

# Poughkeepsie Waterfront MARKET



## Poughkeepsie Waterfront Market Vendor Rules & Regulations

### Market Hours and Location:

1. The Market operates on Mondays from 4:00 pm – 7:30 pm from June 5 through October 23, 2017.
2. The Market operates in the Waterfront Pavilion of the Mid-Hudson Children’s Museum (75 N. Water St., Poughkeepsie)
3. The site has ample free parking for vendors and patrons and is steps away from the Poughkeepsie Train Station and the elevator to the Walkway Over the Hudson.

### Market Governance and Oversight:

4. The Market is operated by the Mid-Hudson Children’s Museum (MHCM) under the direction of Executive Director, Lara Litchfield-Kimber.
5. Liz Proscia, Market Coordinator, oversees daily market operations, promotion and is the lead contact for vendors.
6. The mission of MHCM is to empower young children and their families.
7. The goals of the Poughkeepsie Waterfront Market are:
  - a. To make farm fresh food available to city residents and families
  - b. To ensure that farm fresh food be affordable
  - c. To support Hudson Valley farmers by connecting them with local consumers
  - d. To provide educational programming around nutrition and healthy eating

### Operational Guidelines:

1. **Vendor Fees:** Market fees are payable monthly. Vendors will be charged \$20 per week, payable monthly. An Early Bird discount of \$15/week for the season is available to vendors who commit to the season prior to April 26, 2017.

2. **Payment:** Monthly fees are due four weeks prior to first market date of the month. Vendors making an advanced payment for the entire season will receive a 15% discount.
3. **Market Promotion:** MHCM will promote the Market widely through its traditional and social media channels, print media and on its website. Each contracted vendor will be highlighted during the season. Poughkeepsie Waterfront Market logo will be available for use by contracted vendor for use in farm promotion.
4. **Set-Up Time:** Vendors must arrive one hour before the market opens. Vendors must have their set-up ready at 3:45pm. Vendor vehicles must be parked away from the pavilion at this time.
5. **Parking:** The museum has a gated parking lot. Gates will be open during the market. Parking is free, but is subject to other scheduled events taking place at the museum. Vendors are permitted to pull their vehicles up parallel to the handicap ramp in order to unload their product/setup. Once product has reached the vendor stall, vehicles MUST be parked in MHCM spaces located closest to the skate park and children's garden to keep parking open for Market patrons.
6. **Early sales** are not permitted.
7. **Displays:** Vendors will be provided with one 8' folding table, but may bring additional tables with advanced approval by the Market Coordinator. Vendors are required to have clear, appropriate signage stating their farm information and location. Each vendor will be responsible for all equipment and supplies for the setup of a booth. Displays should be constructed in such a way that they do not block customer walkways nor pose any other hazard to customers.
8. **Clean-Up:** The market stall space must look clean at the end of the day. No garbage on the floor, and all signage and materials must be taken away.
9. **Representation:** Vendors are responsible for the actions of their representatives, employees, or agents.
10. **Alcohol, Smoking, and Firearms** are NOT permitted at the Poughkeepsie Waterfront Market. Alcohol, Smoking, and Firearms are prohibited on the premises – this includes the museum, the pavilion, and the parking lot.
11. **Absence:** Vendors must notify the Market Coordinator at least 14 days in advance if they expect to be absent on a market day. Vendors that do not give notice will not be able to set up their stall on an alternative date.
12. **Cancellation Policy:** If the vendor agreement is cancelled more than one month prior to their first market date, 100% of the stall fees will be refunded minus the booking deposit. There will be no refund for any cancellation made within one month of the vendor's first scheduled market date.
13. **Stall fees and assignment:** Stall spaces are assigned on a first come, first served basis. Spaces are approximately 10x10 underneath the market pavilion. Signage is also restricted to this space. Stall fees are due before the first Monday of the month during the market season. Spaces can be rented on a monthly basis.

