



## VENDOR CHECKLIST

Complete VENDOR FORM

Scan and email **Vendor Form** to [PositivelyRome@gmail.com](mailto:PositivelyRome@gmail.com)

**OR**

Mail **Vendor Form** :

Positively Rome  
406 Lynwood Street  
Rome, NY 13440

Please note: **DO NOT** send payment until you have been contacted by our market manager confirming your spot.

If you have any questions, please email or call:  
[PositivelyRome@gmail.com](mailto:PositivelyRome@gmail.com)

315-271-7090



# Rome Farmers Market

Franklyn's Field 1106 N. James St.

Wednesdays 2pm – 7pm

VENDOR FORM

Business Name \_\_\_\_\_

Business Owner(s) legal name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Vehicle type at market (make/model) \_\_\_\_\_

License plate number \_\_\_\_\_ NYS Sales Tax ID # \_\_\_\_\_

Phone number \_\_\_\_\_ 2ND Phone number \_\_\_\_\_

I require power/generator \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ CIRCLE ONE PLEASE

Please list the items you wish to sell at the market.

Email address \_\_\_\_\_ 2ND Email address \_\_\_\_\_

## **PERMIT FEE**

***PERMIT: MARKET TO RUN JUNE 15 – OCTOBER 12\*\****

Check one of the boxes:

Full Season Permit: \$125 (do not send a check until contacted by Market Manager)

Per Day fee: \$15 (do not send payment until contacted by Market Manager)

Compliance:

I understand that this form is a request for a Rome Farmers Market Permit and that Positively Rome's Farmers Market Committee shall not be liable for any damages resulting from applying for this Permit. The Positively Rome Farmers' Market Committee has the sole right for approval of vendors for the Farmer's Market each year.

\*\*Rome Farmers Market reserves the right to shorten or lengthen season.

Please sign: \_\_\_\_\_

I hereby agree to comply with all Market rules and regulations governing the Rome Farmers' Market. I hereby certify that the information completed above is true and accurate. I further understand that any applicant who makes false statements or misrepresentation of certification in this application shall be subject to revocation of their permit.

### **Market Rules**

- . 1) For all participating vendors, a minimum of 50% of all items must be raised, baked, prepared and/or made by the vendor. Crafts, art or household goods are sold based upon their uniqueness/quality. The management reserves the right to determine the appropriateness of any product sold.
  
- . 2) All vendors must submit a complete application (including licenses/permits/inspections required), agree to abide by Market rules, and receive approval from management prior to Market day in order to participate.
  
- . 3) Applications must include copies of all required licenses/permits based on the nature of the product(s) sold. And all vendors must carry a liability policy (\$1,000,000 minimum) listing Positively Rome and City of Rome as additionally insured. This policy must be current and in effect for the duration of their participation.
  
- . 4) Vendors are responsible for all apparatus they deem necessary for their booth (table, chairs, canopy, etc.)
  
- . 5) Vendors must display company sign, sales tax certificate (if needed), and FMNP/WIC certificates (if applicable.)
  
- . 6) All items sold must be licensed in accordance with the following where applicable: Article 14 of the Agriculture and

Markets Law of the NYS Dept. of Ag & Markets; the NYS Department of Taxation; Oneida County Department of Health; City of Rome ordinances and regulations. Any applicable costs are the responsibility of the vendor.

- . 7) Vendors are required to use good judgment and take appropriate actions if dangerous weather conditions threaten, including ceasing operations, packing up loose items if possible and seeking shelter. If management judges that weather conditions are too dangerous to continue safe operations, vendors must cease operation, pack loose items, seek shelter.
  
- . 8) Vendors will be assigned space by Market management.
  
- . 9) All vendors are required to remove all trash and/or utilize available trash containers. It is the responsibility of each participating vendor to leave the booth space clean and litter free.
  
- . 10) Public drinking of alcohol, smoking, amplified music (other than market entertainment), fragrance and pets are prohibited (with the exception of service animals.) Animals not controlled by owners will be removed from the market space.
  
- . 11) Canopies/umbrellas used will be weighted to accommodate wind, rain or bright sun.
  
- . 12) Use signage to clearly display pricing, products or promotions. Product labeling for all food products must adhere to USDA and NYS Ag & Markets labeling requirements.
  
- . 13) Vendors will be respectful and courteous to customers, market staff, volunteers and fellow vendors at all times. No shouting,

hawking, offensive language or behavior will be tolerated. This includes making disparaging statements on social media (ie: Facebook or Twitter etc...) about the market, its managers, or other vendors is strictly prohibited. This rule will be strictly enforced.

14) Failure to abide by these Rules and Regulations will result in a vendor being denied continued participation in the Market. Any remaining unused paid vendor fees will be forfeited to the Positively Rome Franklyn's Field Farmers Market.

Sign here if you have read and understand all market rules and regulations.

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Signature Date

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Certificates/Licenses Required: **DO NOT SEND UNTIL CONTACTED BY MARKET MANAGER**

- Proof of general and product liability coverage in the amount of \$1 million dollars and name the "Positively Rome" and "City of Rome" as an additional insured. 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: i.e. health permits, 20C Exemptions, farm winery permit, nursery license, dairy and meat permits, etc.

