

**NORTH CREEK FARMERS' MARKET ASSOCIATION  
2012 VENDOR APPLICATION INFORMATION**

**\*\*\* Please plan to attend our annual membership meeting on February 29\*\*\*\*  
Café Sarah - 7pm**

The market board is looking forward to another successful year, and you are receiving this letter as a returning vendor, or as a new vendor whom we would like to invite. The NCFMA operates as a member-run organization with a Board of Directors comprised of volunteer members. Our Association operates under a Constitution with By-Laws and Rules and Regulations; it is your responsibility to request, read and abide by this document (see page 3). An important Association rule states that **all products sold at our markets must be grown or made by the member or a member of his/her household.**

Our market operates in downtown North Creek, under the pavilion by the river and railroad off the north end of Main Street on **Thursdays, 3pm-6pm**, from June 14 to October 4. **New this year: due to the popular train from Saratoga Springs (which departs North Creek at 3:45) – we are allowing vendors who wish to do so to set up by 2:30 to sell their products. The official times of the market will remain 3p-6p.**

The full season (17 weeks) stall fees are structured based on when the vendor commits to the market and are listed below. The earlier you commit, the lower the stall fee. Walk-in vendors are not permitted. Stall fees listed are based on a 10 foot space. 20 foot spaces are twice the stall fee listed below. \$10 application fee required for new vendors.

- \$99 season special for **RETURNING VENDORS**. Application fee (\$10) waved. Application must be postmarked by February 28 to receive this discount.
- \$109 for new applicants postmarked by February 28.
- \$119 for any application postmarked by March 31.
- \$129 for any application postmarked by April 30.
- \$59 for a 4 week stall. Weeks do not need to be consecutive. Application postmarked by April 30.
- \$69 for an 8 week stall. Weeks do not need to be consecutive. Application postmarked by April 30.

**Applications postmarked after April 30 will be considered only if space allows.**

**INCENTIVE:** We encourage returning vendors to refer new vendors to our North Creek market. The market will discount the returning vendor \$10 off their stall fee for any referred new vendors that **commit with a completed application** to a full season. \$7 is discounted to the referring returning vendor for a new vendor that commits to an 8 week session, and \$5 is discounted to the referring returning vendor for a new vendor that commits to a 4 week session. These applications must be received by April 30 to receive the discount; no discounts will be applied for vendors referred during the market season.

The Association Board will annually review available space and respond to each application and space request. Please make a copy of the application for your records and return the original. The completed application **must be returned with a non-refundable \$10 application fee for all NEW vendors (returning vendors are not required an application fee)** in order for the Board to consider your application for the upcoming season.

Please note that on page 3 of your application is an Agreement, which must be completed, signed, and returned with your application. **All Market participants must have individual insurance coverage with a minimum of \$100,000 liability coverage, though higher limits are suggested. The Certificate must say “Policy Holder – North Creek Farmers’ Market Association.”** Note that this has changed from “Additional Insured.” A copy of your insurance certificate, Certificate of Authority and any other necessary permits/licenses must accompany your completed application every year (or a note giving information about any pending permits).

You will receive notification about your acceptance and stall fee due from the Association Board of Directors via mail. If your application is accepted, **your stall fees must be paid in full by May 31**. If your application is not accepted due to market space or product offerings, your name and information will be maintained on our waiting list in the order applications are received until the Board accepts it, or you choose to remove your name from the list.

**2012 APPLICATION – NORTH CREEK FARMERS' MARKET ASSOCIATION**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
FARM NAME \_\_\_\_\_ COUNTY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
Street City Zip Code

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

ACREAGE YOU OWN IN PRODUCTION FOR MARKETS \_\_\_\_\_  
OTHER ACREAGE (include #Acres leased, rented, etc.) \_\_\_\_\_ LOCATION \_\_\_\_\_  
NAME OF PERSON(S) WHO OWN THE RENTED PROPERTY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

If you plan to sell products that require collecting sales tax, give your **NYS Tax ID#** \_\_\_\_\_

Send a copy of your Certificate of Authority, and any other necessary licenses and/or permits with this application. If any inspection is pending, the license must be sent to the V.P/Secretary as soon as possible. All copies must be sent each year, even if they were submitted in prior years.

