

Montour Falls Farmers Market 2019 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 picked up at the Montour Falls Library or sent by email via request to jessica@montourfallslibrary.org

Fees: A \$25 application fee is due before your first market. A \$5 daily fee is due by the start of each market day. *You may pay your application after confirmation that your application has been accepted. There is no daily fee for non-profits.*

Schedule: Thursdays, 4-7 p.m., May 2 through October 3, 2019

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/>).**
- **The seller must produce 75% of goods offered with 25% purchased from other local producers. Consider buying from vendors who are not onsite to provide a variety of products.**
- **All vendors are required to stay open until 7:00. If you need to leave early please inform the manager ASAP.**
- 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. Please ensure that their employees understand and abide by these rules.
- **Eligible Farmers are encouraged to accept FMNP coupons and (SNAP). Ask the manager for information or refer to NYS Ag & Markets and/or the NYS Farmers' Market Coalition.**
- 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.
- Vendors are responsible for cleaning up their sales areas after each market.
- Dogs must be leashed and under control of the owner.
- The market manager has final say in all matters regarding the market.
- Please notify the market manager assistant, Jess, of any planned/sudden absences or if you're running late. Call or text 607-742-6798.
- Please contact Jess with promotional information at jessica@montourfallslibrary.org or by phone.
- Vendors are encouraged to tip the musicians.
- Electricity is available.

Roxanne Leyes; Market Manager

Manager@MontourFallsFarmersMarket.com 607-535-7489

Montour Falls Farmers Market (MFFM): 2019 Vendor Application

MFFM will meet at 300 W. Main St., Montour Falls, on Thursdays, 4:00 pm – 7:00 pm, May 2 – October 3

Business Name _____ Website _____

Contact _____ Phone _____ Email _____

Address _____

- I plan on attending markets starting on _____ and ending on _____.
- 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 (you may pay your fee after you receive confirmation that your application has been accepted). **\$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**