



Cornell Cooperative Extension | Jefferson County

FARM & CRAFT MARKET 2026

Non-Profit Application

ELIGIBILITY REQUIREMENTS, GENERAL INFORMATION & RULES

The Watertown Farm & Craft Market will operate **every Wednesday from 8:00AM to 2:00PM from May 27, through October 7, 2026**. The Farm & Craft Market will operate rain or shine - there will not be rain dates.

All vendors are asked to remain fully set up and operational during open hours of the market.

RULES AND REGULATIONS

1. All non-profits requesting booth space must be approved by CCE Jefferson prior to market day.
2. Non-profits should arrive between 7:00 and 9:00am and report to the Information booth. Non-profits will be assigned to a space at that time. CCE Jefferson cannot guarantee you will have a spot that will accommodate a tent.
3. Non-profits are not allowed to offer ANY items for sale at the farmers market, including but not limited to baked items and crafts.
4. Non-profits are not permitted to post signage or stand within the sidewalk. All materials must be kept out of the flow of market traffic.
5. Please set up table so people coming to your booth will be standing on the sidewalk and not the grass. This can be accomplished by lining your table up parallel to the sidewalk. Protective matting must be used if customers will be standing on grassy areas within your booth.
6. Non-profits setting up at the market should bring their own table, chairs, tent etc. as these items are NOT provided by CCE Jefferson.
7. Any person obstructing the flow of market customers, actively pursuing customers, or acting in a harassing manner will be asked to leave the market immediately. All organization representatives must remain behind their table at ALL times. Costumed characters are allowed only if within the non-profit's designated booth space.
8. Do not park in on-street parking as you will be ticketed for lengths longer than two hours. You are welcome to drop off your items and then park in the Stone Street public parking area.

Insurance Requirements

Participation in Watertown Farm and Craft Market Vendor Form 2026

This SERVICES AGREEMENT (“Agreement”) is between _____ (“Vendor”), located at _____ and CORNELL COOPERATIVE EXTENSION of JEFFERSON COUNTY and its affiliates, (“Extension”, “we”, “us” or “our”), located at 203 North Hamilton St, Watertown, NY 13601 and is effective _____ (“Agreement Effective Date”).

1. **SERVICES DESCRIPTION** (Fully Describe Services to be performed, attach proposal or purchase order documents and note here): Participation as a vendor at the Watertown Farm and Craft Market.
2. **PROCESS; TIMELINE DESCRIPTION.** May 29, 2026- April 29, 2027.
3. **TERM AND TERMINATION.** This Agreement shall commence as of the Effective Date and shall continue until one year from the Effective Date.
4. **FEES; PAYMENT:** The making of any payments by us, or receipt thereof by Vendor, shall not be evidence of our acceptance of additional terms set forth in the invoice or our waiver of any warranties or requirements hereunder. We expressly reject any terms contained in any of Vendor’s invoices.
5. **WARRANTIES.**
 - a. **Infringement.** Vendor warrants that the Services, Products and Deliverables, if any, provided hereunder will not infringe on any third party’s intellectual property or moral rights, nor upon any third party’s rights of personality or publicity.
 - b. **Authority.** Each party warrants that: (i) they have the power and authority to enter into and perform this Agreement; (ii) the Agreement will be a legally valid and binding obligation enforceable against either party; and (iii) there are no pending or threatened litigation actions, claims or proceedings, and there are no pending judicial or administrative orders or rules, that would materially impact their ability to perform hereunder.
 - c. **Performance.** Vendor warrants that it will perform its obligations in a timely, workmanlike manner, in accordance with industry best practices and agreed specifications.
 - d. **Compliance with Laws.** Vendor warrants that neither its execution of this Agreement nor its providing of the Services or Products violate any applicable law, regulation, or rule of any authority having jurisdiction, including without limitation OFAC (including without limitation, privacy, import, export, currency control, labor, hazardous materials, safety and environmental laws, rules and regulations), or any contract between Vendor and any other person or entity. Each party warrants that it shall comply with all applicable federal, state and local laws and regulations.
 - e. **Insurance.** Vendor warrants that it will maintain insurance in accordance with the requirements listed below, hereto, for the entire time this Agreement remains effective.
 - f. **Information.** CCEJC shall provide Vendor with information reasonably necessary to provide the Services or Products, and reasonable access to personnel and other reasonable assistance required. We warrant that to the best of our knowledge all information provided hereunder will be accurate and complete in all material respects.
 - g. **Personnel.** Vendor warrants that it will retain qualified personnel and provide any training, tools, supplies or other resources necessary to perform the Services. Vendor will ensure that its employees at all times observe our security policies and, when performing Services on our premises, our workplace policies. Vendor represents that it shall only assign personnel that are legally eligible to work, have successfully completed a background check and that all assignments shall be in compliance with applicable equal opportunity laws, all of which Vendor shall certify if we request.

