



GREATER WATERTOWN-NORTH COUNTRY CHAMBER OF COMMERCE

FARM & CRAFT MARKET 2025

ELIGIBILITY REQUIREMENTS & GENERAL INFORMATION

The Greater Watertown-North Country Chamber of Commerce 2025 Watertown Farm & Craft Market will operate **every Wednesday from 8:00AM to 2:00PM from May 28, 2025, through October 1, 2025**. The Farm & Craft Market will operate rain or shine at the discretion of the GWNC Chamber Market Manager. All vendors are asked to remain fully set up and operational during operating hours of the market, unless approved by the Market Manager.

1. Individuals wishing to participate in the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market must submit the following to the Chamber:
 - a. Completed application
 - b. Signed acknowledgement of rules and regulations
 - c. Required payments
 - d. Copy of the tax certificate
 - e. Proof of insurance (see points 5 and 6 on pg. 2)
 - f. Permits and/or licenses
 - g. Photos of products (waived for returning vendors)

Applications without the proper documentation attached will be denied. The vendor will be notified of their acceptance by **April 25, 2025** when the application process is complete.
2. Participants in the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market must meet the eligibility requirements established to participate and, if accepted, are to comply with the rules of the Market. All fees must be paid according to the fee schedule. **Vendors MUST submit payment by the time noted on this application or their spot will be forfeited. NO EXCEPTIONS.**
3. **All products/produce to be sold must be listed on the application** whether a vendor is new or established. **Only those items listed and approved will be allowed to be sold.** Photographs of craft items to be sold are required with the application. List all produce individually and indicate if these items will qualify for the FMNP program. If a vendor wishes to sell under another category in addition to the one originally applied for, the Chamber must be notified for review prior to selling goods from the new category. **If a vendor wishes to sell items which were not included in their original application, the Chamber must approve the addition before the products can be sold.**
4. The Greater Watertown-North Country Chamber of Commerce Farm & Craft Market will determine eligibility of all products to be sold at the Market. The Chamber has final authority concerning the

eligibility of all vendors and their products. All decisions rendered by the Greater Watertown-North Country Chamber are final. To participate in the market, written approval must be received.

5. **Two separate Liability Insurance Certificates** should be included naming the following as additional insured:
 - a. Liability Insurance naming the Greater Watertown-North Country Chamber of Commerce
Greater Watertown-North Country Chamber of Commerce
105 Court Street, Suite B
Watertown, NY 13601
 - b. Liability Insurance naming the City of Watertown
City of Watertown
245 Washington Street
Watertown, NY 13601

This is required for all vendors. All vendors must carry a liability insurance policy, regardless of product, at a *minimum amount of one million dollars each occurrence, two million dollars general aggregate*.

Required Verbiage for the Description of Operations:

The Watertown Farm & Craft Market at Watertown City Hall - 245 Washington St., Watertown, NY 13601 - held on Wednesdays from May 28, 2025 – October 1, 2025. The People of the State of New York, its agents, officers and employees named as additional insured.

Visit the Vendor Resources page on our website for examples and specific information on how to obtain these certificates www.watertownfarmandcraft.com/vendor-resources

6. NYS Workers' Compensation and Disability Certificates:
 - a. If you have employees, for both NYS Workers' Compensation and Disability Certificates, use the following address for entity requesting proof of coverage:
City of Watertown
245 Washington Street
Watertown, NY 13601
 - b. If you do NOT have employees, you must have a signed Certificate of Attestation of Exemption (CE-200) from New York State found on the NY Business Express website. Returning vendors should use existing account login.

Required Verbiage for Business Applying For:

For Business Applying for choose **OTHER**; then type "Public Use of State Property"
The From address should be listed below.

