



## Catskill's Farmer & Artisan Sidewalk Saturdays

Dear Vendor,

You are cordially invited to join us for the 2020 Catskill's Farmer & Artisan Sidewalk Saturdays. This season we will have a dedicated market manager to be actively involved with the vendors, to improve the customer's experience, and to funnel a new energy level to the market. This year it will be going back to Main Street on the sidewalks and in our pocket parks along the way. There will be music as well as participation from our local Main Street merchants. Whether you sell fresh grown produce, handcrafted specialty items, or artisanal delights-send us a description and photos of your wares and let's get the application process started.

The season is anticipated to start on June 6th and will run through September 12<sup>th</sup>, 2020 every Saturday 1-4PM. We are all looking forward to a terrific, new season. Please join us in making coming to downtown Catskill a must! Season fees are waived for farmers and all other vendors have a minimal fee of \$75 for the season.

It is essential for EVERYONE who sells at the market to be present every week. A full, interested, and committed market place is what we are striving for. When you don't come, we get smaller. YOU are a commitment to each other! Sidewalk Saturdays are open rain or shine.

### **Criteria & Eligibility**

Vendor admission to Catskill's Farmer & Artisan Sidewalk Saturdays is contingent upon completion and submission of the application, appropriate documentation, and payment of fees designated in the attached application checklist. Produce/Products sold must be grown and/or produced by the principle farmer/producer. Artisanal items must be of original, unique work or design, and are subject to approval before acceptance. Only items originally purposed to be sold and approved by the Committee may be sold unless the sale of other additional items have been approved in advance. No commercial enterprises may apply. No business that is a result of a franchise agreement is permitted.

### **Selection Process for Artisans**

Acceptance will be based on submitted materials and availability of space. Submissions must satisfy guidelines listed under Criteria & Eligibility. Management will make every effort to maintain a balance among types of work for sale and may turn down applications if there are too many of the same product type. So get your applications in!

Thank you,

Natasha Law

Village Trustee, Catskill, NY

422 Main Street, Catskill, NY 12414

[nlaw@villageofcatskill.net](mailto:nlaw@villageofcatskill.net)

518-291-2612

**Catskill's Farmer & Artisan Sidewalk Saturdays Application & Contract**

Please complete, sign, and return this application with payment to: Village of Catskill, Attention Sidewalk Saturdays, 422 Main Street, Catskill, NY 12414.

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Contact Number: \_\_\_\_\_

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

NYS Tax ID #: \_\_\_\_\_

Need Electricity? Y N

I have enclosed a Certificate of Insurance and/or signed waiver \_\_\_\_\_

What products do you propose to sell that you grow, produce, or create? \_\_\_\_\_

Briefly describe your operation (size, years in business, animals, greenhouses, organic, employees, etc.)

What are your current sales outlets (farm stand, wholesale, retail, co-op, restaurants)? \_\_\_\_\_

*\*Artisans-please include via email or hard copy 3 photographic images of your work*

-I plan to attend weekly, but cannot attend the following dates: \_\_\_\_\_

-I wish to accept EBT/food stamps for qualified products. I will follow the EBT regulations as explained to me. \_\_\_\_\_ (Initial)

- I certify that the above information is true. Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Rules & Regulations-It is mutually agreed that:**

1. Sidewalk Saturday's hours are Saturday, 1-4 PM, RAIN or SHINE
2. Vendors are expected to have their space set up by 12:45PM.
3. Vendors are expected to stay throughout the duration the event, until 4:00PM.
4. There will be designated spaces for vendor's tables.
5. Vendors are required to have Liability Insurance or signed Waiver.

