

OYSTER BAY MARKET RULES & REGULATIONS

1. **Market Governance**

- a. The Oyster Bay Market will be sponsored by the Oyster Bay Main Street Association (OBMSA) and will be operated by an appointed market manager – Laura Escobar of Mockingbird Wings.
- b. The mission of the Oyster Bay Market will be to improve local food security, teach entrepreneurship skills, support local producers, makers and businesses, while enriching the cultural heritage of the community.
- c. The market manager is responsible for the orderly and efficient conduct of the market and for enforcing the rules and regulations. The manager will be the face of the market and the organization during market days. The market manager will be responsible for implementing market policy, vendor recruitment, collecting fees, establishing the operational schedule and will work alongside OBMSA on advertising and promotion of the market.

2. **General Operations**

- a. The Oyster Bay Market will be held – rain or shine – in the Town of Oyster Bay Municipal Parking lot on Audrey Avenue, adjacent to 102 Audrey Avenue. The market will operate every other Sunday from 10 am to 2pm, beginning on Sunday, July 26, 2020.

3. **Who May Sell at the Market** – The use of the market is restricted to those who are bona-fide growers, craftpersons, producers of homemade products or other vendors approved by the market manager or OBMSA.

- a. Vendors must adhere to all applicable food safety regulations, both state and local, at all times.
- b. All applicable licenses and permits for products sold must be obtained and kept current.

4. **Market Set-up** – Vendors may arrive as early as 9 am to begin set up and must stay through the end of the market day. Vendors may leave early only under extenuating circumstances and with the permission of the market manager. At the end of the day all tent/stall spaces must be completely broken down and all garbage removed.

- a. Space assignment is made at the discretion of the market manager. All spaces are 10'x10'.
- b. Each vendor will be responsible for all equipment and supplies (tents, tables, chairs, etc.) for set up of the booth.
- c. A \$50 daily fee for a space will be due and payable to the market manager prior to setting up for the day.

5. **Guidelines for Selling**

- a. Vendors are required to display their business name as well as product pricing
- b. A Vendor's acceptance may be rescinded based on diminished quality of product, inconsistent attendance, or for any other significant reasons as determined by the market manager.

- c. **Additional Safety Measures** – in response to COVID-19 the following guidelines will be implemented:
- i. No sampling of products until further notice
 - ii. All producers must wear face coverings
 - iii. All producers need to be sanitizing their stands regularly and have sanitizer visible for shoppers to use
 - iv. Oyster Bay Market will have on site: 3 sanitizing stations, appropriate signage, markings to assist with 6' social distancing requirements, and masks/gloves for shoppers to the market who come unprepared.

Additionally, all vendors must provide proof of general liability coverage in the amount of \$1 million dollars per occurrence and must provide a certificate of insurance listing the Oyster Bay Main Street Association as additional insured.

OYSTER BAY MARKET APPLICATION FORM

Your Name _____

Business Name _____

City _____ **State** _____ **Zip** _____

E-mail/Phone _____ / _____

Website _____

Describe all items to be sold (Use reverse if needed) _____

Compliance and Indemnity Agreement

I (we) the undersigned, have read the Rules and Regulation of the Oyster Bay Market and do agree to abide by all 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) further understand that failure to comply with the rules and regulations of the Oyster Bay Market could mean dismissal from the market.

As a vendor, wishing to participate in the Oyster Bay Market, I (we) agree to SAVE, HOLD HARMLESS and INDEMNIFY the Oyster Bay Market, its sponsoring agency, members and employees from any and all liability or responsibility pertaining to any damages to person or property on the sited assigned to me (us) by the Oyster Bay Market, when such damages or liability arise out of acts on my (our) own, or of my (our) employees or associates, located at such site.

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

Vendor name, Please print

Signature

Date

Vendor name, Please print

Signature

Date

OYSTER BAY MARKET APPLICATION FORM

Describe all items to be sold (Continued from front) _____

CHOOSE A PAYMENT METHOD BELOW:

- By Check** – Make check payable to Mockingbird Wings and mail along with application to: 27 Irving Court, Oyster Bay, NY 11771
- Through Venmo** – Send payment to @MockingbirdWings
- Through Paypal** – mockingbirdwings926@gmail.com
- By Credit Card** - Mastercard Visa Discover Am/Ex

Name of Cardholder _____

Credit Card Number _____

Expiration Date _____ **Security Code** _____

Billing Address
(if different) _____

Signature _____