



Albany County  
**FARMERS MARKET**

In partnership with



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## 2024 Vendor Application

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Online application available at [www.albanycountymarket.com](http://www.albanycountymarket.com)

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## Overview

The Albany County Farmers Market is presented by the Downtown Albany BID, in partnership with Albany County and MVP Health Care. Our goal is to operate a vibrant, open-air market series that provides our neighbors with fresh, high-quality food and artisan goods sourced from local farmers and producers. The market also seeks to strengthen and further activate our neighborhood by providing entertainment, family activities, nutritional education, and support for local nonprofit organizations.

The market is free and open to the public and will take place on S Pearl Street in downtown Albany in front of the MVP Arena. The market will occur every Sunday from 10:00 AM-2:00 PM, July 14-September 29, and vendors may apply to participate in all four markets or individual markets.

## Vending at the market

The market is currently seeking applications from farmers, prepared food vendors, and producers of handmade goods who may offer the following types of goods:

### Fresh produce and farm products:

- Fruits & vegetables
- Meat
- Poultry
- Eggs
- Fish
- Cider, juices and teas
- Dried fruits & vegetables
- Honey and bee products
- Jams, jellies, canned foods, and other preserved or frozen foods
- Milk
- Cheese & other dairy products
- Grain products
- Nursery products
- Maple products

### Prepared foods, craft goods, art, other:

- High quality, ready-to-eat prepared foods
- Handmade craft goods
- Original art and prints
- From-scratch baked goods
- Beer, wine, cider, and spirits for off-premises consumption

All applications will be reviewed on a rolling basis by the Downtown Albany BID, and subject to a jurying process. Vendors will be notified of their approval status in a timely manner. All vendors whose applications are received before **12:00 PM Noon on Monday, May 6** will be notified of their approval status by **5:00 PM on Friday, May 10**. Applications received after this point will be notified of their approval status on a rolling basis.

Preference will be given to applicants whose primary business location is in Albany County, and whose goods are of high quality, handmade, produced by the seller, and meet all requirements set forth by the market's Rules & Regulations. Special consideration will be given to eligible vendors whose business is minority-, veteran- or woman-owned.

Please mail or deliver your completed application along with all attachments to **Downtown Albany BID, 21 Lodge Street, Albany, NY 12207**. If you do not have access to a printer, physical applications may be requested and picked up at our offices Monday-Friday, 8:30 AM-5:00 PM.

## Questions

Please contact the Downtown Albany BID at [hello@downtownalbany.org](mailto:hello@downtownalbany.org) or call (518) 465-2143 during regular business hours for any questions about submitting your application, or other topics related to the Albany County Farmers Market.

# Vendor Application

## 1. Vendor Information

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### a) Category

(Check one box only)

- |  |  |
|--|--|
| <input type="checkbox"/> Farm                            | <input type="checkbox"/> Prepared Foods (including food trucks and bakers) |
| <input type="checkbox"/> Maker/Artist                    | <input type="checkbox"/> Non-profit organization                           |
| <input type="checkbox"/> Downtown Albany BID Stakeholder | <input type="checkbox"/> Other   |

### b) Contact information

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Business Name

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Contact First Name

Last Name

E-mail Address

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Business phone

On-site contact name & mobile phone

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Business Address

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City

State

Zip code

### c) Online presence

(Specify all that apply)

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Website/Online Store

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Social media pages (specify platform and handle)

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Social media pages cont'd / Other (please include URL)

### d) Product descriptions

**Prepared food vendors, artists, and makers:** please provide a detailed description of the products you plan to sell, including price ranges. (Farm applicants may skip to section 2)

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### e) MWBE/Military status

(check all that apply)

- |  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> Registered MWBE | <input type="checkbox"/> Minority-owned business | <input type="checkbox"/> Black-owned business | <input type="checkbox"/> Woman-owned business | <input type="checkbox"/> Veteran-owned business |
|--|--|---|---|---|

## 2. Farm Products

This section is for farm vendors only. All others, please skip to section 3.

### a) Farm products description

Please specify which farm products you plan to sell during each season of the market.

- Fruits/vegetables (List fruits/vegetables you will have available at each market)

July \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

August \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

September \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Provide a brief description for each)

- Dairy \_\_\_\_\_

- Fish \_\_\_\_\_

- Meat \_\_\_\_\_

- Maple/honey products \_\_\_\_\_

- Baked goods \_\_\_\_\_

- Prepared foods \_\_\_\_\_

- Nursery products

(circle product types)

Annuals

Perennials

Vegetable/herb plants

Nursery stock

- Eggs \_\_\_\_\_

- Herbs (dried or fresh) \_\_\_\_\_

- Other \_\_\_\_\_

Please specify any additional products you plan to sell, as allowed by the market's Rules and Regulations (see attachment).

\_\_\_\_\_

*(more space on next page)*

*Additional products, cont'd:*

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**b) Farm inspections**

The Downtown Albany BID reserves the right to conduct spot visits and farm inspections to confirm that the products sold are in compliance with the market's Rules & Regulations, provided the Downtown Albany BID has no obligation to do so, it being the Vendor's obligation to provide compliant products.

Directions to your farm:

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**c) Production methods used**

(Check any that apply)

- Certified organic. A copy of the current certificate must be placed on file with the market.
- Non-certified organic. My gross agricultural income from organic sales totals \$5,000 or less annually and I comply with applicable organic production and handling requirements.
- Conventional

Please note: Pursuant to CFR Part 205, Subpart B, Section 205.100(c)(1) any operation that knowingly sells or labels a product as organic, except in accordance with the ACT, shall be subject to a civil penalty of not more than \$10,000 per violation.

