



**GOSHEN CHAMBER OF COMMERCE FARMERS' MARKET  
2020 Vendor Application**

**All paperwork must be postmarked on or before February 24, 2020**

**Market Operates Rain or Shine.**

The Goshen Chamber of Commerce Farmers' Market will be open every Friday from May 22, 2020 through October 30, 2020. The Goshen Chamber of Commerce Farmers' Market will open from 10:00 a.m. to 5:00 p.m. and will be located at the Village Square (Church Park) at the intersection of Main Street & South Church Street, Goshen, NY 10924. Vendors should plan to arrive early for setup according to rules herein.

Application fee of \$100.00 or Goshen Chamber of Commerce Membership fee \$150.00 ([click here for benefit details](#)) by check payable to Goshen Chamber of Commerce (memo: Farmers Market)

**Checklist of Required Paperwork**

Please check off each item and attach this form to your required paperwork when submitting the application materials. Please complete the necessary forms to the best of your ability.

- Vendor Application/Agreement
- Indemnification – Hold Harmless Agreement
- Farm Producer Product List
- Farmer Crop Plan (FMC-12) [Click here for additional information](#)
- Certificate of Product Liability Insurance - \$1,000,000.00 Coverage  
THE CERTIFICATE OF INSURANCE MUST NAME THE GOSHEN  
CHAMBER OF COMMERCE, VILLAGE OF GOSHEN, N.Y., FIRST  
PRESBYTERIAN CHURCH AS AN ADDITIONAL INSURED PARTY.**
- Appropriate licensing from state or county departments
- Application (\$100.00) or Membership (\$150.00) Fee
- Orange County Department of Health Sampling Permit (where required)



**GOSHEN CHAMBER OF COMMERCE FARMERS' MARKET  
2020 Vendor Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Farm Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)

E-Mail: \_\_\_\_\_

Website Address: \_\_\_\_\_

**VENDOR FEES**

- 10' x 10' Space: \$35.00 weekly
- 10' x 15' Space: \$52.00 weekly
- 20' x 20' Space: \$140.00 weekly
- 20' x 30' Space: \$210.00 weekly
  
- Full Season dates May 22, 2020 – October 30, 2020
- First Session dates May 22, 2020 – August 28, 2020
- Second Session dates September 14, 2020 – October 30, 2020

Full season payment receives 5% discount

**PLEASE RETURN THIS SIGNED FORM WITH COMPLETED AND APPROPRIATE PAPERWORK**

Goshen Chamber of Commerce, 223 Main Street, Goshen, NY 10924

**ANNUAL VENDOR FEES AND ALL APPLICATION MATERIALS DUE BY February 24, 2020**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Goshen Chamber of Commerce**  
223 Main Street  
Goshen, New York 10924  
Phone: 845-294-7741  
Email: info@goshennychamber.com





**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Farm Name: \_\_\_\_\_

Farm Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_  
(Work) (Cell)

I/we, the undersigned, have read the Market Rules and Regulations of the Goshen Chamber of Commerce Farmers' Market and do agree to abide by all these rules and regulations.

I/we, the undersigned, agree to operate my booth in accordance with the rules as outlined in the Market Rules and Regulations and to pay all applicable fees and donations as set forth in such rules and regulations. I do understand that the tent fees, length of season and hours of operation are determined by the Goshen Chamber of Commerce Executive Director, and even if I do not agree with them, I will abide by them.

I/we, the undersigned, understand that the failure to comply with any of the above may result in dismissal and/or removal, from the market, cancellation of the Vendor Application/Agreement, with no refund of market fees.

I/we, the undersigned, certify that I am the responsible person and he/she is authorized to execute this document on behalf of the above farm or business and accept legal process on behalf of the same.

I/we, the undersigned, also agree to SAVE, HOLD HARMLESS AND INDEMNIFY the Village of Goshen, the Goshen Chamber of Commerce Farmers' Market, all building owners and tenants, sponsors and their members/agents/employees, visitors to the market and patrons from and against all liability, damage, expense, cause of action, suits, claims, penalties and/or judgments arising from injury to any person or property caused, in whole or in part, by any product or service purchased from or provided by me, or as a result of any negligent action on my part arising out of or in connection with the Goshen Chamber of Commerce Farmers' Market

\_\_\_\_\_

**Authorized Signature**

**Print Name**

**Date**





**FARM/VENDOR PRODUCT LIST**

Name: \_\_\_\_\_  
(First, Last, Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Farm Name: \_\_\_\_\_

Farm Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_  
(Work) (Cell)

Product Space: \_\_\_\_\_  
(Square Footage)

*I am a bona fide processor of specialty food products and plan to make the products listed below in my own facility or one leased by me. I agree to abide by the Market Rules and Regulations and understand that violation of the rules may result in suspension and/or loss of my privilege to sell at this market.*

*I understand that a market representative may verify the information provided by visiting my facility and/or requesting other evidence of my bona fide food processor status. I agree to inform the market of any changes in production or marketing that affect the accuracy of the information provided.*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date





**PRODUCT LIST**

(Please be as detailed as possible.)

Use additional space on back if needed

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## GOSHEN CHAMBER OF COMMERCE FARMERS' MARKET

### Market Rules and Regulations Summary Sheet

In an effort to promote the Farmers' Market as a whole to the community of the Village of Goshen and surrounding communities, all members of the Goshen Chamber of Commerce Farmers' Market will behave toward Market customers, members, staff and volunteers in a professional manner which fosters a sense of Market community, camaraderie and a spirit of cooperative involvement.

