



JULY 1, 2017 • VETERANS' MEMORIAL RIVERWALK, DOWNTOWN WATERTOWN

BUSINESS NAME _____

ADDRESS _____ CITY _____ STATE New York ZIP CODE _____

CONTACT NAME _____ EMAIL _____

WORK PHONE _____ CELL PHONE _____

NYS TAX ID# _____

WHAT PRODUCTS DO YOU SELL? _____

I WOULD LIKE TO BECOME A VENDOR MEMBER OF WATERTOWNFIRST FOR \$50, AND RECEIVE MY FIRST BOOTH FOR \$25.

I WOULD LIKE _____ 10'X10' BOOTHS, AND HAVE INCLUDED A CHECK FOR \$50 PER BOOTH MADE OUT TO WATERTOWNFIRST.

Setup is Saturday, July 1st at 9AM. MORE EVENT DETAILS TO BE FORTHCOMING

Tables, chairs, coverings, and electricity are not provided. If you have any special requirements, please notify WatertownFirst and we will do our best to accommodate you.

ELIGIBILITY: Applicants must meet established eligibility requirements. According to the mission of WatertownFirst; vendors are required to be local and independent. 1. More than 50% of the ownership must reside in the greater Watertown community. 2. The business must be independently owned and not a franchise. 3. The business must be privately owned, not publicly traded. 4. Or, as agreed to by the WatertownFirst Board. All national direct sales consultants are not eligible. WatertownFirst reserves the right to deny any application.

HOLD HARMLESS AGREEMENT: The undersigned agrees to, at all times, indemnify and save harmless, Watertown First, 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 WatertownFirst Shop Local Saturday Market and will pay the full amount of any loss or damage which it may sustain, incur or become liable for on account thereof. WatertownFirst is not responsible for any loss due to theft, whether personal property damages and any personal injury during the event. We are not responsible for any licenses and/or taxes on your behalf.

DEADLINE IS FRIDAY, JUNE 2ND, 2017

ACCEPTANCE:

Mail completed application with check or money order to:

**WatertownFirst
P.O. Box 6187
Watertown, NY 13601**

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Questions or comments? Please contact Aaron: AaronG@watertownfirst.net or Brandon: BrandonR@watertownfirst.net

If applicable, check that the following items are enclosed with the application:

CRAFTERS AND VENDORS WITHOUT INSURANCE:

Acknowledgement of no insurance

BUSINESSES WITH INSURANCE:

Liability insurance with WatertownFirst & the City of Watertown as additional insured

VENDORS SELLING TAXABLE ITEM:

Sales Tax #

LIVE PLANT VENDORS:

NYS Dept of Ag and Markets Nursery License

FARM PRODUCT DEALERS:

DBA

FOOD VENDORS:

NYS Health Department certificate for vehicle/stand at Market.

BAKED GOODS VENDORS:

Exemption or 20-C Home Processors License OR Home Processing Permit and Certified Water Potability Test Certificate

PET FOOD VENDORS: Approved FSI-418A Registration Form

LIABILITY INSURANCE:

Liability insurance naming Watertown First and the City of Watertown as additional insured must accompany your market application. All vendors must carry a liability insurance policy, regardless of product, at a minimum amount of one million dollars.

Those who hold liability insurance as well as all businesses with brick and mortar locations must provide liability insurance per City of Watertown requirements.

Only for those applicable:

ACKNOWLEDGEMENT OF NO INSURANCE

The undersigned does not currently hold a liability insurance policy and would like to be included on a WatertownFirst liability insurance policy for the Riverwalk Market on Saturday July 1 at no additional cost to the undersigned.

Signed _____

Date _____

WATERTOWN FIRST RIVERWALK MARKET 2017 RULES & REGULATIONS

For specific rules and regulations, please refer to the section appropriate to each product in addition to the section for All Vendors

ALL VENDORS

Market vendors must set up between the hours of 8:30AM and 10AM.

The Market operates as an activity of Watertown First. All Market participants must abide by all of the rules and regulations as indicated by Watertown First.

