



# 2019 APPLICATION



GREATER WATERTOWN - NORTH COUNTRY CHAMBER OF COMMERCE

GREATER WATERTOWN-NORTH COUNTRY CHAMBER OF COMMERCE

## FARM & CRAFT MARKET 2019

### ELIGIBILITY REQUIREMENTS, GENERAL INFORMATION & RULES

The Greater Watertown-North Country Chamber of Commerce 2019 Farm & Craft Market will operate **every Wednesday from 6:30AM to 3:00PM from May 22, 2019 through October 2, 2019**, with the exception of Federal Holidays (none conflicting in 2019). 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.

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 (Send in pages 9-12 only)
  - b. Required payments
  - c. Copy of the tax certificate
  - d. Proof of insurance (see points 5 and 6 on pg. 2)
  - e. Permits and/or licenses
  - f. Photos of products

**Applications without the proper documentation attached will be denied.** The vendor will be notified of their acceptance 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 in order to participate and, if accepted, are to comply with the rules of the Market. All fees must be paid according to the fee schedule. Returning reserved 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 whether or not you believe these items qualify for the FMNP/WIC 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 an item(s) which were not included on their original application, the Chamber must approve the addition before the product can be added.

4. The Greater Watertown-North Country Chamber of Commerce Farm & Craft Market will assist in determining the eligibility of all products to be sold at the Market. The Chamber has final authority concerning eligibility of all vendors and their products. All decisions rendered by the Greater Watertown-North Country Chamber are final. In order to participate in the market, written approval must be received.
5. **Three 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  
1241 Coffeen Street  
Watertown, NY 13601
  - b. Liability Insurance naming the City of Watertown  
City of Watertown  
245 Washington Street  
Watertown, NY 13601
  - c. Liability Insurance naming the Office of General Services  
NYS Office of General Services  
Dulles State Office Building  
317 Washington Street  
Watertown, NY 13601

This is required for both reserved vendors and unreserved 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 the Dulles State Office Building - 317 Washington St., Watertown, NY 13601 - held on Wednesday's from May 22, 2019 – October 2, 2019. 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](http://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:  
NYS Office of General Services  
Dulles State Office Building  
317 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"  
Address should state From: NYS Office of General Services  
Dulles State Office Building  
317 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](http://www.watertownfarmandcraft.com/vendor-resources)

7. Vendors may register as Reserved Vendors, which guarantees a designated booth space for the entire season, or as an Unreserved 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.

## RULES & REGULATIONS

### All Vendors

1. **The Farm & Craft Market vendors must set up between the hours of 5:30 AM and 7:00 AM. If *Reserved* Vendors are not set up by that time, the space will become available and may be re-assigned by the Chamber. Vendors arriving after 7:00 am will not be allowed to participate in that day's market and their spot will be used for another vendor or non-profit.**
2. The Farm & Craft Market operates as a program of the Greater Watertown-North Country Chamber of Commerce. All Farm & Craft Market participants must abide by all of the rules and regulations as indicated by the Chamber. NO EXCEPTIONS.
3. Any Vendor exhibiting unprofessional or inappropriate behavior directed at the public, market vendors, or Chamber staff, may, at the sole discretion of the Chamber, have their contract terminated immediately without compensation. This includes derogatory and disrespectful remarks made to/about other vendors, customers or Chamber staff. There will be no arguing between vendors or with Chamber staff during market hours. If there is a complaint, it should be brought to the attention of the Chamber, in a professional manner. All complaints and questions will be handled by the Chamber outside of market hours.
4. There are no pets allowed at the market, dogs or otherwise. Any vendor found with a pet at his/her booth will be required to leave the premises immediately and will not be allowed back the remainder of the season. No animals may be brought to the Market for sale. **No pets allowed.**
5. No weapons are allowed on site.
6. Smoking or vaping is not allowed within your booth or tent. If you must smoke or vape, please use a designated area, away from the market.
7. All vendors are responsible for securing and maintaining any and all required certificates, permits, and/or licenses.