FROM: City of Watertown
245 Washington Street
Watertown, NY 13601

Visit the Vendor Resources page on our website for examples and specific information on how to obtain these certificates www.watertownfarmandcraft.com/vendor-resources

7. Vendors may register as Reserved Vendors, which guarantees a designated booth space for the entire season, or as a Pop-Up Vendor, which provides undesignated booth space on a week-to-week basis.
8. The applicant may only offer for sale:
 - Farm products, plants, flowers, prepared foods, baked goods
 - Articles of a handmade variety normally classified as arts and crafts

Please Note:

- No antiques are permitted
- The Chamber has full discretion as to the determination of what is considered arts and crafts

9. Each exhibitor will be allowed space of approximately 10'X10. Additional display space may be reserved if space is available – additional fees will apply.

10. The Market will have 3 themed market days during the 2025 season:

July 2 Theme: Independence Day / Celebrate America

August 27 Theme: Luau / Hawaiian

October 1 Theme: Fall / Halloween, Tents and Treats

Participation from each vendor for every themed day is highly encouraged!

DEADLINES & FEES

RESERVED VENDOR

Submit the completed application and **\$50** application fee (*This fee is waived for GWNC Chamber members in good standing*) no later than **April 25, 2025**. Application fee will be processed upon approval. **Booth Fee: \$320 per season per 10'X10' space.** Reserved Vendors must pay 50% of their seasonal fees by Friday, **May 28, 2025**. The remaining balance of the seasonal fee must be paid no later than **July 30, 2025**. If fees are not paid by the specified dates, **the space will no longer be reserved** - No Exceptions.

POP-UP VENDOR

Submit the completed application and \$50 application fee (*This fee is waived for GWNC Chamber members in good standing*) if you would like to be eligible for the Market season. Booth Fee: **\$50** per week per 10'X10' space. Applications will be considered upon submission. Vendors will not be eligible to participate in the Market until approval by the Chamber is granted. Vendors must submit schedule of days they would like to participate in the market. Please allow at least 2 weeks for review and verification from the time of submission.

INSTRUCTIONS

ALL VENDORS

Primary method: Scan and submit application, all permits, licenses, insurance riders, and photos to: kayla@watertownny.com. Payments may be mailed, dropped off, or taken electronically.

Secondary method: Mail and submit application, all permits, licenses, insurance riders, photos, and payment to:

Watertown Farm & Craft Market

GWNC Chamber of Commerce

105 Court Street, Suite B, Watertown, NY 13601

Questions? Email kayla@watertownny.com or call 315-788-4400.

Incomplete Applications cannot be accepted.

Vendors will be notified of the status of their application by April 25, 2025.

APPLICATION FOR 2025 WATERTOWN FARM & CRAFT MARKET

PLEASE PRINT CLEARLY

Company Name _____

Vendor Type: ___ Producer ___ Dealer ___ Crafter ___ Food Truck / Stand

Please review Rules and Regulations to identify the correct category.

Contact Person #1 _____

Email _____ Phone _____ (Cell? Y / N)

Contact Person #2 _____

Email _____ Phone _____ (Cell? Y / N)

Business Address _____

City _____ State NY Zip Code _____

Website _____

Facebook @ _____ Instagram @ _____

Sales Tax # _____ FMNP # _____

BOOTH TYPE

_____ RESERVED / # _____ of spaces
\$320 Season Fee per 10'x10' space

- or -

_____ POP-UP VENDOR
\$50 Weekly Fee per 10'x10' space

MEMBERSHIP STATUS

_____ Yes, GWNC CHAMBER MEMBER
Application fee waived

- or -

_____ No, Not a GWNC CHAMBER MEMBER
\$50 Application Fee Applies

ELECTRICITY

_____ Yes, I need electricity at my booth
\$50 Electricity Use Fee applies

- or -

_____ No, I do NOT need electricity at my booth
No additional cost

If yes, you must fill out the table below

| Device Description List the specific devices that will be plugged in. For example, chest freezer, cash register, radio, box fan, etc. | Estimated Amperage / Voltage Please specify the amperage / voltage of each device. | Duration of Use How many hours will the device be in use each day at the market? 1hr – 9hrs |
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I confirm that the following items are enclosed with this application (Check all that apply):

