

# Candor Farmers Market 2022

June 16- September 1

*Rules, Guidelines and Resources*

*Updated 1/25/2022*

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 16 - September 1. 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). Occasional exceptions may be made when the vendor is offering something that is not available within the thirty (30) mile radius.
- 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. **Candor Farmer's Market strives to meet the fresh-produce demands of our customer base, and prioritizes produce vendor applications. The market is managed with the intention of having at least 60% of our regular vendors selling fresh produce as their primary offering, with the remaining 40% of space filled by crafters and artisans. Hence, 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 day of your first market visit is also acceptable.
- 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" licence 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.

## 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 good 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.

## **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.
- 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.
- 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 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 market we highly encourage you to notify the onsite market manager in order to avoid penalties. 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'. 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.

- 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 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, 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 judgement 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. In so 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 2022 is Joellen “Jodi” Riggs.  
Contact her at 607-768-4072  
joellenriggsphotography@gmail.com

The CFM Onsite Market Manager  
for 2022 is Maria Cole.  
Contact her at 607-972-5058  
froglegs1711@hotmail.com

The 2022 Candor Farmers Market Board of Directors include:

Jodi Riggs	Business manager, Secretary, Co-Treasurer, board member, vendor
Maria Cole	Onsite manager, Marketing/ Vendor Manager, Website, vendor
Sharon Frady	Co- Treasurer, board member, vendor
Denice Peckins	Board member, vendor
Lois Swales	Board Member, vendor
Pat Lightbody	Board member, vendor
Kelli Shepherd	Board member, vendor