificate of Authority to make taxable sales in NY State. A one-time exception may be made for vendors who are new to the market and who have a current application for their NY State Certificate of Authority IN PROCESS at the time of the first market. Detailed information can be obtained from the business manager for information about what permits are required.

Our market managers are more than happy to help you with any of the above listed requirements if you are just starting out.

Vendor Consignments:

Full time vendors at the Candor Farmers Market may sell consigned goods. To do so they must fill out a Consignment Application and pay a \$15 annual fee to the Candor Farmers Market (in addition to the standard \$75 annual fee).

Vendors are free to negotiate terms with the producer of goods for whom they are selling, under the following stipulations: *Candor Farmers Market vendors can charge the person for whom they are selling consigned goods up to \$15 per day OR 20% of total daily sales for providing consignment services.* CFM Vendors may charge less if they choose, but they should not charge beyond these limits. Attempted re-sales from auctions, both local and out-of-state are strictly prohibited.

<https://docs.google.com/document/d/1vo0q55YowN0YtwUJRbcXA7fP0TF3mL0nzIBHVNOuHno/edit?usp=sharing>

Rules on Saleable Items, Market Area Upkeep and Attendance:

- Vendors may only sell items they listed on their application OR items which otherwise have been approved by the Business or Market Manager. Vendors may only sell items they or their consignee have grown, raised, or otherwise created locally (e.g. crafts) -- locally is defined here as "within 100 miles." All products should be labeled as to the specific farmer, food producer, artisans and/or crafters who created it, including well-marked prices for all to see.
- Vendors must be willing to arrange for a representative of the Candor Farmers Market Market to visit their farm or studio to verify the authenticity of the vendor's produce or merchandise. This request can be presented on an annual basis and can occur anytime throughout the season. We prefer to conduct farm visits during your harvest or during times when you are producing.
- Vendors must comply with all lawfully required permits, licenses and certificates and they must be displayed appropriately – this is the sole responsibility of the individual vendor. However, it is also the business of the Candor Farmers Market that all approved vendors are operating in a lawful manner and the Market Manager will seek to ensure vendors have essential permits, licenses and certificates. Vendors are encouraged to participate in relevant food stamp, WIC and senior voucher programs. Examples of signage you should display weekly include; your COA, Sale Tax Certificate, Business name with address, etc. Please contact the market manager if you have any questions.
- Vendors are inherently part of the brand and image of the Candors Farmers Market; your business is our business. As such, vendors are expected to keep a well-organized, clean, tidy and safe presence at market. Vendors must treat all customers, passersby, other vendors and representatives of the Candor Farmers Market board with respect and good-will. It should go without saying that we expect each vendor present to wear/bring the necessary items such as; shirts, shoes, apparel that is presentable and will bring you a strong customer base at market.
- Full time vendors should commit to attending market each Thursday throughout the season, unless other arrangements have been made with the onsite market manager. A repeated failure to attend the market will be addressed accordingly, and a final decision will be given by the board as seen fit.
- On market day all vendors are expected to be completely set up and ready to make sales by 3:30 pm and to stay open for sales until the market closes at 6:30 pm. If you will be late or cannot attend the market we

highly encourage you to notify the onsite market manager in order to avoid penalties. We try to do our best to make accommodations and understand that you have other obligations come up. Penalties may include a forfeit of your vendor space at market.

- Vendors may not bring dogs or other pets to the market. This is an important liability issue and the rule must be followed.
- Vendor spots in the pavilion are roughly 11' by 6' under the pavilion. Vendors are encouraged to arrange their space to allow room for themselves and others to move between vendor spaces. Requests for extended space or unusual configurations must be reviewed and approved by the Onsite Market Manager. If you are located outside the pavilion you will have a little more "wobble room"
- Vendors are NOT allowed to attach anything to the pavilion structure except with temporary, non-damaging bungee cords, rope, string or tape. Vendors are encouraged and invited to hang shade providing materials as needed, however the market will not provide these.

Vendor signage: this is recommended but not mandatory. The easier you are to recognize and return back to, the better, for visitors.

- Vendor vehicles are permissible at the pavilion site during set up and take down, but should be moved to the more distant parking areas of the Town Hall during the market, unless the vendor has received permission from the Onsite Market Manager to do otherwise.

Important Notes:

- *Weather Policy:* Although our policy is to hold the market "rain or shine", the safety of our customers and vendors is a priority for the CFM. Though we value our status as an outdoor market and operate under a pavilion as of 2020, risks from severe weather remain real and considerable. One common threat we face as a market is lightning, another is strong winds. Though radar helps to predict weather in advance of the weekly market hours, it is not failsafe. As such, the onsite market manager is directed and empowered to use his/her best judgment on market day and decide, in consultation with other vendors and radar and other reputable weather forecasts, as to whether the market will be held that day. This decision should be made at or around 2pm ET and communicated to all vendors.
- Vendor and/or his/her designee at the market will indemnify and hold harmless the Board of the Candor Farmers Market and the Town of Candor, and these said parties representatives, from and against any claims, demands, causes of action or liability for injury to any person, including death, that results from the negligent acts or omissions of the vendor, its employees, volunteers or agents during set-up, operation, and/or tear down of the market.
- All authority, rule-making and enforcement pertaining specifically to the Candor Farmers Market are the province, privilege and responsibility solely of the board of the Candor Farmers Market. As such, all current and future rules, including those listed above, are subject to change at any time, based on the discretion of the board of the Candor Farmers Market. As far as the Candor Farmers Market, all board decisions are final and non-negotiable.

- The Onsite Market Manager of the Candor Farmers Market is the operational authority designated by the Candor Farmers Market board to act as steward, rule-enforcer and general manager of the market during market hours. As such, the Onsite Market Manager’s decisions at market are final. If the Onsite manager is unavailable the Business Manager or CFM Board President may act in his/her stead.

- If requested, grievances will be heard by the Board of Directors in an expedited fashion, but also at the convenience of the board.

CONTACT INFORMATION:

The CFM Business Manager for 2023 is Joellen “Jodi” Riggs.

Contact her at: 607-768-4072

email: joellenriggsphotography@gmail.com

229 Union Hill Road, Candor, NY 13743

The CFM Onsite Market Manager for 2023:

Maria Cole

Contact her at: 607-972-5058

Email: froglegs1711@hotmail.com

The 2023 Candor Farmers Market Board of Directors include:

Joellen “Jodi” Riggs	business manager/secretary, treasurer, bookkeeper, board member, FMNP coordinator, SNAP coordinator, vendor
Maria Cole	on-site manager, social media, publicity and market manager, vendor recruitment advisor, co-treasurer, board member, vendor

Additional Board Members:

please ask a market manager for their contact information if needed.

Sharon Frady	co-treasurer, board member, vendor
Theresa Alexander	board member, vendor
Joel Sherwood	board member, vendor
Pat Lightbody	board member, vendor
Kelli Shepardson	board member, vendor
Tina Henry	board member, vendor