



TOWN OF CARMEL RECREATION & PARKS DEPARTMENT  
SYCAMORE PARK, 790 LONG POND ROAD  
MAHOPAC, NEW YORK 10541

JAMES R. GILCHRIST, CPRP, DIRECTOR

TELEPHONE: (845) 628-7888 FAX: (845) 628-2820

FARMERS MARKET EMAIL: CFM@ci.carmel.ny.us

WEB: <http://www.carmelny.org>

## Carmel Farmers Market

"Where the community meets and eats"

### 2024 VENDOR APPLICATION CHECKLIST

Please email completed checklist & application to [CFM@ci.carmel.ny.us](mailto:CFM@ci.carmel.ny.us)

**\*Vendor spaces are first come, first served. The sooner you get everything in the sooner you reserve your vendor space**

- Fill out Vendor Information (page 2 & 3)
- Attach crop plan (if applicable - page 3)
- Fill out production method used (if applicable - page 3)
- Read market operations and indicate if you need electricity in your application (page 3 & 4)
- Fill out attendance checklist and indicate availability in your application (page 4)
- Fill out certificates checklist and attach all relevant certificates to application (page 4)
- Read and sign Compliance and Indemnity Agreement (page 5)
- Read through and sign Vendor Rules and Regulations (page 6-10)
- Read and fill out Attendance & Refund Policy Agreement (page 10)
- Submit completed and signed application along with ALL relevant documents to the Farmers Market Manager

**We will not accept the application without all documents (Certificate of Insurance and Permits).**

[CFM@ci.carmel.ny.us](mailto:CFM@ci.carmel.ny.us)

FAX: (845) 628-2820

You can email or drop off completed application at 790 Long Pond Road, Mahopac NY 10541

- Upon approval, submit payment for vendor space  
**Reminder: Vendor spaces are reserved on a first-come, first served basis. Vendor space payment is due in full upon approval by the Market Committee. If payment is not received we will give up your space to another vendor.**
- Send the Farmers Market Manager a bio about yourself and your business for marketing purposes, along with photos
- Submit completed checklist with application

**Please contact Carmel Recreation if you have any further questions at (845) 628-7888**



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### 2024 VENDOR APPLICATION FORM AND AGREEMENT

#### MARKET LOCATION, SEASON & HOURS

**Location:** Mahopac Chamber Park – 953 South Lake Blvd Mahopac, NY 10541  
**Season:** Summer / Fall 2024, May 5th – Oct. 20th  
**Hours:** Sunday 9 am – 2 pm  
**Fees:** **Vendor Booth – Single 10’ x 10’ space**  
 \$500/ Season (25 weekends)  
 \$250/ Half Season (14 weekends)  
 \$120/ 1 day per month  
 \$80/ 4 days over the season

Please note these are the only payment options. You are required to choose one of the above.  
 This is an **OUTDOOR MARKET** and it operates rain or shine. Please plan your booth setup with weather in mind.  
 This is an application; all vendors must be approved by the Market Committee.  
 Once approved, you will be contacted to pay for your 2024 vendor space.

#### PLEASE SEE APPLICATION CHECKLIST (PAGE 1)

**APPLICATIONS WILL NOT BE APPROVED UNTIL ALL DOCUMENTS ARE RECEIVED.**

Vendor space payment is due in full upon approval by the Market Committee.

#### VENDOR INFORMATION:

Vendor / Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Farm Address: (if applicable  
 or if different from above) \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**BUSINESS TYPE:** Check all that apply: (use additional sheet if necessary)

- Fruits/vegetables – please attach crop plan if applicable
- Dairy: specify products \_\_\_\_\_
- Fish: specify products \_\_\_\_\_

- Meat: specify \_\_\_\_\_
- Maple/honey products: specify products \_\_\_\_\_
- Baked goods: specify products \_\_\_\_\_
- Prepared foods: specify products \_\_\_\_\_
- Crafts: specify products \_\_\_\_\_
- Nursery products: circle product types – annuals, perennials, vegetable/herb plants, nursery stock
- Eggs: specify products \_\_\_\_\_
- Herbs (dried or fresh cut): specify products \_\_\_\_\_
- Other \_\_\_\_\_

