

Montour Falls Farmers Market 2016 Vendor Information

Mission: The Montour Falls Farmers Market is an agriculture-based market, organized to provide our community with healthy, fresh, local, affordable food.

Applications: Farmers and producers wishing to become vendors at MFFM must complete an application and submit it to the market manager. Applications may be found at <http://montourfallsfarmersmarket.com> or may be picked up at the Montour Falls Library, 406 West Main Street in Montour Falls.

Fees: A \$25 application fee is due before your first market. A \$5 daily fee is due by the start of each market day. *Do not pay your fees before you have received confirmation of your acceptance to the 2016 market.*

Schedule: Thursdays, 4-7 p.m., May 5 through October 6, 2016

Location: 300 West Main Street, Montour Falls, NY 14865

Conduct & Other Regulations

- Vendors are expected to treat customers and other vendors with courtesy and respect.
- No racial, ethnic, religious or gender discrimination is permitted at the market.
- No smoking is allowed on the market grounds.
- Vendors must abide by all state regulations pertaining to the sale and manufacture of their products with required certificates prominently displayed. Sales by weight must use scales approved and checked annually by the Bureau of Weights and Measures.
- Your farm or business is required to carry commercial general liability insurance. A Certificate of Insurance naming **Village of Montour Falls** (408 West Main Street, P.O. Box 812, Montour Falls, NY 14865. Phone: 607-535-7367) as a certificate holder must be provided to the market manager before you attend. Contact the New York State Farmers Market Federation for information about market insurance for small farms (<http://www.nyfarmersmarket.com/vendor/>).
- At least the seller must produce 75% of goods offered and no more than 25% purchased from other local producers.
- Every product must be grown or handmade within 30 miles of Main Street, Montour Falls.
- The market manager assigns booth spaces. Each is approximately ten by ten feet.
- Space-sharing is welcome; each pays half the daily fee, and both vendors must be present at the booth.
- Vendors are responsible for bringing all sales equipment, including table and tents.
- Vendors who hire employees to staff the booth must indicate the employees' names on the application or inform the market manager in advance via email. The producers are strongly encouraged to be present at least once per month. Please ensure that their employees understand and abide by these rules.
- Farmers are encouraged accept FMNP coupons (SNAP). Ask the manager for information.
- Prices and your business name must be prominently displayed.
- Setup begins at 3:00 p.m. Vehicles must be removed from the market green by 3:45 p.m.
- Vendors may load or unload, but not park, on Main Street, in order to leave parking for customers. Parking is available in the lot behind the market green.
- All vendors are required to stay open until 7:00. Those who need to leave early must check-in with the market manager.
- Vendors are responsible for cleaning up their sales areas after each market.
- Sorry, no dogs allowed.
- The market manager has final say in all matters regarding the market.
- Please notify the market manager of a planned absence from market by Wednesday, 6:00 p.m.
- Vendors are strongly encouraged to tip the musicians.

Roxanne Leyes, Market Manager

Manager@MontourFallsFarmersMarket.com
MontourFallsFarmersMarket.com

Roxanne@MontourFallsLibrary.org
MontourFallsLibrary.org
(607) 535-7489

Montour Falls Farmers Market (MFFM): 2016 Vendor Application

MFFM will meet at 300 W. Main St., Montour Falls, on Thursdays, 4:00 pm – 7:00 pm, May 5 – October 6.

Business Name _____ Website _____

Contact _____ Phone _____ Email _____

Address _____

- I plan on attending markets starting on _____ and ending on _____.
- I will need access to electricity (Yes/No). Note: Electric may not be available this year.
- I will make MFFM a pickup location for my CSA (Yes/No).

Products: At least 75% must be produced by the seller; 25% may be purchased from other local producers.

Agriculture:

Vegetables and fruit (please list all) _____

Meat, dairy, and eggs (please list all) _____

Other agricultural products (please list all) _____

Crafts: (please list all) _____

Prepared foods: (please list all) _____

Address of approved/inspected kitchen _____

Sales tax ID# _____ Ag & Market license# _____ Home processing# _____

Winery license# _____ Insurance carrier and policy # _____

- Your farm or business is required to carry commercial general liability insurance. A Certificate of Insurance naming **Village of Montour Falls** (408 West Main Street, P.O. Box 812, Montour Falls, NY 14865. Phone: 607-535-7367) as a certificate holder must be provided to the market manager before attending.
- Fees: **\$25 application fee**, payable to Montour Falls Farmers' Market, due before you attend market (do not pay your fee before you have received confirmation of your acceptance to the 2016 market). **\$5 daily fee**, due by the start of each market day.
- I have read and agree to abide by the market rules.

Signature _____ Date _____

**Email application to:
or mail to:**

**<Manager@MontourFallsFarmersMarket.com>
Montour Falls Farmers Market, c/o Montour Falls Library,
PO Box 486, Montour Falls, NY 14865**