8. If selling taxable items, all vendors must have a current New York State Tax Certificate displayed in a prominent position at their booth during the Farm & Craft Market hours.
9. Unreserved Vendors must notify Chamber staff immediately upon their arrival, prior to 7:30 AM and receive their booth assignment. The weekly \$80 fee must be paid at that time.
10. Reserved Vendors must notify the Chamber in the event that they are unable to participate on any given week. Vendors should notify and make arrangements with the Chamber if they are expected to arrive late. If the Chamber has not be notified by 6:45AM on the day of the market, the Reserved Vendor will be charged for an unexcused absence. After 3 unexcused absences, the vendor is at risk of forfeiting his/her spot for the remainder of the season, and no refund will be issued. To address attendance please contact Director of Events and Market Coordinator, Kayla Perry.  
Email: [events@watertownny.com](mailto:events@watertownny.com)  
Office: [315-788-4400 x21](tel:315-788-4400)
11. All booths must remain within their assigned space, unless approved by the Chamber.
12. Booths must be attended at all times.
13. All booths located on the grass areas must have rubber matting or outdoor carpeting down for all foot traffic to protect from erosion. A verbal warning of non-compliance will be addressed with vendor, followed by a letter of warning if non-compliance continues. If violation persists, vendor will not be allowed to continue participating in the market.
14. Food booths must place indoor/outdoor carpet or grease resistant matting under cooking grills to protect sidewalk or grass areas from grease.
15. Only one vehicle is allowed per booth, if parking is available within the booth. Not all booths have access to on-site parking. VENDORS MUST PARK A MINIMUM OF 10FT FROM ANY TREE TO COMPLY WITH CITY REQUESTS. Market vendors and/or any workers may NOT use any curb parking in the immediate area of the Farm & Craft Market. This space should be left for use by our customers. This will be enforced by the City Police.
16. **Vendors cannot break down their booths or leave the Market before 3 PM while the Market is still operating.**
17. Each vendor will be REQUIRED to provide a sign stating the name of the vendor or farm/business name, and where they are located. These signs should be visibly posted but may not block walkways or create a hazard.
18. Participants are expected to keep their area clean during the day and to remove all trash and debris upon departure.
19. All lost and found items are to be turned over to the Chamber booth.
20. Children brought to the Market must be supervised at all times.
21. Pricing of merchandise is entirely at the discretion of the seller. For the benefit of the customer, all items should be priced with appropriate tags.

22. The use of electronic scales for weight measurement of goods for sale is permitted and must be certified by NYS Weights & Measures.
23. Items made, produced, or grown by a person other than the vendor CANNOT be sold at that vendor's booth.
24. Any violations of the rules will be brought to the attention of the vendor who must immediately correct the problem. If the violation persists, a letter of warning will be mailed to the vendor. If this does not correct the problem, the vendor's application will be revoked and he/she will be denied the right to participate in the market.

## **PRODUCERS & DEALERS OF FARM PRODUCTS**

### **Nursery Products**

- A vendor selling any live nursery products/plants must hold a current Nursery Registration Certificate for on-site operation from a vehicle. Please attach a copy of the license with your application.
- No wild (not planted by vendor) grown items are allowed to be sold including but not limited to apples, blackberries, raspberries, leaks, mushrooms, puffballs, etc.

### **Dealers** *Dealers are resellers of farm products.*

- A maximum of three (3) produce/plant dealers will be allowed in the Market each year at the discretion of the Greater Watertown-North Country Chamber of Commerce.
- Dealers must include a copy of the DBA certificate and the sales tax # with this application.
- Dealers may not participate in the NYS Agriculture and Markets, Farmers Market Nutrition Program (FMNP or WIC).

### **Producers** *Producers are vendors who grow or produce 85% of their farm products at their table.*

- All producers must submit a crop plan for inspection by Chamber appointed representatives, regardless of their participation in Farmers' Market Nutrition Program (FMNP).
- Any producer who fails to do so will be deemed as non-compliant and will be asked to leave the market immediately. This is our only means to ensure the items a vendor is bringing to market is actually grown by that vendor.
- All Crop Plans must include a list of all fruits and vegetables you plan to sell at the market. Varieties need not be listed, but a distinction should be made between sweet and hot peppers, summer and winter squash, leaf and head lettuce.
- Produce Farmers must provide their stamp number with the application.
- If production land is on leased or rented property, a copy of the lease/rental agreement must be provided with the Crop Plan. **No share cropping is permitted.**

## **Wineries / Distilleries / Breweries**

- A copy of your marketing permit (tasting permit) must be attached with your application.
- All wineries must hold a Farm Winery Permit, issued by the NYS Liquor Authority. Please attach a copy of the permit with your application.

## **Food Truck/Stand Vendors**

- All licensed food vendors and vendors selling food must hold product liability insurance. This applies to any and all individuals, civic groups or organizations applying for permission to sell at the market.
- All licensed food vendors must hold a certificate from the NYS Health Department. Please attach a copy of the certificate with your application.
- The number of allowed food truck vendors will be based on the needs of the Market each year at the discretion of the Greater Watertown-North Country Chamber of Commerce.

## **Baked Goods**

- All baked goods must be homemade. Vendors selling baked goods must obtain a 20-C (Home Processor's License) as stated in Section 276-3 of the NYS Ag & Markets Regulations OR a Home Processing Permit.
  - If selling under the Home Processing Permit, a copy of the annual certified water portability test certificate (from Converse Lab) must be provided to the Chamber along with the proof of compliance.
- All products must be properly wrapped and labeled.