Any Vendor exhibiting unprofessional or inappropriate behavior directed at the public, market vendors, or Watertown First staff, may, at the sole discretion of Watertown First, have their contract terminated immediately without compensation. This includes derogatory and disrespectful remarks made to/about other vendors, customers or Watertown First staff. There will be no arguing between vendors or with Watertown First staff during market hours. If there is a complaint, it should be brought to the attention of Watertown First in a professional manner. All complaints and questions will be handled by Watertown First at the proper place and time.

There are no animals allowed at the Market, dogs or otherwise. Any vendor found with an animal at his/her booth will be required to leave the premises immediately. Watertown First will notify Watertown City Officials of the code violation and said vendor will be ticketed accordingly.

No weapons are allowed on site during market hours.

Smoking is not allowed within your booth or tent. If you must smoke, please step away from your sales area.

All vendors are responsible for securing and maintaining any and all required certificates, permits, and/or licenses. Vendors selling any edible product must submit with application a copy of their Certificate of Liability Insurance naming Watertown First as additional insured.

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.

There will be no rain dates. The Market will operate rain or shine. All vendors are asked to remain set up during open hours of the market.

Vendors must notify Watertown First if unable to attend or if expected to be late to the market on any given week. Contact must be made with Watertown First as soon as you are aware you will be late or unable to show for the day. All booths must remain within their assigned space, unless approved by Watertown First.

Booths must be attended at all times.

Food booths must place indoor/outdoor carpet or grease resistant matting under cooking grills to protect sidewalk or grass areas from grease. Food booths must also submit a \$50 fee to the City of Watertown.

Vendors may not break down their booths or leave the Market before 6 PM while the Market is still operating.

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.

Participants are expected to keep their area clean during the day and to remove all trash and debris upon departure.

All lost and found items are to be turned over to the Watertown First information booth.

Children brought to the Market must be supervised at all times. No animals may be brought to the Market for sale. No pets are allowed.

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.

The use of electronic scales for weight measurement of goods for sale is permitted, and must be certified by NYS Weights & Measures.

Only one vendor is permitted for each booth. Items made, produced, or grown by a person other than the vendor cannot be sold at that vendor's booth.

Any violations of the rules will be brought to the attention of the vendor who must immediately correct the problem.

PRODUCERS AND DEALERS OF FARM PRODUCTIONS

DEFINITIONS

- Producers: vendors who grow or produce 85% of their farm products at their table.
- Dealers: resellers 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, leeks, mushrooms, puffballs, etc.

Dealers

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

All producers must submit a crop plan for inspection by a Watertown First 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.

All Crop Plans must also include the row-feet of production for each fruit and/or vegetable, and the approximate period of time that each will be available for sale. 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.

Food & Prepared Food Vendors

All licensed food vendors and vendors selling food must hold product liability insurance. Please attach a certificate of liability insurance naming Watertown First as additional insured. 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.

All licensed food vendors must submit a \$50 fee to the City of Watertown.

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 which can be obtained through Betsy Nichols, NYS Ag & Markets, at 315-487-0852. If selling under the Home Processing Permit, a copy of the annual certified water portability test certificate (from Converse Lab) must be provided to Watertown First along with the proof of compliance.

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 and properly handled; and (3) kept at required cold temperatures (45 degrees F) to prevent spoilage or contamination. Be prepared to satisfy all NYS inspection requirements.

Products cannot be sold from a vehicle, no exceptions.

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.

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.

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.

The following prepared foods and baked goods are permitted at the 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 45 degrees or less)
- Honey & maple products
- Cider (properly refrigerated at 45 degrees or less)
- Wine & grape juice
- 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)

Meat and dairy products are permitted ONLY if all requirements listed below are met. Proper documentation must be submitted with the initial application.

1. Processed at an approved food processing facility
2. Prepackaged and labeled properly
3. Kept at required cold temperatures (45 degrees F) to prevent spoilage or contamination – cannot be sold from a vehicle.

All prepared foods, processed foods and baked goods must be homemade with proper wrap and labels that describe ingredients.

All persons must use plastic gloves when handling cooked foods or baked goods.

Vendors must abide by all New York State Department of Health laws and regulations of NYS Department of Ag and Markets.

Bags used to distribute merchandise must be new and unused.

Artists, Artisans, and Crafters

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

Businesses

Any business which participates in the Market must be a local and independently owned business. Retail businesses may sell goods and items which are similar to and similarly priced as the goods and items in their brick and mortar store.