### 3. Market Dates & Fees

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#### a) Market dates

Please check all date(s) on which you would like to participate in the market. All markets start at 10:00 AM and end at 2:00 PM.

All Markets (Seasonal vendor)

- |                                  |                                    |                                       |
|----------------------------------|------------------------------------|---------------------------------------|
| Individual Markets:              | <input type="checkbox"/> August 4  | <input type="checkbox"/> September 1  |
| <input type="checkbox"/> July 14 | <input type="checkbox"/> August 11 | <input type="checkbox"/> September 8  |
| <input type="checkbox"/> July 21 | <input type="checkbox"/> August 18 | <input type="checkbox"/> September 15 |
| <input type="checkbox"/> July 28 | <input type="checkbox"/> August 25 | <input type="checkbox"/> September 22 |
|                                  |                                    | <input type="checkbox"/> September 29 |

#### b) Fee schedule

Please circle the type of booth you are applying for:

All Markets	(Seasonal vendors <b>must</b> attend all markets).	
10' x 10' space	\$300	(\$25/market)
20' x 10' space	\$540	(\$45/market)
30' x 10' space	*call for availability	

Individual Market	Daily vendors may pay on a per-market basis.	
10' x 10' space	\$30	
20' x 10' space	\$50	
30' x 10' space	*call for pricing and availability	

#### c) Payment method

Please specify how you will send your payment if you are approved. (Please **do not** attempt to send an online payment until you receive written approval)

- Online payment using credit card
- Check made out to "Downtown Albany Business Improvement District" and mailed or delivered during regular business hours to Don Wilson, Operations Manager at 21 Lodge Street, Albany, NY

Payment will be due for **all markets** you are approved for when you are notified of your approval status. If payment is not received within thirty days after you are approved, or by 12:00 PM Noon on the Wednesday prior to your first market (whichever comes first) your booth space may be forfeited. If you need to request more time to send your payment, please call (518) 465-2143 x111.

### 4. Certificates/licenses required

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- Proof of general and product liability coverage in the amount of \$1 million dollars, and name the Downtown Albany BID, the City of Albany, Albany County, MVP Health Care, and the MVP Arena as additional insured on a primary and non-contributing basis. A certificate must remain current and on file with the market.
- Sales Tax Certificate if you sell taxable items.
- All appropriate permits as required for products being sold at the market, i.e., health permits, 20C Exemptions, farm winery permit, nursery license, dairy and meat permits, etc.

## 5. Compliance and Indemnity Agreement

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I (we) the undersigned, have read the Rules and Regulations of the Albany County Farmers Market (attached hereto) and do agree to abide by all such Rules and Regulations.

I (we) further agree to operate my (our) stall in accordance with these Rules and Regulations and to pay all applicable fees as set out in the Rules and Regulations. I (we) do understand that the stall fee, length of season, and hours of operation are set in the rules and regulations, and I (we) will abide by them.

I (we) further understand that failure to comply with the rules and regulations of the Albany County Farmers Market could mean dismissal from the market.

As a vendor, wishing to participate in the Albany County Farmers Market, I (we) agree to SAVE, HOLD HARMLESS and INDEMNIFY MVP Health Care, Albany County, the MVP Arena, the City of Albany, and the Downtown Albany BID, and each organization's Directors, members, employees and/or representatives from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us), when such damages or liability arise, in whole or in part, out of acts on my (our) own, or of my (our) employees, representatives, agents or associates. If the above indemnification is determined by a court having competent jurisdiction to be invalid or voidable in any way, the parties agree that the court shall enforce the above indemnification provision to the fullest extent permitted by New York law. Moreover, and notwithstanding any limitation on the above indemnification provisions, I (we) as the vendor shall provide insurance coverage and protection to MVP Health Care, Albany County, the MVP Arena, the City of Albany, and the Downtown Albany BID in the manner required by Section 4 above.

I (we) verify that all information I (we) have provided about my farm and products for sale is true and accurate.

I (we) understand that the Albany County Farmers Market operates on limited funds. I (we) also acknowledge that the Albany County Farmers Market's beneficial purpose will be impaired if it is subjected to unnecessary litigation. Wherefore I (we) hereby agree that as a condition of my participation in the Albany County Farmers Market, I (we), and prior to the commencement of litigation against the Downtown Albany BID, its officers, management, and affiliated entities, will engage in good faith negotiations with the BID, and if necessary mediation with an impartial person, to resolve the dispute. I (we) agree to limit any claim I (we) may have as a result of a decision by the Downtown Albany BID Staff or Board of Directors which results in the denial of a market acceptance, the denial of a product to sell, wrongful suspension or termination from the Albany County Farmers Market, or any other claim for breach of contract, to a return of a prorated portion of the fees paid by vendor, for the period during which vendor was prevented from participating in the market. I (we) further agree that in the event I (we) am unsuccessful in my (our) litigation against the Downtown Albany BID, I (we) will pay all costs, expenses, fees, and disbursements incurred by the Downtown Albany BID in the course of its defense of said litigation, and I (we) will also pay the Downtown Albany BID a reasonable attorney's fees.

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Vendor name, please print

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Signature

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Date

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Vendor name, please print

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Signature

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Date

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Vendor name, please print

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Signature

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Date