6. All vendors are required to have a NYS Sales Tax ID and are responsible for their own tax collection, reporting, and payments.
7. Vendors selling wine or beer must procure the necessary permits.
8. Vendors are expected to prepare an attractive display which clearly indicates their name/business name.
9. Vendors are asked to offer samples and info about their products which would be of interest.
10. Vendors will unload vehicles in prime parking spots and then move vehicles to the Municipal Lot.
11. Prices for all items must be clearly marked.
12. Vendors will be responsible for their tables, tents, etc.
13. Vendors are asked to help promote their products and Sidewalk Saturdays to their community.
14. Vendors are expected to attend every Saturday. In the event of an emergency, contact Natasha Law.
15. Fees are non-refundable unless an application is denied.
16. Vendors will be honest and courteous always. Disagreements must be held in a respectful manner. No form of discrimination is permitted. No religious or political canvassing aloud.
17. Vendors are responsible for cleaning their spaces at the end of each day and will dispose of their own refuse when they leave.
18. Vendors who do not follow this agreement may be removed from Sidewalk Saturdays, without a refund.

I have read and understood the Catskill's Farmer & Artisan Sidewalk Saturdays Rules & Regulations. If accepted as a vendor, I agree to abide by the Rules & Regulations.

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

**Hold Harmless and Indemnification Agreement – 2020 Season**

Name of Vendor: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

The undersigned agrees that he/she will comply with the rules and regulations of Catskill's Sidewalk Saturdays 2020 Season. Non-compliance with rules will result in the cancellation of the agreement with the vendor and removal of undersigned from the venue with no refund of fees. The undersigned further certifies that he/she is the responsible person and he/she is authorized to (1) Execute on behalf of the above company and (2) Accept legal process on behalf of the above business. The undersigned also agrees to indemnify and hold harmless the Village of Catskill, market manager, market director, and/or Greene County from and against all liability, damage, expense, cause of action, suits, claims, penalties, and/or judgements arising from injury to person sustained by anyone because of consuming any food or drink acquired from me, use of any item purchased from me, or from any negligent action on my part. Vendor is responsible for all monies collected from the sale of goods. The Village of Catskill, market

director, market manager, and/or Greene County are in no way responsible for any lost or stolen monies or items.

### **NYS Sales Tax Certificate**

Each vendor is required to have a New York State Sales Tax ID Number and is responsible for collecting New York State and Local Sales Tax (8%). If you do not have a Certificate of Authority, you can contact the New York State Department of Taxation and Finance at 1-518-427-1250 or 1-800-225-5829 for registration form DTF17 or go to [www.tax.state.ny.us](http://www.tax.state.ny.us) or [www.nyspermits.org](http://www.nyspermits.org)

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

Copy Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

### **Insurance**

Each vendor shall furnish the Village of Catskill with a Certificate of Insurance which has a liability of no less than \$1,000,000.00 and shall name the Village of Catskill and its directors and officers as additional insured, also naming the Village of Catskill's Main Street as the location of Catskill's Sidewalk Saturdays. If you do not carry sufficient liability insurance, please sign the attached waiver and submit with vendor application.

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

### **Insurance Waiver**

In consideration of One Dollar (\$1.00) or other good and valuable consideration received in hand by the Village of Catskill, the undersigned vendor hereby agrees to hold harmless, indemnify, and otherwise defend the Village of Catskill for any injury, action, or other liability resulting from the action of the vendor, its agents, employees, and servants during all times relevant to the event know as Catskill's Farmer & Artisan Sidewalk Saturdays on the days listed in the application and contract.

Vendor Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted Proof of Insurance \_\_\_\_\_ or Submitted Signed Waiver \_\_\_\_\_

### **Application Checklist**

- \_\_\_\_ Application & Contract
- \_\_\_\_ Catskill's Farmer & Artisan Sidewalk Saturdays Rules & Regulations
- \_\_\_\_ Copy of NYS Tax ID
- \_\_\_\_ Permit for sale of alcohol, if applicable
- \_\_\_\_ Copy of Liability Insurance and/or signed waiver
- \_\_\_\_ Copy of any certificates required for sale of vendor product/produce (ex: home processing certificate)
- \_\_\_\_ Copy of any photos for Artisanal Vendor Application

Thank you and let's make this Catskill's BEST season yet!!