



## Lakeside Farmers Market at Greenwood Lake 2025 Vendor Rules & Application



Please join the Lakeside Farmers Market at Greenwood Lake for our fifth season. The market is **every Saturday** from **May 31 – October 25, 2025** from **9:00 am – 1:00 pm** at **Winstanley Park** at 133 Windemere Ave. This is the main thoroughfare in town and is highly visible to the hundreds of cars traveling into Greenwood Lake during the busy lake season. In addition to the offerings of our vendors, we will have entertainment and activities to attract customers. We have a coordinated and robust social media and print marketing campaign to draw customers to the market that includes an email newsletter to 2500 recipients highlighting vendors, 3-4 social media posts a week plus the sharing of vendor posts to our 1.3k FB and 500 IG followers, weekly newspaper articles highlighting vendors, pole banners, flyers, and rack cards.

1. Up to 20 vendor spaces are available. The Vendor Fee Schedule is on the Vendor Application. Completed application, all applicable licenses, proof of insurance, and payment must be received by April 28. New vendors must provide pictures of products being sold and booth setup. **Vendors who sign up and pay by January 31, 2025 will receive a discount as noted.**
2. Vendors must grow, make, or produce the products being sold and they must be produced in New York or an adjacent state. All items sold must be approved by the LFMGWL Market Manager. LFMGWL works to ensure unique product offerings from each vendor and will ask a vendor to cease selling items that are directly repetitive of another vendor. Vendors can sell items from another local producer if approved by the Market Manager. Such products must be identified at point of sale with the actual Producer's name and the town and state where they are grown or produced.
3. Vendors will be in the grassy area at the edge of Winstanley Park. Vendor spaces will be assigned by the Market Manager and full-time vendors will remain in the same space throughout the season. Pop-up vendors will be located as space allows. The Market Manager will provide an email each week with a map of vendor locations.
4. Set-up begins at 7:00 am and must be completed by 8:45 am. Teardown must be completed by 2:00 pm. Early departure is not permitted unless approved by the Market Manager. Vendors will be permitted to park one vehicle behind their booth as space allows; there is additional parking available near the venue. Electric hook-up is not available; generators must be low impact. Restrooms, water, and wi-fi are available to vendors.
5. Vendors must provide all tables, chairs, tents, etc. necessary to operate their booth. Vendors must secure their canopies immediately upon set up with a minimum of 80 lbs. of weights for a 10'x10' canopy. If a vendor fails to provide the necessary weights, they will receive a warning. The Market Manager reserves the right to ask a vendor to tear down their tent and/or leave the market for failure to comply. After one warning, failure to comply will result in a \$25 fine.
6. Vendors must provide signage for their booth including business name and location. Signage that identifies products and pricing is highly encouraged as surveys show it is preferred by the customer for a more comfortable shopping experience.
7. If a vendor cannot attend a market for any reason, they must notify the Market Manager before 12pm (noon) on the Thursday before the market. After one warning, failure to comply will result in a \$25 fine.
8. Vendors must provide liability insurance with limits not less than \$1,000,000 general aggregate. The Town of Warwick and Village of Greenwood Lake must be listed on your certificate of liability as additional insureds.
9. Vendors must submit all permits/certificates required by the county and state at the time of application, which will be held on file by the Market each year. For more information on requirements from the Orange County Health Department (<https://www.orangecountygov.com/DocumentCenter/View/4264/Temporary-Food-Service-Farmers-Markets-Fairs-Festivals-and-Fund-Raisers-FAQs-PDF?bidId=>) For more information on requirements from the New York Department of Agriculture (<https://agriculture.ny.gov/food-safety/food-safety-farmers-markets>).
10. There will be opportunities for local non-profit organizations to participate at no charge. Applicable food service permits will be required for non-profits selling prepared foods. Non-profits must complete the application process either electronically or by completing this application.

Signature of Vendor for Application and Acceptance of Rules \_\_\_\_\_



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- FULL-TIME VENDOR 10X20** \$775; \$700 (if paid before 1/31/25)
- FULL-TIME VENDOR 10X10** \$525; \$475 (if paid before 1/31/25)
- PART-TIME VENDOR 10x10** \$30/Market (more than 10 markets) \$150 due with registration; remainder paid at each market.
- PART-TIME VENDOR 10x10** \$35/Market (1-9 markets) Minimum \$35 due with registration; remainder paid at each market.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Market Rep Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

What products do you plan to sell? \_\_\_\_\_

Do you have the required Orange County Health Department Permits? Yes \_\_\_ No \_\_\_ Include with application

Do you have the required NY Department of Agriculture Permits? Yes \_\_\_ No \_\_\_ Include with application

Do you have the required Liability Insurance? Yes \_\_\_ No \_\_\_ Include with application.

Food Vendors Only: Do you plan to accept Market Bucks? Yes \_\_\_ No \_\_\_ SNAP? Yes \_\_\_ No \_\_\_

Do you have any special needs or require any accommodation? \_\_\_\_\_

**PART-TIME VENDORS - CIRCLE THE DATES YOU WILL BE AT THE MARKET:**

5/31 6/7 6/14 6/21 6/28 7/5 7/12 7/19 7/26 8/2 8/9

8/16 8/23 8/30 9/6 9/13 9/20 9/27 10/4 10/11 10/18 10/25

Complete and sign this application and return it with required permits, insurance, and check payable to Village of Greenwood Lake (include Farmers Market in memo line). Or you can register electronically and pay with credit card at: <https://www.villageofgreenwoodlake.org/lakeside-farmers-market/> Permits and insurance can be uploaded at the time of registration.

Mail all information and check to:  
Karen Wintrow, 16 Deer Trail N, Greenwood Lake, NY 10925

Contact Market Manager Karen Wintrow with questions. (lakesidemarketgwl@gmail.com / 937-750-7499)

**DEADLINE FOR APPLICATION AND PAYMENT IS APRIL 28.**