**CROP PLAN: Please attach crop plan if applicable.**

**PRODUCTION METHOD USED: (Please check off which applies to your business)**

- Certified organic. Copy of the current certificate must be placed on file with the market.
- Non-certified organic. My gross agricultural income from organic sales totals \$5000 or less annually and I comply with applicable organic production and handling requirements.
- Conventional

*Please note: Pursuant to CFR Part 205, Subpart B, Section 205.100(c)(1) any operation that knowingly sells or labels a product as organic, except in accordance with the ACT, shall be subject to a civil penalty of not more than \$10,000 per violation.*

**MARKET OPERATIONS:**

- Selling space size and fee is specified in the market rules.
- Market spaces are reserved on a first come, first served basis.
- Each vendor space is 10'X10'. If you require more space please speak to the Market Manager.
- You must commit to one of the attendance options on page 4.
- If you are scheduled for a market day and do not show up without notifying the market manager you will be issued a warning. If you do not show a second time you will be fined \$25. If you do not show a third time you risk losing your vendor space for the rest of the season.
- Vendor space payment is due in full ASAP upon approval by the Market Committee.

**ATTENDANCE CHECKLIST:**

- Check box if you need more than one vendor space.  
Please indicate how many vendor spaces you are requesting \_\_\_\_\_

**Please check ONE and indicate your availability:**

- I plan to attend market for the full season.
- I plan to attend market for the half season (14 weekends)  
Please indicate which two weekends for May, July, August, and October and which three weekends for June and September you will be attending (½ season only):

May: \_\_\_\_\_, \_\_\_\_\_ June: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
July: \_\_\_\_\_, \_\_\_\_\_ Aug: \_\_\_\_\_, \_\_\_\_\_  
Sept: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Oct: \_\_\_\_\_, \_\_\_\_\_

- I plan to attend market 1 day per month  
Please indicate which weekend of every month you will be attending:

May: \_\_\_\_\_ June: \_\_\_\_\_ July: \_\_\_\_\_  
Aug: \_\_\_\_\_ Sept: \_\_\_\_\_ Oct: \_\_\_\_\_

- I plan to attend market 4 days total throughout the season  
Please indicate which 4 weekends you will attend the market:  
\_\_\_\_\_

- Check box if you need electricity. Only 20 amps allowed per vendor. (Not guaranteed)  
Please specify why you need electricity: \_\_\_\_\_

**CERTIFICATES/LICENSES REQUIRED: (Must send in with application. Will not be approved without documents.)**

**Please note:**

- Proof of general and product liability coverage (Certificate of Insurance) is a requirement for every vendor regardless of items sold. You can obtain a COI through your insurance provider or take out a general liability insurance for the purpose of the market.
- A Health permit from the Putnam County Department of Health is required if you will be preparing food for market customers (with the exception of baked goods). If you are unsure whether or not you require a Health Permit, please contact the Market Manager for Putnam County Department of Health's Contact Information.
- A home - processing permit is required if you prepare baked goods at home to sell at the market. You can apply for this permit at [agriculture.ny.gov/food-safety/home-processing](http://agriculture.ny.gov/food-safety/home-processing).

**CERTIFICATES/LICENSES CHECKLIST:**

- INSURANCE REQUIRED** - General Liability Insurance is required in the amount of \$1,000,000 per vendor holding the "Town of Carmel" as Additionally Insured (sample available upon request). A copy of your Certificate of Insurance must be submitted with this completed form to: Town of Carmel, 60 McAlpin Ave. Mahopac, NY 10541. This certificate must remain current and on file with the market.
- Sales Tax Certificate, if you sell taxable items.
- Putnam County Department of Health Permit (if applicable).

Home Processing Permit (if applicable).

All appropriate permits as required for products being sold: 20C Exemptions, farm winery permit, nursery license, dairy and meat permits, etc.

**COMPLIANCE AND INDEMNITY AGREEMENT:**

I (we), the undersigned, have read the Rules and Regulations of the Farmers Market and do agree to abide by all rules and regulations.

I (we) further agree to operate my (our) stall in accordance with these rules and regulations and to pay all applicable fees as set out in the rules and regulations. I (we) do understand that the stall fee, length of season, and hours of operation are set in the rules and regulations, and I (we) will abide by them.

