

Millbrook Farmers Market

P O Box 1013

Millbrook, NY 12545

Millbrook Farmers Market Co-Op 2018

OVERVIEW

The Millbrook farmers Market is offering an opportunity for producers of local, Hudson Valley Food and Beverage products to sell their items at the Millbrook Farmers Market in a location called the Millbrook Farmers market Co-Op. The location will be staffed by a friendly, professional person educated about each product.

GOALS

1. An affordable opportunity for Hudson Valley Food and Beverage providers to market their products to a larger customer base.
2. To provide the Millbrook Farmers Market patrons with a greater variety of locally produced items.

REGULATIONS

1. Vendors will follow all state and local regulations while preparing and packaging their products.
2. Vendors will provide the Millbrook Farmers Market with product insurance in the amount of \$100,000.00.
3. Vendors will deliver and retrieve their products from the Market Manager without cost to the Millbrook Farmers Market.
4. Vendors will schedule an appointment with the Market manager to provide information on vendor company and products.
5. Vendors will provide samples of their products on at least two occasions during the 2017 season.
6. Vendors will sign a Hold Harmless Agreement prior to products being displayed.
7. Vendors will provide marketing materials including business logo, and business description to be used on the Millbrook Farmers Market website.
8. Vendors will provide pricing labels or sturdy signs information for their products.
9. Vendors will deliver all products prior to 8:30 am the day of the market.
10. Vendors will pick up any perishable products from the Market Manager at a mutually agreed upon time and location.

CO-OP PROVISIONS

1. The MFM Co-Op will provide an attractive area for all products to be sold.
2. The MFM Co-Op will collect and report Sales Tax as required by NYS law.
3. The MFM Co-Op will accept credit card payments.
4. The MFM Co-Op will ensure the Co-Op area is completely staffed throughout the season.
5. The MFM Co-Op will seek a diverse variety of products.
6. The MFM Co-Op will provide vendors with a breakdown of sales on a weekly basis.
7. The MFM Co-Op will list vendors on the Millbrook Farmers Market website.
8. The MFM Co-Op is not responsible for any lost, damaged or stolen products while in their possession.
9. The MFM Co-Op may responsibly discard any perishable products not picked up at the agreed upon time and location.
10. The MFM Co-Op may refuse to sell any products that are not to be deemed "A" grade by industry standards.

PRICING & FEES

1. All vendors are required to apply to become a member of the Millbrook Farmers Market Co-Op and pay the annual membership fee of \$30.00 at the time the application is submitted.
2. The annual fee to have products sold at the Millbrook Farmers Market Co-Op is \$75.00, payable upon acceptance as a member.
3. Vendors will set the price for their products and provide signs or labels to indicate prices.
4. Vendors may offer sales or discounts of their products with advance notice of 48 hours to the Market Manager.
5. The Millbrook Farmers market Co-Op will provide a cash payment for any products sold in a cash transaction at the time the vendor retrieves any unsold perishable items. For payments received by a credit card, the vendor will be sent a check within 24 hours of the charge payment being cleared.

Vendor Signature

Date

Market Manager Signature Date