



## SUNY NEW PALTZ MARKET FALL 2021 PROGRAM GUIDELINES & APPLICATION

### **Mission:**

The mission of the SUNY New Paltz Market is to provide the campus community with access to a diverse array of locally grown and manufactured products.

### **Program Rules and Regulations:**

The SUNY New Paltz Market will operate under the following principles:

#### ***Freshness, Quality, Cleanliness:***

Produce and other goods must be as fresh as possible, thoroughly cleaned, and of the highest quality. The Market Coordinator reserves the right to require the vendor to remove from display any items that are of inferior freshness, quality, or cleanliness.

#### ***Aesthetics of the Market:***

The SUNY New Paltz Market will supply an eight-foot table for each vendor to sell from. Vendors must keep the tables and area clean, tidy, and attractively arranged. On outdoor market days, vendors are expected to bring and set up weighted tents over their displays. The Market Coordinator reserves the right to require the vendor to remove from display any items that detract from the overall aesthetics of the Market.

### **Market Coordinator:**

The Market will be managed by the Market Coordinator, Maxwell Murray, who will be supported by Campus Auxiliary Services, Inc.

### **Role of the Market Coordinator and Campus Auxiliary Services:**

- Establish an operations plan and operating budget for the Market
- Recruit and communicate with vendors to ensure all are familiar with the rules and have a fair opportunity to participate
- Establish and enforce rules and regulations, ensuring the market and all participants are in compliance with State and local law, and to ensure that all concerned are adequately insured
- Ensure smooth and safe operation of the Market
- Establish and collect Market fees
- Determine and arrange the Market's operational schedule and special activities
- Conduct promotional program for the Market

### **Role of the Vendors:**

1. Be completely set up and ready to sell by the opening time of the Market
2. Must be present for the entire length of each market.

### **Operating Schedule:**

The Market is held on Thursdays from 9:30am – 3:00pm. Setup begins at 9:00am and shutdown begins at 3:00pm. The Fall 2021 operating dates are the following:

September 2, 2021 \*

September 9, 2021

September 16, 2021

September 23, 2021

September 30, 2021

October 7, 2021

October 14, 2021

October 21, 2021

October 28, 2021

November 4, 2021

November 11, 2021

November 18, 2021

**No Market on November 25 – Thanksgiving Recess**

December 2, 2021

December 9, 2021 \*

*\*These dates are subject to change due to scheduling with the start and end of the semester.*

### **Location:**

The Market will be held outside of the Lecture Center. If there is inclement weather, the market will be moved inside of the Lecture Center. Vendors will be notified about the change in location beforehand. Inclement weather includes, but is not limited to, high winds, snow, thunderstorms and pouring rain. Vendors will be notified by the Market Coordinator beforehand in such cases. Vendors will be able to unload and load in the service vehicle spots located in the Lecture Center Parking Lot. Vendors will be provided parking privileges each semester. See Market Coordinator for details.

Clean up: The Lecture Center should be left as found once the market day is over. In the event of excess mess or damage to the space, the vendor who is responsible could be charged for the cost of cleanup.

### **Product Guidelines:**

- Vendors may only bring to the Market and sell items that have been approved by the Market Coordinator through the Application Form. Revisions are permitted throughout the year by completing the application form and only through approval by the Market Coordinator.
- Food Products and Baked Goods: All prepared and processed food products displayed and presented for sale should be produced by the vendor from scratch in an approved facility and should contain predominantly self or locally grown ingredients. All products should be packaged and labeled in accordance with New York State regulations. Commercially prepared mixes, pastry shells, crusts, fillings, fresh, canned or frozen fruit, or vegetable ingredients that are not from predominantly local ingredients are discouraged.

### **Signage:**

All vendors are required to display an attractive sign with the name and location of the farm or business in

a clear and visible location. All items must be labeled, priced properly, and clearly understandable. Vendors are encouraged to have business cards, brochures, recipes, or other educational material available for the customers.

#### **Attendance:**

The SUNY New Paltz Market operates rain or shine. Vendors are expected to attend all dates for which they have committed, unless the Market has been cancelled by the Market Coordinator. In the case of cancellation, the Market Coordinator will contact each vendor by at least 8:30 a.m. the day of the cancelled Market using the contact information provided by each vendor. Please be sure to provide correct contact information, including alternate phone numbers or email addresses. In the event that a vendor cannot attend the Market, the vendor should notify the Market Coordinator as soon as possible and no later than 8:30 a.m. on such Market Day.

#### **Booth Size and Fee:**

- The SUNY New Paltz Market will provide each vendor with one or two eight (8) foot tables. The vendor fee is \$25/week.
- Fees must be paid the day of each market. Checks can be made out to Campus Auxiliary Services. Cash will also be accepted.

#### **New York State Laws:**

Vendors are individually responsible for conforming to all applicable State, Local, and Federal laws & regulations including but not limited to:

- Vendors selling taxable items should display a valid New York State Certificate of Authority.
- Vendors selling nursery and greenhouse items should display a valid New York State Nursery License.
- Vendors selling by weight should have County approved scales.
- Vendors selling processed foods, prepared foods, and other perishable items should do so in compliance with requirements of the New York State Department of Health and/or the New York State Department of Agriculture and Markets.
- Vendors selling by volume should use standard size containers such as pint, quart, etc.

#### **Vendor Participation:**

Vendors may participate at the invitation of the Market Coordinator only. Vendor selection is limited to available space, and to the needs of the market in accordance with applicable law and its mission statement, in the good faith discretion of the Market Coordinator. Vendors will need to submit a new contract form each semester to participate.

Applications may be denied, and Vendors may be terminated by the Market Coordinator at any time and for any reason, consistent with the mission statement of the Market.

- Grievances/Rules Enforcement Procedures: In the event that a concern or dispute occurs, please direct all grievances to the Market Coordinator.
- The above rules and regulations are subject to change by the Market Coordinator, SUNY New Paltz or Campus Auxiliary Services, Inc. at any time and without notice to the vendors.

**SUNY New Paltz Market**  
**VENDOR APPLICATION and AGREEMENT**

**Name of Farm/Business (“Vendor”):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Please Check One:**     Student Vendor         Off-campus Vendor

**Vendor Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Website or Social Media Account (if applicable):**  
\_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Vendor/Product/Ingredient Description:** Please include a description of your farm/business and a detailed list of your products. This information will be included on our website and in our promotional materials. Additional pages may be attached:

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By signing below, Vendor agrees to the following as conditions of Vendor's participation in the Market:  
Vendor has reviewed and agrees to abide by the terms and conditions set forth in the SUNY New Paltz Market Program Guidelines, as they may be amended from time to time. Vendor shall defend, indemnify and hold harmless each of the Market Coordinator, SUNY New Paltz and Campus Auxiliary Services, and their respective officers, directors, employees, agents and independent contractors, successors and assigns from and against any and all losses, liabilities, claims, costs, expenses and damages (including, but not limited to, reasonable attorneys' fees), relating to, resulting from or arising out of the participation by Vendor in the Market, including, but not limited to, any claim of any nature by any of Vendor's customers.

Signature: \_\_\_\_\_

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

PLEASE NOTE: Applications may be rejected by the Market Coordinator in its sole discretion and for any reason. Applicants who are accepted as vendors will be notified by the Market Coordinator in accordance with the contact information set forth above.