

Capital District Cooperative, Inc.
Home of the
Capital District Farmers Market in Menands
Saturday Retail
Market Application 2008

Vendor Full Name: _____

Farm/Business: _____

Address: _____ City: _____ Zip: _____

County: _____ Home Phone: (____) _____ Business Phone: (____) _____

Fax: (____) _____ Email Address: _____ Website: _____

Acreage Cultivated: _____ Owned: _____ Rented: _____

Greenhouse Space: _____ NY State Sales Tax ID # _____

Organic Grower? _____ Certified by: _____

Are you certified to collect food stamps/WIC Checks? _____ Would you like to be? _____

GL Insurance Carrier: _____ Policy No.: _____

If you are selling baked goods, have your facilities been inspected by the NYS Department of Agriculture and Markets? _____

If you are selling baked goods, do you have a NYS Department of Health Food Service permit? _____

CIRCLE THE PRODUCE AND/OR ITEMS YOU PLAN TO SELL:

- | | | | | |
|--------------|---------------|----------------|----------------|-------------|
| Apples | Arts – Crafts | Baked Goods | Bedding Plants | Blueberries |
| Cider | Cut Flowers | Dried Flowers | Herbs | Honey |
| House Plants | Jams/Jellies | Maple Products | Mushrooms | Peaches |
| Pears | Pumpkins | Raspberries | Strawberries | Vegetables |

Other, please specify: _____

Non-Cooperative Member Stall Fee

_____ \$30.00 Stall Fee - Per day to be paid in advance

_____ \$60.00 Stall Fee – Per Special Events to be paid in advance

_____ \$350.00 Stall Fee - 26 weeks beginning May 3rd through October 25th
 To be paid by April 30, 2008

Please make your check payable to the Capital District Cooperative, Inc. What date do you expect to start at the Farmer's Market? _____

OPERATING PROCEDURES OF THE CAPITAL DISTRICT FARMERS MARKET IN MENANDS 2008 SATURDAY RETAIL MARKET

1. Governing Body – A Retail Market Committee of not less than six (6) people have been appointed by the President of the Board of Directors of the Capital District Cooperative to oversee the Retail Market.
2. Retail Market Committee – This committee will elect and maintain a chairperson and co-chairperson.
3. Budget – The Retail Market Committee will present an annual budget to the Board of Directors for their approval in October of every year.
4. Supervision of the 2008 Saturday Morning Retail Farmer’s Market – The Saturday Retail Farmers Market is under the direct supervision of the Market General Manager who reports to the Retail Market Committee on the day-to-day operation of the Saturday Morning Retail Farmer’s Market only.
5. Rules and Regulations – The Capital District Cooperative 2008 Saturday Morning Retail Farmer’s Market and its participants will operate under the rules and regulations of The Capital District Farmers Market in Menands (including Section XIII Rules and Regulation attached hereto) and any Federal, State, County and Local Laws and Regulations.

SECTION XIII – RULES AND REGULATIONS CAPITAL DISTRICT FARMERS MARKET IN MENANDS 2008 SATURDAY MORNING RETAIL FARMER’S MARKET

1. Participation space is available for cooperative members first and made available to any other vendors as authorized by the General Manager under direct supervision of the Retail Market Committee.
2. Types of Vendors – an individual Vendor will fit at least one the following categories: LOCAL FARMERS - includes present cooperative members who hold a valid stall; DEALERS OF AGRICULTURAL PRODUCTS; and OTHER VENDORS - Sellers of products that compliment the retail farmers market. i.e.. Crafters, Bakers, and Candlestick Makers.
3. Hours of Operation – In accordance with the Rules and Regulations of the Capital District Farmers Market in Menands and as deemed appropriate by the Retail Market Committee. Suggested hours are Saturdays (Spring through late Fall) from 8:00 a.m. until 1:00 p.m., 8:00 a.m. until 2:00 p.m. on Special Event Saturdays.

4. Stall rental is as follows:

\$ 30.00 Stall Fee - Per day to be paid in advance

\$60.00 Stall Fee – Per Special Events to be paid in advance

\$350.00 Stall Fee - 26 weeks beginning May 3, 2008 through October 25, 2008
To be paid by April 30, 2008

5. Vendor's preference of stall location is granted based upon the vendor's attendance record from the previous year.

6. The Retail Market Committee will approve potential vendors on a "per application" basis. Vendor participation in the Retail Market can be terminated at any time as deemed by the Retail Market Committee and/or the Board of Directors. Upon termination, any pre-paid fees are pro-rated and refunded to the Vendor.

GENERAL VENDOR APPLICATION INFORMATION

Materials should be sent in by April 30, 2008 for a seasonal assigned stall. (Seasonal stalls will be given precedent over daily stalls).

Please include:

1. Application Completed and Signed
2. Certificate of General Liability Insurance
3. Fee payable by a mailed check.
4. Photocopies of necessary sales tax, plant inspection and Department of Health and Agriculture and Market certificates as they relate to what you sell at the Market.

Certificate of Liability Insurance

Please note that the minimum amount of insurance is \$500,000 for both liability and your vehicle, with the Capital District Cooperative, Inc. to be named as the "additional insured". Carrier can fax certificate to: Capital District Cooperative at (518) 465-1035.

Market Hours of Operation – 6:00 a.m. – 1:00 p.m.

Vendors are expected to be present by the start of the market and for the duration of each session during the retail market season. The actual Saturday public Market hours will be 8:00 a.m. to 1:00 p.m., 8:00 a.m. to 2:00 p.m. on Special Event Saturdays.

Send all materials to:

**Capital District Cooperative, Inc., 381 Broadway
Menands, NY 12204
Call the office with questions (518) 465-1023**

Capital District Farmers Market in Menands Information

All participants are expected to abide by the Rules and Regulations for the 2008 Saturday Morning Retail Farmers Market. Violators of these rules are subject to such disciplinary action so stated in the General Rules of the Market and the Rules and Regulations for the 2007 Saturday Morning Retail Farmers Market.

Farms and production sites of the participants either as Farmers or as Vendors are subject to inspection.

I have a copy attached herein of the "Rules and Regulations for the 2008 Saturday Morning Retail Farmers Market" and I have read and understand the rules and regulation and all items included. I agree to abide by the Rules and Regulations for the 2008 Saturday Morning Retail Farmers Market

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Date of Approval by the Retail Market Committee: _____ / _____ / 2008 .

Initials: _____