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|--|---|--|
| <i>All Vendors</i> | Liability Insurance Certificates: 2 Total 1. Listing Chamber as Additional Insured 2. Listing the City of Watertown as Additional Insured | |
| <i>All Vendors (optional)</i> | NYS Workers' Compensation and Disability Paperwork – or – Certificate of Attestation of Exemption (CE-200) | |
| <i>All Vendors (optional)</i> | Signed Acknowledgement of Rules & Regulations (p.12, separate document) | |
| <i>All Vendors (optional)</i> | Signed Hold Harmless Agreement | |
| <i>All Vendors (optional)</i> | Photos of Products (waived for returning vendors) | |
| <i>All Vendors (optional)</i> | Photo & Information Media Release Form | |
| <i>All Vendors (optional)</i> | Pictures / links of Ground Protection Matting | |
| <i>All Vendors (optional)</i> | EBT/CREDIT/DEBIT Participation Form | |
| <i>Food Vendors</i> | Certificate from NYS Health Department truck/stand being used at market | |
| <i>Food Vendors</i> | Pictures of food truck/stand | |
| <i>Live Plant Vendors</i> | NYS Dept of Ag and Markets Nursery License | |
| <i>Farm Product Dealers</i> | DBA | |
| <i>Produce Farmers</i> | Stamp # | |
| <i>Baked Goods Vendors</i> | Exemption or 20-C Home Processors License OR Home Processing Permit and Certified Water Potability Test Certificate | |
| <i>Wineries/Distilleries/Breweries</i> | NYS Liquor Authority Permit and Marketing Permit | |
| <i>Vendors Selling Pet Food</i> | Approved FSI-418A Registration Form | |
| <i>Farm Product Producers Wanting to Qualify to Collect WIC Coupons)</i> | Crop Plan and NYS FMNP Farmer Participant Agreement | |

PRODUCT LIST

Please list and describe all products to be sold and enclose photo(s) of items for sale (if applicable). If more space is needed, please use additional pages as necessary. Produce vendors must list each specific type of produce to be sold and include whether you intend to collect SNAP/EBT for these items.

| PRODUCT NAME | SNAP/EBT |
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HOLD HARMLESS AGREEMENT

The undersigned agrees to, at all times, indemnify and save harmless, the Greater Watertown-North Country Chamber of Commerce, Inc., the City of Watertown, all designated property owners where vendor booths are located, and their employees and agents thereof against all claims, demands, actions, or causes of action arising or growing out of any injury, loss or damage to property from the installation, use, maintenance, state of repair or presence of any kind related to the booth or other installation or structure at the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market, and will pay to the Greater Watertown-North Country Chamber of Commerce, Inc. the full amount of any loss or damage which it may sustain, incur or become liable for on account thereof.

Signature _____ Date _____

ACKNOWLEDGEMENT OF RULES, REGULATIONS & REQUIREMENTS

Attach signed copy of page 13 from the Rules and Regulations document.

PHOTO RELEASE

Subject: Watertown Farm & Craft Market
Location: 245 Washington Street, Watertown NY 13601

I grant the Greater Watertown-North Country Chamber of Commerce and its relationship to the promotions of the Farm & Craft Market to take photographs of me and my property in connection with the above-identified subject. I authorize the Greater Watertown-North Country Chamber of Commerce, its assigns and transferees to copyright, use and publish photos in print and/or electronically.

I agree that the Greater Watertown-North Country Chamber of Commerce may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I have read and understand the above:

Signature _____ (parent or guardian if under age 18)

Printed name _____ Date _____

Organization Name (if applicable) _____

PAYMENT METHOD

Amount \$ _____ via _____ Check/Money order (Payable to GWNC Chamber) -or- _____ Credit Card

Name on Credit Card: _____ Sec Code _____

Card Number: _____ Expiration Date: _____

Authorization Signature: _____