

Bolton Landing Farmers' Market Policies 2022

The BLFM is held on Friday mornings from 9 am – 2 pm at 5 Cross Street directly behind the Town Hall parking lot. (June 24 to September 2, 2022)

Set up is from 7:30 to 8:45 am. No vehicle traffic allowed in the Market area after 8:30 am or before 2:15 pm. No early breakdown.

BENEFITS OF MEMBERSHIP in the Bolton Landing Farmers' Market:

a. **“Family” atmosphere** – we have excellent Vendors who are nice people, and we do our best to provide a safe and welcoming atmosphere for all.

b. **Advertisement** for each Vendor and the Market – we list you on three I-Phone friendly websites which will link to your site: *BoltonLandingFarmersMarket.com*, *LakeGeorge.com*; and *BoltonChamber.com*; the Market is updated weekly on Facebook including any specials the Vendors have; weekly print media ads, on-street signage, free brochures and a presence on all available Farmers Market listings.

c. **Activities and Promotions** are planned and advertised for each week

d. **Event Calendar** and map of vendors and locations

e. **Limited Vendors per product**, and we encourage 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. We encourage products grown, produced or made within the areas of Warren, Washington, Saratoga, Essex, Hamilton, Rensselaer, Montgomery or Fulton Counties, with the exception of special permission for certain products by the Bolton Landing Farmers' Market Committee.

f. **Approved Vendors only:** All Vendors must have proper paperwork and insurance 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, or please call the emergency numbers below. 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. If two spaces are required, the second space is additionally ½ the fee for the first space.

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 the Market full each week - any absences create a space in the Market layout. Unless notified, Vendor spaces will be reassigned after 8:30 am. A Vendor map with vendor locations is available each week at the Greeter Table/Hub. Three absences is one too many.

5. Vendors must comply with all Federal, State and Local laws and regulations applicable to their products. Copies of any necessary certificates, permits, licenses and insurance 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 set up every day** – it can get windy in a hurry - weights only work if attached to the tent.

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 trip over them.

d. **The size and location of the Vendor space is determined by the Market Manager,** based on the Vendor's needs. To reserve your space please send in your application and fees as soon as possible. Vendor identification signage is required.

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 2:15 PM. No early breakdown.**

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.**

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.) provide waste containers.

8. LEGALITIES:

a. **All paperwork, insurances and fees** have 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 for additionally insured: naming the Town of Bolton and the Bolton Landing Farmers Market. 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.

9. EMERGENCY NUMBERS

Penelope Jewell – BLFM Manager
Cell 518-480-9118
Penelope@penelope.org

Bambi Monroe
518-538-2983
bambimonroe45@yahoo.com

I have read these policies and will adhere to them:

Name/Business: _____

Date: _____