I (we) further understand that failure to comply with the rules and regulations of the Farmers Market could mean dismissal from the market.

As a vendor, wishing to participate in the Farmers Market, I (we) agree to SAVE, HOLD HARMLESS and INDEMNIFY the Farmers Market, its sponsoring agency, members and employees from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us) by the Farmers Market, when such damages or liability arise out of acts on my (our) own, or of my (our) employees or associates, located at such site.

I (we) verify that all information I (we) have provided about my farm and products for sale is true and accurate.

I (we) understand that the Farmers Market operates on limited funds. I (we) also acknowledge that the Farmers Market's beneficial purpose will be impossible to pursue if it is subjected to costly litigation. Therefore, I (we) hereby agree that as a condition of my participation in the Farmers Market, I (we) will resort to litigation against the Farmers Market, its officers, management, and affiliated entities, only after attempting in good faith to resolve the dispute. I (we) are to limit any claim I (we) may have as a result of a decision by the Farmers Market management or Board of Directors which results in the denial of a market acceptance, the denial of a product to sell, or wrongful suspension or termination from the Farmers Market, to a return of market fees incurred during my (our) absence from the market. I (we) further agree that in the event I (we) am unsuccessful in my (our) litigation against the Farmers Market, I (we) will pay all costs, expenses, fees, and disbursements incurred by the Farmers Market in the course of its defense of said litigation, and I (we) will also pay the Farmers Market a reasonable attorney's fees.

\_\_\_\_\_  
Vendor name, Please print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor name, Please print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Payment will be DUE IN FULL immediately following approval by the Market Committee**

You may email this application with all required documents to the Farmers Market Manager at [CFM@ci.carmel.ny.us](mailto:CFM@ci.carmel.ny.us), fax to (845)628-2820, mail or bring to Carmel Recreation- 790 Long Pond Road Mahopac, NY 10541

Please contact the Farmers Market Manager if you have any further questions at [CFM@ci.carmel.ny.us](mailto:CFM@ci.carmel.ny.us)

# Carmel Farmers Market- Vendor Rules and Regulations 2024

## Interim COVID Guidance for the Operation of Farmers' Markets from NYS Agriculture and Markets:

- A. COVID guidelines may change before the start of the market.
- B. Updated guidelines will be emailed prior to the start of the market if applicable.
- C. All information subject to change.

## Bona fide:

- A. As in growers – the seller is the producer of the products being offered for sale, from lands he owns or rents, with control over the production, harvesting and marketing of the products, and a financial interest in the products.
- B. As in craftpersons – all crafts offered for sale are original in nature and produced in whole by the seller. No crafts shall be permitted that are derived from kits.
- C. As in homemade products – all products are produced, baked or manufactured by the seller and are original in nature. No baked goods from mixes or purchased for finishing off will be permitted.

## Information about our Market:

- A. The market will be sponsored by the Town of Carmel.
- B. The Carmel Farmers Market at Lake Mahopac aims to provide a fun, safe and positive activity for the community every week. An opportunity for the whole family to purchase fresh farm grown produce, home made products, support local food and craft vendors, listen to music and enjoy time in the park.
- C. The Farmers Market Manager is responsible for the orderly and efficient conduct of the market and for implementing and enforcing the Rules and Regulations. The Farmers Market Manager will represent the market and its governing body during market days and in community activities. The Farmers Market Manager will assist the market's governing body with developing and implementing a market budget, establishing market policy, vendor recruitment, collecting fees, establishing the operational schedule, and advertising and promotion of the market.
- D. The market will be located at Mahopac Chamber Park - 953 South Lake Blvd Mahopac, NY 10541. The market will operate every Sunday from 9 am – 2 pm and will run from May 5th - Oct. 20th , 2024.

## Setup and Departure:

- A. Vendors may arrive as early as 7:30 am to begin setup and must stay through the end of the market day to provide a full market to shoppers arriving throughout market hours.
  - a. Must be set up by 8:30 am with ALL vehicles out of the market area.
  - b. Each vendor will have 10 minutes to drive their car into the park and unload. After the 10 minutes they must park their car in the designated vendor parking spots.
- B. Vendors arriving late may be subjected to a violation at the discretion of the market manager. You will be issued a warning the first time, charged a \$25 late fee the second time, and risk losing your vendor space the third time.

