



## RENSSELAER RIVERFRONT FARMERS MARKET RULES

1. Fill out and **sign** the attached application and hold harmless policy.

Return to: Nancy Hardt, City Clerk; 62 Washington St.; Rensselaer, NY 12144

2. Certificates/Licenses Required:

A. proof of general and product liability coverage in the amount of \$1 million dollars and name the Market and property owner as an additional insured. A certificate must remain current and on file the Market.

B. Sales tax certificate, if you sell taxable items.

C. 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.

3. Vendor applications are due by March 31, 2026, and through the duration of the market as space allows. Vendors will be notified as soon as possible regarding acceptance to the market.

A. Other handcrafters, food trucks, bakers, makers and similar vendors will be considered on a case-by-case basis as space allows.

B. Guest Vendors will be added to a contact list. If a regular market vendor cannot participate in a given week, guest vendors may be contacted to fill the space for one or more weeks at the discretion of the market committee.

4. Upon acceptance to Rensselaer Farmers Market at Riverfront Park, vendors will need to pay a \$5.00 registration fee to reserve their space for the season.

- Farmers/Vendors who pay for the entire Market Season in advance will be charged \$115.00 for the season (15 weeks). Market will not be held on July 3 or September 7, 2026.
- Semi-season vendors will be charged \$75.00 (7 weeks) payable in advance.
- Guest vendors will pay \$15 per appearance (this will not be for weekly attendance)

- Food trucks will pay a \$20.00 per Market fee without a City of Rensselaer Vendors permit and \$10.00 per week with a City of Rensselaer Vendors permit.

**Payment methods include cash or check payable to: City of Rensselaer Farmers Market.**

5. Vendors will be assigned to a market space that fits a 10'x10' tent. Vendors are required to provide their own tent, tent weights, tables/chairs and display items. Market vendors must have a sign indicating the name and address of their business. Food trucks will have a designated area. Vendors are responsible for their own trash collection and removal.

6. The Market will open for seasonal operations on Thursdays from 4:00 pm - 7:00 pm at the Riverfront Park, Broadway, Rensselaer. On market days, set up should begin no earlier than 2:30pm. **Vendors are expected to be set up and be ready by 4pm and should not break down before 7pm.** Sales are not permitted before opening or after closing without permission of the manager.

7. Vendors are responsible for any damage or injury caused directly or indirectly by their structures, signage, displays, vehicles, etc. A vendor whose structure or display is deemed unsafe by the manager may be instructed to close for a day or part of a day and/or may be barred from further participation in the Market without refund.

8. No open fires, smoking, alcohol or illegal drug use is allowed.

9. Amplified sound systems are allowed only with advanced permission of the manager.

10. Canopy safety rules must be followed, including:

A. Canopy weights must always be securely attached to vendor umbrellas and market canopies. Each canopy leg must have no less than 20 pounds anchoring it. An umbrella must have 50 pounds anchoring it.

B. Canopy weights must be placed carefully, on the ground, using materials unlikely to cause injury and avoiding tripping hazards. Weights must be tethered with solid, non-bungee lines that are clearly visible. Tethering canopies to tables, coolers or vehicles is prohibited.

11. The market is rain or shine. In the event of severe weather the market committee may cancel the market for the safety of vendors and patrons. A vendor who fails to close and vacate the premises does so at his or her own risk. The Market does not guarantee prior notification of closure. No refunds are given in these circumstances.

**Market Conduct and Standards:**

1. Actions by vendors, customers, or others at the market which create unsafe or hazardous conditions are not permitted.
2. Any behavior, products, or product presentations that detract from the market's appearance, overall quality, and/or reputation is not permitted.
3. There shall be no soliciting of any sort except by admitted vendors within their designated spaces.
4. Visits to the market for political purposes, requests for proposal, and/or request for information are not permitted. Political signs including signs on vehicles, tables, tents are not permitted. Campaigning by a political party or individual person is not permitted.
5. Vendors may not bring animals to the Market without the advanced permission of the Manager. A vendor with an animal must take reasonable measures to ensure the animal is comfortable and safe and given enough space to relieve itself away from its eating and resting place. The vendor is responsible for any damage or injuries caused directly or indirectly by the animal.
6. The market shall not be responsible for storage or safekeeping of any property left behind by a vendor at any time.
7. All those working for a vendor at the market must be trained by the vendor on all rules of the City of Rensselaer Farmers Market.
8. Space may be made available free of charge or at reduced rates for community organizations and educational activities which relate to the market's mission, as determined at the discretion of the manager and board. No selling or solicitation for fundraising purposes is allowed at these sites.

RULES ARE SUBJECT TO CHANGE AND VENDORS WILL BE NOTIFIED IMMEDIATELY OF CHANGES.