- h. **Registration.** Vendor warrants that it is registered with all necessary state regulatory authorities and that it is not listed on any state debarment lists, and that it, upon demand, shall provide proof of such registration to CCE Jefferson.
6. **INDEMNIFICATION.** To the fullest extent permitted by law the VENDOR shall indemnify, defend, and hold CCEJC and our respective officers, directors, employees and agents, and their successors and assigns ("Indemnified Parties"), harmless from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all costs, reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from, the performance by or products of the VENDOR or any of VENDOR's subcontractors of this Agreement, regardless of whether such claim, damage, demand, loss, expense, fine, cause of action, suit or other liability is attributable to bodily injury, personal injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom; but only to the extent attributable to the negligence of the VENDOR or any entity for which it is legally responsible, including any allegations that the Products or Services infringe, misappropriate, or violate intellectual property rights of any third party.
7. **ACCESS TO PREMISES.** We make no representations with respect to the physical conditions or safety of our premises. Vendor shall, at its own expense, preserve and protect from injury its employees engaged in the performance of the Services and all property and persons which may be affected by its operations in performing the Services.
8. **INDEPENDENT CONTRACTOR; EMPLOYEES:** Each party is an independent contractor and not the other's agent, partner, fiduciary or representative. Neither party shall act or represent itself, directly or by implication, in any such capacity or assume or create any obligation on the other's behalf.
9. **NOTICES.** Any notices specified herein shall be in writing and deemed given or made if delivered: (a) by personal delivery with signed receipt; (b) by reputable courier with signature required; (c) by United States registered or certified mail, postage prepaid, return receipt requested. Notices shall be delivered to the parties to the addresses set forth above or as otherwise designated in writing. The parties agree that general operational communications may be transmitted via e-mail or facsimile between the parties' authorized business contacts.
10. **LIMITATION ON DAMAGES.** EACH PARTY EXPRESSLY WAIVES ANY AND ALL RIGHTS IT MAY HAVE HERE UNDER TO CLAIM OR RECOVER PUNITIVE DAMAGES. Neither party shall be liable for indirect, special or consequential damages arising out of or relating to this Agreement, except where such damages arise out of or relate to the party's intentional, reckless, or grossly negligent acts or omissions.
11. **AGREEMENT.** This Agreement contains the parties' entire understanding relating to its subject matter and supersedes all prior discussions, understandings and agreements. No alteration or modification of this Agreement shall have any force or effect unless in a written instrument signed by both parties. This Agreement may be executed in two or more counterparts, each of which shall be an original but together constitute one and the same instrument. Delivery of an executed Agreement by facsimile or other electronic transmission shall be effective as delivery of a manually executed counterpart hereof. If any provision hereunder shall be held invalid, unenforceable or in conflict with any applicable law or regulation, this Agreement shall be considered divisible and the validity of the remaining provisions shall not be affected. No waiver or failure of either party to keep or perform any term or condition hereof will be deemed a waiver of any preceding or succeeding breach of the same or any other term or condition. The remedies herein provided shall be deemed cumulative, and the exercise of one will not preclude the exercise of any other nor will the specification of remedies preclude other remedies available at law or in equity. This Agreement shall be binding upon and inure to the benefit of CCEJC, Vendor, and the respective successors and assigns of each. All consents, approvals, notices, requests and similar actions to be given or taken by either party shall not be unreasonably withheld or delayed and each party shall only make reasonable requests. Headings shall not be used for interpretation.

