

## **Bolton Landing Farmers' Market Application Information and Process**

1. **Application (below, page 2):** A completed, legible application with all contact information is required for seasonal and weekly vendors. (Application below on page 2)
2. **Hold Harmless: (below, page 3)** Vendors are required to sign the Hold Harmless Agreement and submit it with their application. (Agreement below on page 3)
3. **Policies (below, page 4):** Sign the last page of the Policies and include it with your application. (Policies start on page 4, signature page is page 6)
3. **Insurance:** All vendors are responsible for their own liability insurance. A certificate of Insurance is required. Suggested coverage is \$1,000,000/\$2,000,000.
4. **\*\*\*Additionally Insured:** Each Vendor is required to add as “additionally insured” to the general liability policy both:
  - **The Blessed Sacrament Catholic Church 7 Goodman Avenue**
  - **The Bolton Landing Farmers' Market**A certificate of insurance to evidence this coverage is required.
5. **Licenses, Certificates and Permits:** Copies of all licenses, certificates, and permits required for individual vendors to do business 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. It is the responsibility of the vendor to comply with all packaging, labeling, grading, signage, and pricing requirements applicable to their products.
6. **Membership/administrative fees** must be included with the application and Vendor fee. We keep our fees as low as possible - there are no refunds.

### **To Apply:**

- **2024 Application**
- **Vendor and membership fees sent in by April 15, 2024 to hold your space.** Late fees apply after June 1.

### **To Set Up at the Market:**

- **Tent and weights (check Policies)**
- **Copies of all licenses, certificates, and permits applicable to your product**
- **Application completed, Hold Harmless and Policy agreements signed**
- **Vendor fee and application fee paid**
- **Certificate of liability insurance with Additionally insured:**
  - o **Bolton Landing Farmers' Market**
  - o **Blessed Sacrament Catholic Church**

**Bolton Landing Farmers' Market 2023 Application**  
**9 am to 1 pm, June 21 – August 30, 2024**  
**(Space Available - Please Apply by April 15, 2024)**

**Business Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Telephone Number/s** \_\_\_\_\_

**Email Address and  
Website information** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Business Address/County of Record** \_\_\_\_\_

**Type of Products** (please list all you would like to sell at the market)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Market Rates (one 10 x 10 space):** (\$250 + \$30 Admin; \$30 late fee; Doubles 1 ½ )

- Market Membership and Administration Fee (Annual for All Vendors): **\$30**  
- Full Season (11 Weeks June 24 – August 30, 2024): **250**  
**Total: \$280**

**\*\*Discount: \$30: \$250 total if paid/postmarked by April 15, 2024**  
**- \$280 total if paid/postmarked between April 15 and June 1, 2023**  
**- Late fee of \$30 after June 1 = \$310 total**  
**- Double Spaces (20'X10'): add \$125**

**Please Indicate Dates That You Will Be Absent, if any:**

\_\_\_\_\_

\*If possible, please Include Copies of Any Necessary Licenses and/or Permits and Insurance with This Application. Please make checks payable to the

**Bolton Landing Farmers' Market**  
**and send to: PO Box 1571, Bolton Landing, NY 12814**

**For questions or further information:**  
**Penelope Jewell: 518-480-9118 (cell) [penelope@penelope.org](mailto:penelope@penelope.org)**

**HOLD HARMLESS AND INDEMNIFICATION BY INDEPENDENT VENDOR**

IT IS HEREBY understood that as an independent vendor and participant in the Town of Bolton Farmer's Market, in consideration of the opportunity to conduct business in the Town of Bolton on real property owned by the Blessed Sacrament Catholic Church and in conjunction with the Bolton Landing Farmer's Market held between June 21, 2024, and August 30, 2024.

The undersigned hereby indemnifies and promises to hold harmless the Town of Bolton, the Bolton Landing Farmers' Market and the Blessed Sacrament Catholic Church, their agents, employees, volunteers or servants from any and all liabilities claimed against the Town of Bolton, the Bolton Landing Farmers' Market and Blessed Sacrament Catholic Church by any patron, customer, participant, guest or invitee or by any other independent vendor, their agents, employees or customers concerning activities alleged to have arisen out of, associated with or occurring during ordinary activities associated with the operation of the Bolton Landing Farmers' Market.

Signature: \_\_\_\_\_  
Independent Farmer's Market Vendor

Dated: \_\_\_\_\_

## **Bolton Landing Farmers' Market Policies 2024**

**The BLFM is held on Friday mornings from 9 am – 1 pm at the Blessed Sacrament Catholic Church parking lot, 7 Goodman Avenue, Bolton Landing 12814  
June 21 to August 30, 2024**

**Set up is from 7:30 to 8:45 am. No vehicle traffic allowed in the Market area after 8:30 am or before 1:15 pm. No early breakdown. Please let us know any dates you will miss.**

### **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. Three of these events include “giveaways”:

- Friday nearest 4<sup>th</sup> of July – free strawberry shortcake and American flags
- early August – Blueberry Day with free Blueberry Shortcake
- last Market of the season: free apple pie and kids make cider

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 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 without authorization from the BLFM.

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, 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 and filled 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 they are already 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 1 pm. **There is no vehicular traffic after 8:30 AM or before 1:15 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 their own waste containers.

## **8. LEGALITIES:**

a. **All paperwork, insurances and fees** must be in before a Vendor can set up. The Town of Bolton has no sense of humor about this. Policies, Hold Harmless, and Application must be signed.

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: \_\_\_\_\_