



PS/IS 217 PTA FARMER'S MARKET VENDOR APPLICATION & AGREEMENT

Roosevelt Island Farmer's Market Hours of Operation: Saturday, 8:00am – 3:00pm
(unless otherwise noted by the Market Manager)

First Name: _____ Last Name: _____

Farm/Business Name: _____

Address: _____

City/State/Zip: _____

Email: _____ Website: _____

Phone: _____ Alt. Phone: _____

Product Information: Please specify what you intend to sell at the Market: _____

All vendors: Do you currently have NY State Tax ID? (*Please attach certificates of authority*) Yes No

Food Vendors Only: Do you currently have product liability insurance? Yes No
(*Please attach certificates of insurance*)

Length of Reservation: Preferred spaces will be assigned to year-round Vendors. Weekly vendors will be assigned on a first-call, first-serve basis.

Year-Round Reserve Vendor. Payments may be made in four 3- month installments. First installment is due with application.

Weekly Call-In Vendors. Vendors must fill out an interest form at 217PTA.com or email request at psis217market@gmail.com, and will be further contacted by the Market Manager. All vendors **MUST** be approved prior to any market date. Payment can be made in advance by online payment method, or on the day of sale by paying cash/giving a check to the Market Manager. To mail check please email psis217market@gmail.com for instructions.

I hereby attest that the foregoing application information is true and correct.

Date: _____

Signature _____

Printed Name _____



ROOSEVELT ISLAND FARMER'S MARKET RULES & REGULATIONS

- 1) **Space Allocation.** Non-year round vendors will be allocated space on a first come, first served basis. Market management has final authority as to vendor location and market layout.
- 2) **Management Discretion.** Market management reserves the right to deny a vendor's application, to prohibit anyone from selling at the Market, or to prohibit any product from being sold at the Market.
- 3) **Set-up.** All vendors must be set up by 9:00 a.m. Vendors will provide their own tables, chairs, signage and/or tents.
- 4) **Take-down.** Vendors will remain at the Market until at least 2pm.
- 5) **Clean-up.** Vendors are required to keep their areas clean during the Market and to clean up their areas when the Market is over.
- 6) **Pets.** Pets on a leash will be allowed at the Market under the supervision of an adult. Owners are responsible for their pet's hygiene and behavior. Vendors and pet owners are responsible to make certain that animals do not come into contact with food being sold.
- 7) **Signage and displays.** Vendors are responsible for all tables, tents and signage used for their display. Signs should be displayed to identify products, price, and origin of products.
- 8) **Application process.** All potential Market vendors must submit a complete application and applicable fees to the PS/IS 217 PTA no later than one week before the Market date in which the vendor intends to participate.
- 9) **Enforcement process.** Vendors are expected to abide by regulations established for the Market. The PTA may enforce said regulations. Vendors must follow Market managers' directions.
- 10) **Federal, State, and Local Law Compliance.** It is the responsibility of the Vendors and other Market participants to know and follow all applicable federal, state, and local laws and regulations.
- 11) **Hold harmless and indemnification.** Vendors and other participants agree to take part in the Market at their own risk and will not hold the Market, its sponsors or site owners responsible for any legal or financial liability resulting from their participation therein.
- 12) **Market issues.** Any issue at the Market should be reported to the Market manager or by emailing psis217market@gmail.com.
- 13) **Safety.** Public safety incidents and problems, including accidents, thefts, illegally parked cars, and disputes, should be reported to the Public Safety Department. If the problem is serious or requires urgent attention, call 911.
- 14) **Parking vehicles.** Parking is not provided. Vendors may park briefly near the Market to unload or load.



- 15) **Electricity.** Electricity is not provided.
- 16) **Contract duration.** This contract is valid until terminated by the Market manager or canceled by the Vendor.
- 17) **Sub-Vendors are not permitted.** All individuals working, helping or delivering to the Market are considered employed by the entity unless express written consent is given by the Market Manager. Any vendor found to be utilizing sub-vendors will result in cancellation of the signed vendor agreement.
- 18) **Notice of Change to these Rules and Procedures.** These rules and operational procedures are subject to change at the discretion of the PS/IS 217 PTA Executive Board after notification at least one week prior to the implementation of any new rule.

Hold Harmless Agreement

I HAVE READ THE MARKET RULES AND REGULATIONS AND I AGREE TO THEIR TERMS AND CONDITIONS. Should my Vendor's application be accepted by the PS/IS 217 PTA, I, the Lessee, shall hold harmless the PS/IS 217 PTA, their members and agents against any and all claims, demands, losses, costs, damages, actions, suits or proceedings by any third party that may arise out of, or may be attributable to, any operations performed by or carried out by the Lessee, his/her agents, employees or servants, or anyone for whose acts the Lessee may be liable, howsoever caused.

Date: _____

Signature: _____

Printed Name: _____