

Bolton Landing Farmers' Market Policies and Application Information 2018

The BLFM is held on Friday mornings from 9 am – 2 pm at the Cross Street parking lot directly behind the Town Hall (5 Cross Street). Set up is from 7:30 am to 8:45 am. No vehicle traffic after 8:30 am.

1. **Benefits of membership in the Bolton Landing Farmers' Market:**
 - a. **“Family” atmosphere** – we have excellent Vendors who are nice people, and do our best to provide a safe and welcoming atmosphere for all.
 - b. **Advertisement** for each vendor and the Market – internet: daily on web site and Facebook; hand-delivered rack cards every year (5,000 scheduled for 2018), weekly print media, on-street signage, free brochures.
 - c. **Activities and Promotions** planned for each week
 - d. **Weekly map** of vendors and locations
 - e. **Producer Only, limited vendors per product** – limited to locally grown, raised and prepared products including: produce, plants, cut flowers, dairy, poultry, meats, fish, maple syrup, honey, preserves, baked goods, refreshments and crafts. All prepared foods are made “from scratch” utilizing locally grown ingredients whenever possible. Only products produced or made within the areas of Warren, Washington, Saratoga, Essex, Hamilton, Rensselaer, Montgomery or Fulton Counties may be sold at the market, with the exception of special permission by the Bolton Landing Farmers' Market Committee.
 - f. **Approved Vendors only:** All Vendors must have proper paperwork submitted and fees paid before they set up and sell. Vendors who are authorized to do so may sell local products from another approved Vendor who is unable to attend the market. No vendor may lease or sub-let his or her space.
2. **The market is open rain or shine.** In case of a hurricane or tornado warning, or other Act of God type weather, the Market Manager will email and call all Vendors scheduled for the Market on Thursday evening to let them know. If something happens on Friday morning, all Vendors will be called ASAP. Please keep in mind that because of its location, Bolton Landing often has milder weather than is predicted for other areas.
3. **A non-refundable membership and administration fee (\$30) is required** to sell at the Bolton Landing Farmers' Market. Membership includes one person, household or business selling at one space (10' X 10' X 10') unless otherwise agreed upon.
4. **Absences: Vendors are required to notify the Market Manager as soon as possible and no later than 5 pm on Thursday night if they are unable to attend.** We are a seasonal market and need to keep it full each week - any absences create a space in the market layout. Unless notified, Vendor spaces will be reassigned after 8:30 am. A new vendor map with vendor locations is available each week at the Greeter Table.
5. **Vendors must comply with all Federal, State and Local laws and regulations applicable to their products. Copies of any necessary certificates, permits and licenses must be on file with the Bolton Landing Farmers' Market,** or the vendor will not be allowed to set up at the market. It is the responsibility of vendors to comply with all packaging, labeling, grading, signage and pricing requirements applicable to their products, and providing that information to customers if asked.

6. **SET-UP:**

- a. **Tents and weights:** Vendors need to have tents (provides visual consistency for the market), and the tents must have **weights** attached, at least 20 pounds per tent leg – it can get windy in a hurry.
- b. **Vendor signs:** Individual signs must be fastened to your tent for safety, or in solid frames and set within your vendor space to avoid tripping hazards. Vendor identification signage is required.
- c. **Straight Lines:** Vendors, please create a **straight line of displays** to minimize the possibility of a customer mishap. Merchandise, boxes, tables, etc. are to be kept within the vendor's space, stored neatly and arranged so that customers don't run into or trip over them.
- d. **The size and location of the Vendor space is determined by the Market Manager**, based on the Vendor's needs.
- e. **Timelines:** Vendors need to be in place by 9 AM, and breakdown starts at 2 PM. There is no vehicular traffic in the Market between 8:30 AM and 2 PM.

7. **Safety first:**

- a. **Traffic:** Vendors need to have their vehicles and stands in place before the opening of the market at 9 am, and remain open until the closing of the market at 2 pm. There is no vehicular traffic after 8:30 AM or before 2 PM.
- b. **Parking:** Vendor vehicles (one per vendor space) can be parked in nearby parking (3 lots available) or behind vendor space, as assigned.
- c. **Bikes and skateboards are not allowed** in the market.
- d. **All pets must be leashed, no exceptions.**
- e. **Size and location of the Vendor space is determined by the Market Manager**, based on the vendor's needs. Vendor identification signage is required.
- f. **Cleanup** - At the conclusion of the market, the vendor's area must be clean and any refuse either put in the trash barrels, or removed by the vendor. Vendors who provide samples or products that result in waste material (cups, rinds, etc.) will provide waste containers for such.

8. **Legalities:**

- a. **Paperwork:** has to be in before a Vendor can set up.
- b. **Insurance:** All vendors are responsible for their own liability insurance. A certificate of Insurance is required, with riders: see notice for exact wording for insurance. Suggested coverage is \$1,000,000/\$2,000,000.
- c. **Licenses, Certificates and Permits:** Copies of all licenses, certificates, and permits required for individual vendors are required to be on file with the Bolton Landing Farmers' Market before a vendor may set up. Vendors are responsible to comply with all Federal, State, and Local laws and regulations applicable to their product.
- d. **All vendors agree to abide by the Bolton Landing Farmers' Market Rules and Policies.** Repeated violations of market rules, including absences, may result in suspension or termination from the market at the sole discretion of the Bolton Landing Farmers' Market Manager.