



Rules & Regulations – Outdoors Market 2024

MARKET DATES AND TIMES: Every first and third Sunday outdoors rain or shine from 9 AM to 2 PM for a total of ten (10) markets from May 5, 2024 – September 22, 2024.

MARKET LOCATION: The municipal parking lot behind the Refillery Storehouse on Eastdale Avenue South.

TENT PLACEMENT AND SPACE USE: Vendors are expected to sell under a 10' x 10' tent and all products/displays must be within this 100 square foot area. All tents must have 4 weights, one for each leg (at least 30 lbs per leg), and be used at every market. The Committee and Manager reserve the right to place, relocate, or otherwise shift the location of a vendor's booth at any time for any reason.

ATTENDANCE: Attendance is expected for all markets from May through September. If you are planning on missing a market, please notify the Manager (sadrian@eastdalevillage.com) as soon as possible. Vendors are afforded 3 excused absences during the market season. An excused absence is defined as notifying the market manager at least 24 hours in advance.

Not attending the market without notifying the market manager, or with notice less than 24 hours in advance, can result in being asked not to return for the remainder of the season. The market does not issue refunds for dates that vendors are absent, including pop up vendors.

LOAD-IN & OUT AND PARKING: Vendors are responsible for their own load in/out. Vehicles may enter the lot after 7:30 AM via Eastdale Avenue South and must move their vehicle by 8:40 AM sharp to a parking space. Vendors are NOT allowed to drive their vehicles in the lot after 8:40 AM. If a vendor arrives after 8:40 AM, they are NOT allowed to bring their vehicle in the lot and must walk their materials in. All vendors must be fully set up with products ready to be sold and present at 9:00am. Multiple violations of these rules may result in ramifications.

Vendors are expected to park across the street in one of the lots located on Eastdale Avenue N. Vendors are not allowed to park in ANY parallel parking spots.

Vendors may not break down their tent or tables nor leave the market before 2:00 PM. We ask that Vendors do not drive their vehicles into the market to load out until 2:20 PM to allow all customers to be safely out of the area.

WEATHER AND CANCELLATION: The market runs rain or shine. All vendors are required to attend the market in all weather - please be prepared for hot, cold, wet and windy weather. All tents must have 4 weights (one for each leg) for every weather condition of the season.

The market is canceled in only very extreme circumstances, but if it becomes necessary we will alert vendors about the possibility of a cancellation by Friday evening, and we will officially cancel the market by Saturday afternoon. Cancellation will be announced to vendors by email, and will also be posted on the Eastdale Village social media pages.

In the event of a cancellation by market management, refunds for that date will not be issued.

CLEAN UP AND TRASH: Vendors must leave their area as they found it with no produce, trash or any kind of liquid other than water on the ground. Clean ice from coolers with no other liquid or solids mixed in should be dumped in sewer grates and not on the ground. Ground must be swept and any liquid spills, particularly oil, must be cleaned.

Vendors are responsible to carry their trash to a dumpster that the Market Manager has indicated for their use. Please do not place trash in the common area waste receptacles.

PETS: Vendors may not bring their pets or any animals to the market without special approval from the Operations Manager.

VENDOR SAFETY: We are committed to ensuring the safety of our vendors, their staff, market staff and customers and to upholding our Code of Conduct. If there is a safety issue at the market, immediately bring it to the attention of the Market Manager.

PRODUCT AGREEMENT: Vendors must provide a specific list of all products they plan to sell. It is required to specify whether the crops or products are grown and/or made by you or obtained from another source, and where you obtain your ingredients from.

All products and foods must be from the Hudson Valley or within a 30 miles radius of the Hudson Valley.

Some vendors' products may not be approved by the market for sale if there is already sufficient quantity available to meet customer demand, or because of another reason at the Committee's discretion. Non-approved items presented for sale by a vendor will be asked to be removed from the market.

Vendors should bring approved products to the market in sufficient quantities to satisfy customer demand. If a vendor is unable to supply a product in sufficient quantity, EFM may add these products to other vendors' lists of approved products.

VENDOR FEES: Vendor fees are due upon the approval of the vendor application, and must be received by Friday April 26, 2024.

Full Season vendor fees (every Saturday for a total of 10 dates) are \$250 per season for a 10'x10' space.

Pop-up vendor fees are \$50 per 10'x10' space per Saturday attended. Pop-up vendors will not be permitted to bring a truck or other vehicle beyond their 10'x10' space.

Check should be sent to:

Town Center Management, 45 Eastdale Avenue N, Suite 200, Poughkeepsie, NY 12603

INSURANCE AND LICENSING: DUE APRIL 26, 2024. Upon acceptance, vendors must provide all necessary licenses. Vendors selling prepared foods must submit a copy of their 20-c or home kitchen exemption, and vendors selling ready-to-eat hot food must apply for a Temporary Food Service Permit from Dutchess County Dept of Health. Please inquire with the Market Manager if you are unsure of what you need.

All vendors must have \$1,000,000 in general liability coverage with two separate certificate holders listed as additional insureds:

Town Center Management, LLC
45 Eastdale Avenue N, Suite 200
Poughkeepsie, NY 12603

MHTC Development, LLC
45 Eastdale Avenue N, Suite 200
Poughkeepsie, NY 12603

928-932 Dutchess Turnpike, LLC
45 Eastdale Avenue N, Suite 200
Poughkeepsie, NY 12603

7-19 Eastdale Ave S, LLC
45 Eastdale Avenue N, Suite 200
Poughkeepsie, NY 12603

23 Eastdale Ave S, LLC
45 Eastdale Avenue N, Suite 200
Poughkeepsie, NY 12603

Copies must be sent to sadrian@eastdalevillage.com or Town Center Management, 45 Eastdale Avenue N, Suite 200, Poughkeepsie, NY 12603.

CREDIT CARDS: The market does not offer a credit/debit card redemption program, and we recommend that vendors accept credit/debit card payments. Mobile credit card readers should be able to access cell phone networks.

SOCIAL MEDIA/PROMOTION: We post often on Facebook and Instagram and we encourage you to do the same. Please like us on Facebook (Eastdale Village) and tag any photos you take!
We're also on Instagram

(@eastdalevillage and #eastdalefarmersmarket).

CONTACT: If you have questions or concerns, please contact Shelby Adrian, Market Manager at 845-275-2913 or sadrian@eastdalevillage.com.