## **Meat, Dairy, & Eggs**

- Certain perishable products like meat and dairy (including hard and soft cheeses) are permitted IF the products are: (1) processed at a USDA approved food processing facility; (2) prepackaged, labeled properly and properly handled; and (3) kept at required cold temperatures (40 degrees F) to prevent spoilage or contamination. Be prepared to satisfy all NYS inspection requirements.
- These products cannot be sold from a vehicle.
- No cutting, grinding or processing is permitted at the market level.

## **Commercial Feed**

- Vendors selling commercial feed (such as pet food of any type) must comply with NYS Ag & Markets Food Safety & Inspection regulations, including an approved FSI-418A registration form. Proof of compliance is required.

## **All Food Vendors**

1. Licensed Food Vendors must have a minimum of a **30-gallon** garbage can at their booth for garbage and trash removal, including material disposed of by the vendor. Waste must be removed from the market by the vendor and disposed of in accordance with regulations of the City of Watertown. Any violations of this rule may mean termination from participation in the Farm & Craft Market.
2. Licensed food vendors must place indoor/outdoor carpet or grease resistant matting under cooking grills. Grills must be placed back from sidewalks and all pedestrian walkways.
3. The following prepared foods and baked goods are permitted at the Farm & Craft Market.
  - Bakery items (bread, fruit pies, dry cakes & cookies-no cream fillings)
  - Jams, jellies, marmalades (glass containers must have proper metal lid)
  - Candy, with the exception of chocolate, which is allowed only by a licensed and inspected facility
  - Spices or herbs
  - Popcorn, caramel corn, peanut brittle
  - Farm run eggs (properly refrigerated at 43 degrees or less)
  - Honey & maple products
  - Cider (properly refrigerated at 45 degrees or less)
  - Wine, Beer and Spirits
  - Frozen Chicken
  - Pickles and relishes permitted only with proof of certification training permit from NYS Department of Health
  - Cheese Curd is permitted only if stored and sold from an enclosed, self-refrigerating container (e.g. keeping curd on ice in a cooler is not permissible)
  - Items deemed acceptable by the GWNC Chamber of Commerce
4. All prepared foods, processed foods and baked goods must be homemade with proper wrap and labels that describe ingredients.
5. All persons must use plastic gloves when handling cooked foods or baked goods.
6. Vendors must abide by all New York State Department of Health laws and regulations of NYS Department of Ag and Markets.
7. Bags used to distribute merchandise must be new and unused.

## **Crafters**

- All Arts and Crafts must be handmade or handcrafted. No manufactured items are allowed, unless permanently altered **and /or approved by the Chamber** prior to offering the item for sale. If the Chamber has reasonable doubt as to whether or not an item is by our definition “handcrafted” by the vendor, the Chamber will require the items be removed from the vendors table immediately.

## EBT/CREDIT/DEBIT Redemption

EBT ~ Electronic Balance Transfer (NY Food Stamps)

1. Vendors participating in the Earned Benefits Transfer (EBT) wireless program should turn their tokens in at the end of the market day no later than **2:00 pm** to the Chamber booth where they will be counted and recorded. **Holding tokens until the end of the season will no longer be allowed.**
2. Please be sure that you are **only accept GWNC Market Tokens**. The Chamber will NOT reimburse for tokens vendors take with any other stamp on them. It is up to the Vendor to be sure they are taking the correct tokens.
3. There are two different tokens; \$1 (green print) and \$5 (blue print) tokens. The \$1 tokens cannot be redeemed for concession food (ie: ice cream, hotdogs, snow cones, etc) or craft items.
4. NO CHANGE is to be given back on the \$1 tokens.
5. The \$5 tokens are redeemable for everything at the market. We offer the service as an alternative to cash or credit/debit card sales.
6. Reimbursement of tokens will be issued in the form of a check every other week beginning after four weeks into the season.

Reimbursement is as follows:

\$1 tokens are at face value. (example: you turn in 20 \$1 tokens you get \$20 reimbursed.)

\$5 tokens are charged .50 per token to cover fees normally charged to Debit/Credit Card holders withdrawing out of ATM's usually ranging from a dollar to two dollars. (ex: you turn in 10 \$5 tokens you get back \$45.00)

	10 x \$5 = \$50.00
Less	10 x .50 = \$ 5.00**
Total	\$45.00 reimbursed to you

All Vendors will be given signage to display what tokens are accepted.