**Market Coordinator.** The Market Coordinator will be onsite from 7:30 a.m. until 5:30 p.m. The Market Coordinator will implement market policies including oversight of setup and cleanup, daily assignments, vendor compliance with Farmers' Market policies, etc. The Market Coordinator will do the best that he/she can accommodate your needs and help to make this a successful market for you.

1. **Annual Stall Assignments for Vendors:** The Market Coordinator will make all stall assignments. Your space is assigned to you for the season and it is non-transferable. Space fee prepayment is available as indicated on the Registration Form. Space fee prepayment will guarantee you the same stall location weekly, but vendors must adhere to the Punctuality Policy below (see Item No. 8). The stall fee is non-refundable, and the vendor forfeits the fee if not at the Market for any reason.
2. **Guest Stall Assignments:** Guest vendors who have not appeared at our Market before will, from time to time, at the discretion of the Goshen Chamber of Commerce Executive Director. The Guest Fee is \$50.00 per appearance.
3. **Applications.** Applications will be reviewed, and vendors will be selected, by Goshen Chamber of Commerce Advisory Board. You will be notified of your acceptance by May 8, 2020. If you are not accepted at the Market, your Registration Fee will be refunded.
4. **Attendance.** Vendor must notify market coordinator at least on week in advance of intended absences. Call in emergency absences. If you miss three markets you are subject to possible removal.
5. **Certificate of Insurance.** The Certificate of Insurance must include the Village of Goshen, Goshen Chamber of Commerce Farmers' Market and the First Presbyterian Church as additional insured.
6. **Payment.** Credit cards, checks made payable to the Goshen Chamber of Commerce (memo: Farmers' Market). There are **no refunds for "no shows"**.



7. **Opening:** The Market opens at 10.00 a.m. All vendors must be set up and ready to do business by 9:30 am. Set up begins at 7:30 a.m. for your convenience.
8. **Punctuality Policy:** If you arrive at 9:15 a.m. to set up, you will be considered late. The Market Coordinator reserves the right to move your booth if you are late.
9. **Closing:** The Market closes at 5:00 p.m. Vendors are required to stay until the Market closes, unless they receive permission to leave early by the Market Coordinator.
  - a. Your tent assignments must be clean and any refuse removed at the end of each market.
  - b. Failure to clean your area will result in a **\$50.00 fine.**
  - c. If you are using ice, ice must be disposed of in the appropriate location. The Market Coordinator will assist with location. Failure to do so will result in **50.00 fine.**
10. **Products for Sale.** Please sell products that you have grown and/or made, and which have been cleared with us prior to the start of the season. Food producers must complete and return the Food Producer Product List. If you plan to add additional items, you must request in writing. If you sell something that originates from another farm/location, such items must be approved by Market Coordinator and labeled.
11. **Crop Plan and Farm Profile.** All farm vendors are required to provide their Crop Plan stating what is grown by them, acreage or row. This information is required by the New York State Farmers' Market Federation. WIC, Farm Market Nutrition Program (FMNP), Veterans coupons also requires this information for our Market to participate.
12. **Pre-packed Items.** All pre-packaged items must be labeled. Such label must include the name and address of the seller, as well as the weight and list of ingredients.
13. **Smoking.** Smoking, vaping or chewing tobacco is not permitted at, in or **near your booth or any other vendor's booth.**
14. **Laws.** All vendors must comply with all applicable laws.
15. **WIC Program.** All W.I.C. coupons can only be used to purchase fruits, vegetables and honey.
16. **Alteration of Rules.** From time to time, the Market Rules and Regulations may be amended as necessary.



17. **Health Practices.** All vendors must be personally clean and adhere to sanitary procedures. All vendors must dress appropriately (shoes and shirts are required).
  
18. **On Site Food Preparation.** All vendors, must follow sanitary practices as outlined by the Orange County Health Department. Any vendor found selling without proper health precautions, shall be suspended from participating in the market until satisfactory clearance has been. All utensils, containers and equipment shall be clean and in good condition. Health Certificates are required and must be displayed for food services. Knives must be kept clear of customer and children reach.
  
19. **Display of Merchandise.** Please plan to provide your own canopies, temporary tables, table cloths and chairs, side coverings for hot sun or rain, signage, menus, business cards, etc. for display of merchandise. Business identification and pricing must be visible at all times.

#### **OTHER REQUIREMENTS**

- Farmers and market producers must grow or produce at least 80% of what they sell at the Market.
- Items purchased for the Market must be from neighboring farms and **not** from wholesale markets. The name of the farm where the item was purchased must appear on the Crop Plan.
- Vendors are required to have their scales certified by the NYS Department of Weights and Measurements.
- All pre-packed goods must be labeled. The label must include the name and address of the seller, weight and a full list of ingredients.
- All prices must be in full view of consumer. Items may be sold by pound, box or single item, but these distinctions must appear on your price labels.
- Food handlers must be personally clean and follow sanitary practices in handling food. Any food which requires refrigeration must be stored at temperatures according the Health Department, Department of Agriculture and Market Rules and Regulations.
- Pets are not permitted in areas where food is handled.