### Selling Guidelines and Vendor Requirements:

1. **Produce Quality:** All products offered for sale must be of good quality and condition. The Market Coordinator 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.

2. **Produce Display:** Produce is required to be sold at least 12 inches from the ground. There are exceptions for heavy items, such as squash and pumpkins.
3. **Samples:** Samples should be disposed of in neighboring trashcans and compost containers.
4. **Cleanliness:** Vendors are required to keep their market space neat and clear of obstacles, litter, and debris.
5. **Resale** is only permitted if goods are fresh and local to the Hudson Valley (Orange, Dutchess, Ulster, Putnam, Greene, Columbia, Rockland or Westchester County regions)
6. **SNAP/EBT Sales:** Vendors are encouraged to participate in these food affordability programs, if possible. The Market is registering as a recognized SNAP and EBT market.
7. **General Liability Insurance** is required by all vendors. Vendor must secure Liability Insurance with a limit of not less than One Million Dollars (1,000,000) per occurrence naming the Mid-Hudson Children's Museum (MHCM) as additionally insured. The vendor must furnish MHCM with a Certificate of Insurance within the time frame specified at least two weeks prior to the event.
8. **Licenses and Permits:** 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 market management.
9. No hawking, proselytizing, or amplified music is permitted at the market.
10. **Inspections:** Periodic spot inspections will occur for vendors at the market.
11. **Subletting:** Subletting of a vendor spot is not permitted at the Poughkeepsie Waterfront Market.
12. **Late/No-Shows:** Vendors that are going to be late must notify the Market Coordinator as soon as possible. If a vendor does not arrive by 4:30pm, that vendor forfeits her spot for the week and will not be refunded.

## Compliance:

1. **Customer Grievances:** Customer complaints should be given to the Market Coordinator at the time of the incident. If the issue is not resolved on the spot, the Market Coordinator will take the information of the complainant and follow up after a thorough investigation. If issues escalate, the Executive Director will contact the complainant.
2. **Vendor Grievances:** Vendor complaints/ issues should be submitted in writing to the Market Coordinator. The Coordinator will act to resolve the issue at the time of the complaint. If issues cannot be resolved, the Coordinator will follow up after market hours.
3. **Violations:** Violation of the rules will be handled at the discretion of the Market Coordinator/Executive Director of MHCM. Violations could result in the forfeiting and/or suspension of market stall for the season. Vendors that violate health/safety regulations will be investigated after their first offense. Violations could result in the forfeiting and/or suspension of market stall for the season.

4. **Appeal:** Following penalty of noncompliance with Market Rules, vendors can appeal to the Market Coordinator and Executive Director for overturn of decisions. Final decisions will be made by the Executive Director.

### What to Provide to MHCM for Market Promotion:

- Farm logo
- Website and/or Facebook page addresses

### What to Bring on Market Day:

- Clear, appropriate signage
- Extra table(s) to display products (if applicable)
- Disposable gloves
- Sanitation bin for sampling (if applicable)
- Proper materials to clean/rinse produce for sampling
- Pop Up Tent (optional – MHCM pavilion is all weather)
- Paper bags to package patrons' groceries
- Scale
- Cashbox/ Square/ Materials needed to complete cash/electronic transactions



**Poughkeepsie Waterfront Market  
Vendor Contract Form**

**\*\* Contact must be signed and executed before your first date at the market \*\***

Please read, initial and sign below to confirm you agree to the following:

\_\_\_ I, \_\_\_\_\_, have read the 2017 Vendor Rules & Regulations.

\_\_\_ I agree to pay my vendor fees of \$ \_\_\_\_\_ per month

\_\_\_ I agree to have my stall set up by 3:45pm on market day.

\_\_\_ I agree to the 2017 Vendor Rules & Regulations and I will abide by them.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, have read and understand that if I break the 2017 Vendor Rules and Regulations, my stall will be suspended/forfeited for the market season.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Market Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MHCM Executive Director Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Please remit to: Liz Proscia, MHCM, 75 N. Water St. Poughkeepsie, NY 12601**