**Produce vendors: Do you wish to accept WIC coupons? YES NO**  
**If yes, NCFM will mail to you papers that must be filed with the state.**

Please indicate the size stall you want and whether you plan to participate for a full season, a 4 week, or 8 week block. If attending on a weekly basis, please note your approximate starting and ending date.  
(check size and dates) 10 foot stall 20 foot stall Full season **or** 4 wk dates 8 wk dates  
\_\_\_\_\_

Are you a new vendor referred by a returning vendor? YES NO  
Who were you referred by \_\_\_\_\_

**PLEASE CIRCLE THE PRODUCE AND ITEMS YOU PLAN TO SELL:**  
(\***Note:** The NCFM Assoc. considers tomatoes, peppers, cucurbits, melons, and ornamental vegetables such as Indian corn, gourds, and pumpkins to be categorized as a vegetable. If you are unsure of a category for a certain product, list it under "other".) Vegetables, Sweet Corn, Tree Fruits, Cider, Strawberries, Raspberries, Blueberries, Honey, Jam, Cut Flowers, Dried Flowers, Dried & Fresh Herbs, Garlic, Potted Herbs, Bedding & Potted Plants, Baked Goods, Maple Syrup, Cheese, Dairy Products, Eggs.  
Meat (Specify) \_\_\_\_\_ Crafts (Specify) \_\_\_\_\_  
Other (Specify) \_\_\_\_\_

**By signing, I agree to abide by any applicable Local, State, and Federal Laws when selling at the Market and I agree to abide by the North Creek Farmers' Market Constitution, By-Laws, and Rules and Regulations.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please return originals of page 2 and 3 of your application, copies of necessary permits/licenses/Certificate of Authority, insurance policy (refer to page 1), and the \$10 new vendor application fee (stall fees will be calculated based on postmark date, stall size, and length of commitment) to:

**Deb Morris, President**  
NCFM  
PO Box 286  
North Creek, NY 12853

**Please make checks payable to North Creek Farmers' Market. Questions about your application may be directed to (518) 251-4438 or email: dmorris@barkeaterchocolates.com**

**NORTH CREEK FARMERS' MARKET ASSOCIATION AGREEMENT**

Agreement made on \_\_\_\_\_ 2012 between  
(Name of Owner/member) \_\_\_\_\_ and the North Creek Farmers' Market Association, hereinafter referred to as "NCFMA"

NCFMA Constitution, By-Laws, and rules and Regulations can be retrieved at [www.northcreekfarmersmarket.com](http://www.northcreekfarmersmarket.com) or sent to you via mail. Please see the contact information to request a copy.

**I. Agreement to abide by the North Creek Farmers' Market Assoc. Regulations:**

- a. I have read and agree to abide by the 2012 NCFMA Constitution, By-Laws, and rules and Regulations.
- b. The information I have provided in this application is accurate and complete. I will provide the NCFMA Board of Directors with additional information as needed to verify the claims made in this application and my compliance with the NCFMA rules. The information I subsequently provide will likewise be accurate and complete.
- c. I understand the NCFMA is a non-profit organization operating with limited funds. I acknowledge that the beneficial purpose (to assist small regional farmers or producers such as myself) will be impossible to pursue if it is subjected to costly litigation against NCFMA, its officers, and affiliated entities, only after attempting in good faith to resolve the dispute through the NCFMA Board of Directors or the association which results in denial of a market acceptance, the denial of a product to sell, or wrongful suspension or termination from NCFMA, to a return of market fees incurred during my absence from the market. I further agree that in the event I am unsuccessful in my litigation against NCFMA, I will pay all costs, expenses, fees and disbursements incurred by NCFMA in the course of its defense of said litigation's, and I will also pay NCFMA a reasonable attorney's fee.

**II. Use of NCFMA Sites:**

I agree to sell at NCFMA locations only on the day the market is scheduled. I understand that while NCFMA obtains permits, reserves the designated space, and promotes the market, NCFMA cannot guarantee minimum sales at any market.

**III. Suspension and Termination:**

Unless otherwise specified in NCFMA's Regulations, any violations of this agreement may result in suspension or termination from NCFMA at the discretion of the Board of Directors.

**IV. Duration of Agreement:**

This agreement applies to the current NCFMA season only (2012), and in no way implies acceptance to NCFMA in the future.

SIGNED: \_\_\_\_\_

BUSINESS/FARM NAME \_\_\_\_\_

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

January 2012

The North Creek Farmers' Market Assoc. requires all members to meet Federal, State and Local Laws and Regulations pertaining to their business operations. The following general information is put forth to assist you in obtaining necessary permits and licenses. It is the **RESPONSIBILITY OF EACH MEMBER** to investigate and comply, as most permits and licenses are reviewed on an individual basis. Copies of permits and licenses are required to be on file with the Board and they must be submitted with your application. If you are in the process of obtaining a new permit or license, you must note when you applied for it and when it is expected; send a copy to the Association Secretary/V.P. as soon as possible. Any product requiring a permit or license will not be approved by the Board until that permit/ license is submitted.

1. SALES TAX

*Example: Cut flowers, Candy, Crafts*

Contact:

**NYS Tax Department**  
Taxpayer Services  
Harriman Street Campus  
Bldg. 8, 9th floor  
Albany, NY 12227  
PH: 1-800-225-5829

2. FOOD PROCESSORS (Including Home Processors)

*Ex: Baked Goods, Jellies, Candy, Meat Products, Eggs, Dairy Products, Honey, Maple Syrup*

Contact:

**NYS Department of Agriculture & Markets**  
Division of Food Safety and Inspection  
1 Winners Circle  
Albany, NY 12235  
PH: 1-518-457-5459