

Guidelines for Prospective Merchants of The Windmill Farm and Craft Market

Application Procedure

Please email your completed application to info@thewindmill.com or mail it to **The Windmill Farm & Craft Market, 3900 SR 14A, Penn Yan, NY 14527**. Once your application has been received, it will be reviewed by our Membership Committee. Please send us pictures, brochures, and other relevant data for consideration with your application. Our market is looking for unique products and should your product fit our current focus or needs, we will contact you to attend an interview with our Membership Committee. The Committee meets monthly, with the exception of November and December, to review applications. If our Membership Committee approves your application to vend, you will be required to attend a board meeting for final approval prior to vending at The Windmill. If you are selected to vend at The Windmill, you will be notified within one week of acceptance.

Documentation Requirements

1. Completed Merchant Application Form.
2. All merchant applicants who are partnerships, doing business under an assumed name or corporations must provide evidence of the form of business entity.
3. Once you are approved as a merchant, submit all required licenses, certificates and permits, including NYS Department of Health License (food merchants); NYS Dept. of Agriculture & Markets License (packaged food merchants); import license (for importers); NYS Sales Tax Certificate (all merchants); and all other documentation requested by the Windmill.
4. Executed Display Space Agreement (lease).
5. Copy of insurance binder with the Yates County Country Cooperative, Inc. listed as an “additional named insured”. *See sample of minimum insurance requirements.
6. Once all of the above has been received by Windmill management and Board of Directors, you will be offered the opportunity to become a Member of the Yates County Country Cooperative, Inc. If you become a member, you will be required to execute a Membership Agreement, and purchase your share of stock for \$25.00. According to the Corporation’s bylaws, each merchant gets one vote. Therefore, if your business is in the form of a partnership or other business entity, you must designate the voting member.

New Merchant Orientation

Each new merchant must attend an orientation meeting. Failure to attend the New Merchant Orientation will result in a revocation of your approval to vend. Accepted merchants will be notified of the date and time of the meeting. Every merchant is required to be open from 8:00 am to 4:30 pm every market day as is defined and outlined in their Display Space Agreement with The Windmill Farm & Craft Market.

1. Short history of The Windmill Farm & Craft Market
2. Rules, Regulations & Operating Procedures of The Windmill will be explained.
3. Nature of co-operative organization, bylaws, and stock issues will be explained.
4. Required documents will be explained and completed.
5. Vending locations will be assigned by The Windmill Management.
6. A \$35.00 Merchant Applicant Registration Fee and \$25.00 Membership Fee is due at this time.

Important Information for Prospective Merchants

- **Sales Tax Number:** In order to sell taxable items, you must obtain a Sales Tax Number from the State of New York. The sales tax certificate must be posted in your store and a copy filed in our office. If you do not have a Sales Tax Number, you can call 1-800-225-5829 to request one, or you may obtain a form online at <http://www.tax.state.ny.us/nyshome/stidx.html>
- **Food Merchants:** You are required to contact the New York State Dept. of Health at (315) 739- 3030 for guidelines. A NYS Dept. of Health license is required for all food merchants. You may find the application at <http://www.agmkt.state.ny.us/FS/general/license.html>. The license must be posted in your store and on file in the Windmill office before you will be allowed to vend. If you are marketing packaged foods, you need to contact the NYS Department of Agriculture and Markets at (518) 457-4492.

Instructions To Merchant Applicants

Please fill out and return the [Merchant Application](#) form by email to info@thewindmill.com or by mail to The Windmill Farm & Craft Market, 3900 SR14A, Penn Yan, NY 14527. Please complete the form as follows:

