

PO Box 4082
East Hampton NY 11937



Bradford Billet, CEO
www.chvf.org

East Hampton Village Foundation

Farmers Market Information Sheet

Location: Herrick Park, East Hampton NY 11937; Newtown Lane Side a crossed from Middle School.

Times:

Set Up: 7:30am to 9am

Market: 9am to 2pm

Break Down: 2pm to 3:30pm

Dates:

June – 19th, 26th

July – 3rd, 10th, 17th, 24th, 31st

August – 7th, 14th, 21st, 28th

September – 4th, 11th, 18th

INSURANCE REQUIREMENTS:

Additionally insured to East Hampton Village Foundation & Inc. Village of East Hampton– 86 Main Street, East Hampton

- A. Minimum General Liability requirements are as follows:
1. Bodily Injury - \$1,000,000 coverage per person and \$2,000,000 coverage per occurrence.
 2. Property Damage - \$150,000 for each occurrence and aggregate.
 3. The East Hampton Village Foundation must be named as Additionally-Insured. Said Certificate shall also contain a statement that in the event the certified insurance policy is to be canceled, not renewed or materially changed, thirty (30) days prior written notice shall be given to the East Hampton Village Foundation.

FARMERS MARKET RULES & REGULATIONS:

Vendor Eligibility

- Vendors must **register and be approved** before participating in the market.
- Vendor Booth Fee must be paid **BEFORE** the market unless other arrangements are made

Product Guidelines

- Only **fresh produce, homemade food, plants, flowers, and locally made goods** may be sold.
- All food products must follow **local health department regulations**.
- Packaged foods must include **ingredient labels and allergen information** in accordance with applicable laws.
- The Foundation reserves the right, in its sole discretion, to approve additional products or categories that are consistent with the mission, quality standards, and community character of the market.

Booth and Setup Rules

- Vendors must **arrive and set up before the market opens**.
- Booths must remain **open for the entire market hours** unless approved to leave early.
- Vendors must keep their booth area **clean and safe** for customers.
- No stakes are allowed; you must use sandbags to weigh down your tents.
- Absolutely **NO** parking or driving in Herrick Park ***We will be in touch with parking regulations closer to the market.**

Pricing and Sales

- Vendors set their **own prices**, but prices must be **clearly displayed**
- Products must be **honestly labeled and accurately described**.
- No misleading advertising.

Conduct and Behavior

- Vendors must treat **customers, staff, and other vendors respectfully**.
- No aggressive selling or loud advertising that disrupts other booths.
- Vendors must follow instructions from the **market manager**.

Waste and Clean-Up

- Vendors must **remove all trash and leftover products** at the end of the market.

Permits and Insurance

- Vendors may be required to have **local permits, licenses, or insurance** depending on the products sold.

Market Management Authority

- The market manager has the authority to **enforce rules and remove vendors** who violate regulations.

- The Foundation reserves the right, in its sole discretion, to deny participation, require corrective action, or remove any vendor whose products, conduct, or operations are deemed inconsistent with Market standards or the Foundation's mission.
- Repeated violations may result in **suspension or permanent removal** from the market.

Assumption of Risk & Indemnification

- Vendor acknowledges that participation in the Market is voluntary and assumes all risks associated with setup, operation, and participation.
- Vendor agrees to indemnify, defend, and hold harmless the East Hampton Village Foundation, its officers, directors, employees, volunteers, and affiliates from and against any and all claims, liabilities, damages, losses, or expenses (including reasonable legal fees) arising out of or related to:
 - Vendor's products,
 - Vendor's conduct,
 - Vendor's breach of this Agreement, or
 - Any injury or damage caused by Vendor's operations.

No Guarantee of Sales

- The Foundation makes no representations or guarantees regarding vendor sales, attendance, or profitability.

Acceptance of Terms

By signing this application, Vendor acknowledges that they have read, understand, and agree to comply with all terms of this Agreement.

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East Hampton Village Foundation 2026 Farmers Market Vendor Application

First Name: _____ **Last Name:** _____

Business Name: _____

Product to be Sold: _____

Cellphone: _____ **Email:** _____

Please check One: Single Booth (\$1,000) Double Booth (\$1,500)

Check Payments: Please make out to East Hampton Village Foundation and include with this application.

Payment Type (Please Circle): Visa - Master Card - Discover - American Express
Cardholder Name: _____
Billing Address: _____
City: _____ State: _____ Zip Code: _____
Credit Card: _____
Exp Date: _____ Security Code: _____

Cardholder Signature
Please note: A 3% charge will apply to all credit card charges.

Insurance Requirements: Please refer to Vendor Information Sheet. Insurance must be submitted with payment information.

I, _____, agree and affirm that I have all necessary permits, adhere to and abide by all applicable state, local codes, regulations, laws and rules of the market. I understand any misconduct may result in a revocation of the authority to sell at the market, without any refund of fee. I certify I have met or exceed the insurance requirements pursuant to this application and have thoroughly read the rules and regulations of the market.

Signature

Date

Please email completed applications to emily@ehvf.org or mailed to PO Box 4082, East Hampton.