WATERTOWN
Farm AND Craft Market
EST 1977

CORNELL COOPERATIVE EXTENSION OF JEFFERSON COUNTY

Watertown Farm and Craft Market 2026 Application

Eligibility Requirements & General Information

The Cornell Cooperative Extension of Jefferson County 2026 Watertown Farm & Craft Market will operate **every Wednesday from 8:00AM to 2:00PM from May 27, 2026, through October 7, 2026**. The Farm & Craft Market will operate rain or shine at the discretion of the CCE Jefferson 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 Cornell Cooperative Extension of Jefferson County Farm & Craft Market must submit the following to CCE Jefferson:
    a. Completed application
    b. Signed acknowledgement of rules and regulations
    c. Required payments
    d. Copy of the tax certificate
    e. Proof of insurance (see insurance requirements section)
    f. Permits and/or licenses
    g. Photos of products

    Applications without the proper documentation attached will be denied. The vendor will be notified of their acceptance by **April 25, 2026,** when the application process is complete.

2. Participants in the Cornell Cooperative Extension of Jefferson County 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, CCE Jefferson 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, CCE Jefferson must approve the addition before the products can be sold.**

4. The Cornell Cooperative Extension of Jefferson County Watertown Farm & Craft Market will determine eligibility of all products to be sold at the Market. CCE Jefferson has final authority concerning the eligibility of all vendors and their products. All decisions rendered by Cornell Cooperative Extension of Jefferson County are final. To participate in the market, written approval must be received.

5. **Vendor Booth Space-**Vendors may register as Reserved Vendors, which guarantees designated booth space for the entire season, or as a Pop-Up Vendor, which provides undesignated booth space on a week-to-week basis. Each exhibitor will be allowed space of approximately 10'X10. Additional display space may be reserved if space is available – additional fees will apply.
6. **Products Offered for Sale**- The applicant can only offer approved products for sale such as:

- Farm Products- plants, flowers, produce
- Prepared Foods- baked goods, value-added food, ready-to-eat foods
- Crafts-objects must be created by hand of the person, i.e. handcraftsmanship products. Vendors in this category are required to send photos of products with application for review. Please Note: No antiques are permitted. CCE Jefferson has full discretion as to the determination of what is considered arts and crafts.

7. **Market Themes**-the Market will have 3 themed market days during the 2026 season:
    - **July 1** Theme: Independence Day / Celebrate America
    - **August 26** Theme: Beach Day
    - **October 7** Theme: Fall / Halloween, Tents and Treats

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

8. DEADLINES & FEES- **VENDOR** Submit the completed application and **$50** application fee no later than **April 25, 2026**. 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 29, 2026**. The remaining balance of the seasonal fee must be paid no later than **July 31, 2026**. If fees are not paid by the specified dates, **the space will no longer be reserved** - No Exceptions.

9. **POP-UP VENDOR** Submit the completed application and $50 application fee 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 CCE Jefferson 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.

Participation in the Market does not imply endorsement by Cornell Cooperative Extension of Jefferson County of any vendor, product, or service.

APPLICATION FOR 2026 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 #_____

Email _____ Phone _____(Cell Y O N O)

Contact Person #2 _____
Email _____Phone _____(Cell Y O N O)

Business Address

City _____State _____ Zip Code_____

Website _____

Facebook @_____

Instagram @_____

Sales Tax # _____ FMNP # _____

BOOTH TYPE (Select One)

☐ **Reserved Vendor**
Number of 10' x 10' spaces requested: _____
Season Fee: $320 per 10' x 10' space

☐ **Pop-Up Vendor**
Number of 10' x 10' spaces requested: _____
Weekly Fee: $50 per 10' x 10' space

☐ **I would like more information about becoming a Taste NY vendor**

ELECTRICITY REQUEST

☐ **Yes, I need electricity at my booth**
Electricity Use Fee: $50 per season
(If yes, complete the electrical equipment table below)

☐ **No, I do NOT need electricity at my booth**
(*No additional fee)*

ELECTRICAL EQUIPMENT TABLE

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

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

Required for All Vendors	**Liability Insurance Certificates (2 required):** ☐ Listing *Cornell Cooperative Extension of Jefferson County* as Additional Insured ☐ Listing *City of Watertown* as Additional Insured ☐ **NYS Workers' Compensation and Disability Insurance Documentation** ☐ Proof of coverage **OR** ☐ Certificate of Attestation of Exemption (CE-200) ☐ **Signed Acknowledgement of Market Rules & Regulations** (separate document) ☐ **Signed Hold Harmless Agreement** ☐ **Photos of Products to Be Sold** ☐ **Photo & Information Media Release Form** ☐ **Pictures and/or links showing ground protection matting**
Optional (All Vendors)	☐ **EBT / Credit / Debit Participation Form**
Additional Requirements by Vendor Type *(Check all that apply and include required documentation)*	**Food Vendors** ☐ NYS or Local Health Department Certificate for food truck or stand used at the Market ☐ Photos of food truck and/or booth setup **Live Plant Vendors** ☐ NYS Department of Agriculture & Markets Nursery License **Farm Product Dealers** ☐ DBA (Doing Business As) Certificate **Produce Farmers** ☐ NYS Ag & Markets Inspection Stamp #: _____ **Baked Goods Vendors** ☐ Exemption from NYS 20-C Home Processor License **OR** ☐ Home Processor Permit **and** Certified Water Potability Test **Wineries / Distilleries / Breweries** ☐ NYS Liquor Authority Permit ☐ NYS Liquor Authority Marketing Permit **Vendors Selling Pet Food** ☐ Approved FSI-418A Registration Form **Farm Product Producers Participating in FMNP / WIC** ☐ Crop Plan ☐ NYS FMNP / WIC 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 or FMNP for these items.

PRODUCT NAME	SNAP/EBT or FMNP

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 any 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
_____ 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** _____

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**

Instructions for Submission

Primary method: Scan and submit the application via email, all permits, licenses, insurance riders, and photos to wtfarmandcraft@cornell.edu. Payments may be mailed, dropped off at the CCE office, or made electronically. **Note: You will have to provide two separate Certificates of Insurance. One for CCE Jefferson and one for the City of Watertown.**

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

Cornell Cooperative Extension of Jefferson County
203 North Hamilton Street
Watertown NY 13601
Attn: Erica Manning Orvis

If you pay with a check, please make payments to: Cornell Cooperative Extension of Jefferson County.

Questions? Email Erica at elm258@cornell.edu or call 315-783-9498 or Mike at mm384@cornell.edu or call 315-788-8450
Incomplete Applications cannot be accepted. Vendors will be notified of the status of their application by April 25, 2026.

PHOTO RELEASE

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

Cornell Cooperative Extension and Cornell University are granted permission to use and/or publish my or my child's photograph or image (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/my child/ward 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.
If this release is being signed for a child/ward, I certify that I am the parent/guardian authorized to sign this release.

Signature _____(parent or guardian

if under age 18) Printed name _____Date _

_____

Organization Name (if applicable)

_____

_ _

Application fee:
If paying via card, we can provide an invoice after your application is approved.
If paying via check you can send that with your application and it will be held securely until your application is approved; at which time you will be notified and the check cashed.

Reserved Vendor Fees:
Cash or check can be accepted at Cornell Cooperative Extension office Monday-Friday 8:00 am-4:00 pm. If paying via credit card an invoice can be sent to you.