1. Business Name: The “Business Name” is the name of the business entity that will be operating at The Windmill Farm & Craft Market location. Please attach a copy of **Certificate of Incorporation or Certificate of Doing Business Under Assumed Name**. If the requested documentation concerning the business entity does not exist, please indicate that on the application.
2. Email: Please provide your email address.
3. Business Address and Business Telephone Number: The Business Address is the address where you operate your farm, business or other entity. The address to be listed here is not the Windmill’s address. For example, if you are a crafter and you practice your craft in your home, then your home address is the “Business Address.” The Business Telephone Number should be filled in the same way.
4. Merchant Name (Voting Member): The Windmill is a co-operative corporation, and membership in the co-op is achieved through the one-time purchase of a share of common stock by a merchant. The Membership Fee is \$25.00. One share of stock is issued per merchant, and that merchant becomes a “Member,” with the right to vote on matters brought before the members at the co-op’s Annual Meeting. Members also are permitted to elect new directors and to sit on the Board of Directors and various committees. If the merchant is a business entity, but not a corporation, one individual must be designated as the “Member,” for the issuance of a share of stock to that individual. The proposed Member’s Social Security Number must be provided for our records. In the case of a corporate entity, the corporation’s federal tax identification number must be provided.
5. Business Partner: If the business is a partnership, all business partners’ names and addresses must be listed. If you and your spouse consider yourselves partners in your business, please list your spouse’s name and address. Please provide us with a copy of your partnership agreement, if you have one.
6. Merchandise Description: The Windmill Farm & Craft Market is a juried market and requires Membership Committee approval of all products prior to merchants selling new products at their Windmill business location. Your merchandise description must be specific. Please provide detailed descriptions of each item you wish to sell at The Windmill if your application is approved. **If it is not on your application, it will not be considered for approval by the Membership Committee.**

PLEASE NOTE: We require a 3-month waiting period before new businesses are allowed to request additional products to their business.

*SAMPLE OF MINIMUM WINDMILL INSURANCE REQUIREMENTS			
COVERAGE	COINSURANCE	DEDUCTIBLE	LIMIT OF LIABILITY
A. Building	NONE	NONE	NONE
B. Business	NONE	\$250.00	\$500,000.00
L. Bodily Injury & Property Damage	(Each Occurrence) (Aggregate)		\$300,000.00 \$500,000.00
M. Premises Medical Payments	(Each Person) (Each Accident)		\$1,000.00 \$25,000.00
N. Products/ Completed Work	(Each Occurrence) (Aggregate)		\$300,000.00 \$500,000.00
O. Fire Legal Liability	(Each Occurrence)		\$50,000.00
P. Personal/ Advertising Injury	(Each Occurrence) (Aggregate)		\$50.00 See Coverage L
Any payments under Coverage P reduces Coverage L Limits of Liability for the same loss			

THE WINDMILL FARM & CRAFT MARKET
3900 State Route 14A, Penn Yan, NY 14527

PLEASE READ CAREFULLY!

**Merchant Application to vend at
The Windmill Farm & Craft Market**

**Application for Membership in the
Yates County Country Cooperative, Inc. (The Windmill)**

In consideration of participation in the benefits of the promotional and other activities of the Windmill, as well as in organizational affairs in accordance with the Articles of Incorporation and bylaws, and in further consideration of like commitment by other similar members, I, _____ am applying for membership in the Yates County Country Cooperative, Inc. beginning on _____ [date], and will operate under the business name of _____.

I propose to sell the items contained in the annexed list, and agree to apply to the Membership Committee for any additions or deletions to my product line. **I agree to sell only those items approved by the Membership Committee.**

If I am approved to become a Member in the Yates County Country Cooperative, Inc. (The Windmill), I agree to pay a one-time, non-refundable, registration fee of \$35.00. I also agree to execute a Membership Agreement and Display Space Agreement providing for payment of rent at the rate established by the Board of Directors pursuant to the by-laws of the Windmill for the use of vending space.

New merchants are required to pay a security deposit equal to the rent of four market days. Security deposit will be refunded to new merchant at the completion of one full season. Should new merchant vacate business space or be asked to leave prior to completing one full season, security deposit will not be refunded.

- I acknowledge that the acceptance of this application does not create my membership in the Windmill, but that such membership will occur upon the execution of a separate Membership Agreement and Display Space Agreement.
- I acknowledge that, if approved to vend, I will operate my business space in accordance with the operating hours and days of The Windmill Farm & Craft Market as noted in my Display Space Agreement.
- I acknowledge that I will carry Liability Insurance with The Windmill listed as an additional named insured as for the duration of my contract with The Windmill.
- I acknowledge and agree to sell only those items approved by the Membership Committee and to bring new requests before the Membership Committee prior to selling these products in my business at The Windmill Farm & Craft Market.

Applicant Signature

Date

Acceptance of Application:

The above application is accepted subject to all the terms and conditions contained in the Articles of Incorporation and by-laws of the Yates County Country Cooperative, Inc.

Dated: _____

By: _____
President, Board of Directors, YCCC, Inc.