Cornell Cooperative Extension
Of Jefferson County

Name of Vendor

Executive Director

Signature of Vendor/Organization

Date

Date

Two separate Liability Insurance Certificates should be included naming the following:

VENDOR shall provide a Certificate of Insurance with “CORNELL COOPERATIVE EXTENSION JEFFERSON COUNTY” as the certificate holder, at least ten (10) business days prior to the start of the event, showing evidence of the following minimum limits of insurance or as required by law, whichever is greater.

a. General Liability, including Contractual, Independent contractors, Products/Completed operations: \$2,000,000 aggregate/\$1,000,000 occurrence. “CORNELL COOPERATIVE EXTENSION JEFFERSON COUNTY” must be added as Additional Insured.

b. Workers Compensation, if required by law. **Initial if not required by law** _____

c. Liquor Legal Liability if alcohol is provided by Vendor – \$1,000,000. Vendor shall be solely responsible for controlling the sale and dispensing of any alcoholic beverages as set forth in the laws of New York State.

d. Certificate (ACORD) must include a description of what the Vendor is doing.

All insurance shall be placed with insurance companies licensed to do business in the State of New York, with a "Best's" rating of "A-" or better. VENDOR’s insurance shall be primary and non-contributory in all respects to any insurance carried by EXTENSION

Certificates of Insurance shall contain a provision for at least ten (10) days’ notice to “CORNELL COOPERATIVE EXTENSION JEFFERSON COUNTY” of cancellation or non-renewal of the insurance indicated in the certificate. No work or services shall be commenced until these conditions are met and approved by PW Wood & Son Inc.

City of Watertown- Liability Insurance naming the City of Watertown

a. General Liability, including Contractual, Independent contractors, Products/Completed operations: \$2,000,000 aggregate/\$1,000,000 occurrence. “City of Watertown” must be added as Additional Insured.

Address to be added
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

Non-Profit Application for 2026 Watertown Farm & Craft Market

PLEASE PRINT CLEARLY

Organization _____

Contact Person #1 _____

Email _____ Phone _____

Contact Person #2 _____

Email _____ Phone _____

Business Address _____

City _____ State NY Zip Code _____

Website _____

Facebook @ _____ Instagram @ _____

I confirm that the following items are enclosed with this application *(Check all that apply):*

Liability Insurance Certificates: 2 Total 1. Listing CCE Jefferson as Additional Insured 2. Listing the City of Watertown as Additional Insured	
NYS Workers' Compensation and Disability Paperwork – <i>or</i> – Certificate of Attestation of Exemption (CE-200)	
Signed Application and acknowledgement of Rules, Regulations and Requirements	
Photo & Information Media Release Form	

DAYS REQUESTED

Non-profits will be allowed 2 free days again this season, space permitting. Which 2 days would your organization like to attend the market at no charge this season? Please note the calendar fills in on a first come, first serve basis. If your requested dates are unavailable, we will reach out to make arrangements.

The Watertown Farm & Craft Market is held on Wednesdays from May 27 – October 7, 2026.

Preferred: Day 1 _____ Day 2 _____

Back-Up: Day 1 _____ Day 2 _____

ACKNOWLEDGEMENT OF RULES, REGULATIONS & REQUIREMENTS

I have read and agree to abide by all of the rules, regulations and requirements of the Watertown Farm & Craft Market CCE Jefferson as outlined in the Application, and I understand that any violation of the rules may result in expulsion from the Market.

Signature _____ Date _____

PHOTO RELEASE

Cornell Cooperative Extension and Cornell University are granted permission to use and/or publish my or (fill in organization name) photograph or images (including audio, film, digital image or any other media for educational purposes, on their respective websites or for the promotion of their respective programs. I understand that I/(fill in organization name) are not being compensated in any way for the use of our images and that I/we do not have approval over the final product in which it appears. I hereby release Cornell Cooperative Extension, the Cornell Cooperative Extension Associations and Cornell University and all persons acting under their permission or authority from any and all claims or liability arising out of use of our images. This release shall bind our heirs, guardians, assigns, and legal representatives.

Name _____

Name of Organization: (PRINT) _____

Signature: _____

Date: _____

Please email or mail this application, insurance certificates, and workers’ compensation documentation to:

Erica Manning-Orvis
(wtfarmandcraft@cornell.edu)
Market Manager
Cornell Cooperative Extension of Jefferson County
203 N. Hamilton Street
Watertown, NY 13601

Questions? Email wtfarmandcraft@cornell.edu or call (315)783-9498