## DEADLINES & FEES

### **RESERVED VENDOR**

Submit completed application and \$50 application fee (*This fee is waived for GWNC Chamber members in good standing*) no later than **April 26, 2019**. **Booth Fee: \$315 per season per 10'X10' space**. Reserved Vendors must pay at least 50% of their seasonal fees by Wednesday, **May 8, 2019**. The balance of the seasonal fee must be paid no later than **July 10, 2019**. If fees are not paid by the specified dates, **the space will no longer be reserved** - No Exceptions.

### **UNRESERVED VENDOR**

Submit 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: \$80 per week per 10'X10' space**. Applications submitted after this date will considered. Vendors will not be eligible to participate in the Market until approval by the Chamber is granted. Please allow at least 2 weeks for review and verification from the time of submission.



# APPLICATION FOR 2019 WATERTOWN FARM & CRAFT MARKET

PLEASE PRINT CLEARLY

Vendor \_\_\_\_\_

Contact Person #1 \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Cell?

Contact Person #2 \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Cell?

Business Address \_\_\_\_\_

City \_\_\_\_\_ State NY Zip Code \_\_\_\_\_

Website \_\_\_\_\_

Facebook @ \_\_\_\_\_ Instagram @ \_\_\_\_\_

Twitter @ \_\_\_\_\_ LinkedIn @ \_\_\_\_\_

Sales Tax # \_\_\_\_\_ FMNP # \_\_\_\_\_

## **BOOTH TYPE**

\_\_\_\_\_ RESERVED / # \_\_\_\_\_ of spaces - or - \_\_\_\_\_ UNRESERVED  
\$315 Season Fee per space \$80 Weekly Fee

## **MEMBERSHIP STATUS**

\_\_\_\_\_ Yes, GWNC CHAMBER MEMBER - or - \_\_\_\_\_ No, Not a GWNC CHAMBER MEMBER  
Eligible for Application Fee Waiver \$50 Application Fee Applies

## **ELECTRICITY**

\_\_\_\_\_ Yes, I need electricity at my booth - or - \_\_\_\_\_ No, I do NOT need electricity at my booth  
\$40 Electricity Use Fee applies No additional cost

If yes, you must fill out the table below

<b>Device Description</b> List the specific devices that will be plugged in. For example, chest freezer, cash register, radio, box fan, etc.	<b>Estimated Amperage / Voltage</b> Please specify the amperage / voltage of each device.	<b>Duration of Use</b> How many hours will the device be in use each day at the market? 1hr – 9hrs

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

<i>All Vendors</i>	Liability Insurance Certificates: 3 Total 1. Listing Chamber as Additional Insured 2. Listing the City of Watertown as Additional Insured 3. Listing the Office of General Services as Additional Insured	
	NYS Workers' Compensation and Disability Paperwork – <i>or</i> – Certificate of Attestation of Exemption (CE-200)	
	Signed Acknowledgement of Rules, Regulations and Requirements	
	Signed Hold Harmless Agreement	
	Photos of Products	
	Photo & Information Media Release Form	
	Plan for Ground Protection (ie: rubber matting, carpeting, etc.)	
<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	
	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 or not you intend to collect WIC Coupons for these items.

<b>PRODUCT NAME</b>	<b>WIC/FOOD STAMPS</b>

**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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF RULES, REGULATIONS & REQUIREMENTS**

I have read and agree to abide by all of the rules, regulations and requirements of the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market as outlined in the 2019 Application, and I understand that any violation of the rules may result in expulsion from the Market.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PHOTO RELEASE - Permission to Use Photograph**

Subject: 2019 Farm & Craft Market; May 22, 2019 thru October 2, 2019.  
Location: 317 Washington Street, Watertown NY 13601

I grant to 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 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 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) \_\_\_\_\_

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**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: \_\_\_\_\_

## MARKET CATEGORY

Select the category that best reflect the kinds of products you are selling.

\_\_\_\_\_ FARM

Selling products such as but not limited to produce, greens, meats, dairy, eggs, flowers and plants.

\_\_\_\_\_ CRAFT

Selling products such as but not limited to jewelry, clothing, fine arts, toys, games, woodworking, home décor, bath & body and outdoor décor.

\_\_\_\_\_ FOOD & DRINK

Selling products such as but not limited to breads, snack meats, lunch items, honey, jam, sauce, smoothies, wine, beer and craft beverages.

**Please send this application, all permits, licenses, insurance riders, photos, and payment to:**

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Kayla Perry, Director of Events and Market Coordinator  
[events@watertownny.com](mailto:events@watertownny.com)

Greater Watertown-North Country Chamber of Commerce  
1241 Coffeen Street, Watertown, NY 13601

Questions? Email [events@watertownny.com](mailto:events@watertownny.com) or call 315-788-4400 x21

*Incomplete Applications cannot be accepted.*

*Vendors will be notified when review and verification process has been completed.*