- C. To ensure the safety of market patrons, any vendor arriving after 8:30 am will be required to set up on the periphery of the market.
- D. No selling is permitted before the official opening time, as announced by the Farmers Market Manager.
- E. Vendors must wait until 1:45 pm to start packing up their spaces and can ONLY leave after the end of the market at 2 pm.
  - i. The Farmers Market Manager will explain a rotation schedule at the beginning of the season for vendor departure to ensure everyone has enough time to safely load their cars and leave the park.
- F. Vendors may leave early only under extenuating circumstances and with the permission of the Farmers Market Manager prior to that day. If they leave early, they will receive a violation and their spot will be changed for future dates.
- G. All stall spaces must be swept clean and any refuse removed at the end of each market day. We are a carry in carry out Farmers Market. You will be charged with a \$50 maintenance fee if you leave anything behind that needs to be cleaned up by the Town of Carmel.

### Attendance:

- A. The Carmel Farmers Market at Lake Mahopac operates on a rain or shine basis. Vendors are required to attend all dates in the market season unless the market has been officially canceled.
  - a. Vendors should check their emails or contact the Town of Carmel Recreation & Parks Department at [CFM@ci.carmel.NY.US](mailto:CFM@ci.carmel.NY.US) in the event of extreme weather to see if the market has been canceled.
- B. Vendors must notify the Farmers Market Manager by email no later than **the Wednesday before market date** if they will be absent for that market day. **If you are scheduled for a market day and do not show up without notifying the Farmers Market Manager you will be issued a warning. If you do not show a second time you will be fined \$25. If you do not show a third time you risk losing your vendor space for the rest of the season.**
- C. Vendor spaces will be assigned by the Farmers Market Manager on a first come, first served basis.
- D. Reserved market spaces must be occupied at least 30 minutes prior to opening of the market day. Vendors arriving late may be subjected to a violation at the discretion of the market manager. You will be issued a warning the first time, charged a \$25 late fee the second time, and risk losing your vendor space the third time.
- E. Vendors will not receive a refund of their registration fee for a missed session.

### Product and Sales:

- A. The use of the market is restricted to those who are bona fide growers, craft persons, producers of homemade products or other vendors approved by the market manager or governing body. Vendors may, on a limited basis, supplement their product line with additional New York State only products, as long as that product is otherwise missing from the market and the market manager has given permission for the supplement. This permission is valid for one season only and must be re-applied for each new season.
- B. All agricultural products may be sold at the market, including but not limited to locally grown fruits and vegetables, dairy products, meats, flowers, plants, honey products, maple products, NYS wines sold by a farm winery, eggs, herbs and related products.
- C. Craft vendors may sell products that they have hand produced themselves.
- D. Bakers who have baked the products themselves and who possess the proper licensing from either the NYS Dept. of Agriculture and Markets or their County Dept. of Health.
- E. Prepared food vendors with a current mobile food service license.
- F. Products not specifically identified must be pre-approved by the market management.
- G. All applicable food safety regulations, both state and local, must be adhered to at all times.
- H. All applicable licenses and permits for products sold must be obtained and kept current. Copies of applicable permits and licenses will be kept on file with the Town of Carmel Recreation and Parks Department. Vendors will

NOT be able to start the market without providing all applicable permits to the Town of Carmel Recreation and Parks Department.

I. **Vendors must offer customers at least two forms of payment options.**

Ex) Cash and check or cash and CC.

## Display & Signage:

- A. All vendors are required to display an attractive sign with the name and location of their farm or a business in a clearly visible location.
  - a. All items presented for sale **MUST be labeled properly and priced clearly.**
  - b. Example: Using a chalkboard or dry erase board.
- B. Sellers must post prices. **While it is expected that prices will be fair to consumers, the seller and fellow sellers, collusion among sellers to attempt to influence prices is strictly prohibited.**
- C. Each vendor will be responsible for all equipment, supplies for the setup of a booth including tables and tent **(tent must be secure and weighted down).** Displays should be constructed in such a way that they do not block customer walkways nor pose any other hazard to customers.
  - a. Pedestrian flow cannot be impeded by the vendor's setup.
- D. Vendors who provide samples and/or products that will result in waste material, such as cups, rinds, and corn cobs, must provide containers for waste disposal.
- E. Vendors are required to keep their market space neat and clear of obstacles, litter and debris.
- F. All produce displayed for sale must be at least 12" off the ground with the exception of heavy or large items such as pumpkins.
- G. All stall spaces must be swept clean and any refuse removed at the end of each market day. We are a carry in carry out Farmers Market. You will be charged with a \$50 maintenance fee if you leave anything behind that needs to be cleaned up by the Town of Carmel.
- H. If you need electricity, please advise us so we can consider this in determining your location in the market layout. Only 20 amps allowed per vendor. (Not guaranteed)

## Conduct:

- A. No smoking, alcoholic beverages or firearms are permitted at the market.
- B. All products offered for sale must be of good quality and condition. The Farmers Market Manager reserves the right to direct any inferior goods be removed from display. Failure to remove products deemed inferior will be reported to the market's governing body and may result in loss of market privileges.
- C. Each vendor in the market must be directly involved with or knowledgeable about the production of the produce or products being sold at the market.
- D. Vendors are responsible for the actions of their representatives, employees or agents.
- E. Vendors must conduct themselves in a professional and courteous manner at all times.

## Insurance:

- A. **INSURANCE REQUIRED** - General Liability Insurance is required in the amount of \$1,000,000 per vendor holding the "Town of Carmel" as Additionally Insured (sample available upon request). A copy of your Certificate of Insurance must be submitted with this completed form to: Town of Carmel, 60 McAlpin Ave. Mahopac, NY 10541.
  - i. This certificate must remain current and on file with the market.



## **Violations:**

- A. The submission of an application for admission to the market serves as the vendor's agreement to abide by the rules of the market, as established by the market's governing body and enforced by the Farmers Market Manager. Violations of the rules of the market may be grounds for warnings, dismissal from the market, or both.
  - a. The first violation of the rules will result in a verbal warning by the Farmers Market Manager. Documentation of the warning will be kept on file by the Farmers Market Manager.
  - b. The second violation shall be a fine of \$25.00
  - c. The third violation of the rules will result in dismissal from the market with no refund.
- B. At the discretion of the Farmers Market Manager, when a violation occurs that jeopardizes the health of a customer, another vendor, market management or the overall health of the market, the manager has the right to dismiss the vendor.
- C. All complaints must be addressed in writing to the Farmers Market Manager.
- D. All stall spaces must be swept clean and any refuse removed at the end of each market day. We are a carry in carry out Farmers Market. You will be charged with a \$50 maintenance fee if you leave anything behind that needs to be cleaned up by the Town of Carmel.

## **Seasonal Booth:**

- A. The stall fees and payment schedule will be assessed annually by the market's governing body. Stalls may be rented on a seasonal basis.
- B. Farmers with a seasonal booth will be assigned a permanent spot for the duration of the season.
- C. No subletting of a seasonal booth is permitted and rents are not reimbursable, either in whole or in part.

**Please sign and return this slip with your application and required paperwork, retaining a copy for your records.**

I have read, understand and agree to abide by the Vendor Rules for Carmel Farmers Market at Lake Mahopac. I have had the opportunity to ask any questions, and had my questions answered to my satisfaction.

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

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

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

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ATTENDANCE & REFUND POLICY AGREEMENT:**

I (we) understand that if I am absent on a day that I am scheduled for without notifying the market manager, I will receive a verbal warning on the first offense, a \$25 fee on the second offense, and risk losing my vendor space on the third offense.

I (we) understand that I will be charged a \$50 maintenance fee if I leave anything behind that needs to be cleaned up by the Town of Carmel.

I (we) understand that reserved market spaces must be occupied at least 30 minutes prior to opening of the market day. I understand that arriving after that time, will be reassigned to another space for the day and will receive a violation.

I (we) understand that vendors will not receive a refund of their registration fee for a missed session.

\_\_\_\_\_  
Vendor name, Please print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor name, Please print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Please contact Carmel Recreation if you have any further questions at (845) 628-7888**