

# Guidelines for Prospective Vendors:

## Application Procedure

Your application will be reviewed by the Membership Committee. If you are selected for an interview, you will be required to attend a meeting, where you will show a sample(s) of your product(s) for review. If you are selected to vend at the Windmill, you will be notified within five (5) days of acceptance. Each new vendor must attend a mandatory Orientation meeting. Failure to attend the Orientation will result in a revocation of your approval to vend. Accepted vendors will be notified of the date and time of the meeting. With the exception of produce vendors, every vendor is required to vend every market day for the complete season as the same is defined in their contract with the Windmill.

## Fee and Documentation Requirements.

1. Completed Business Information form (attached to Application). Each vendor is eligible to become a member of the Yates County Country Cooperative, Inc. According to the Corporation's bylaws, each vendor gets one vote. Therefore, if your business is in the form of a partnership or other business entity, you must designate the voting member.
2. All vendor 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 vendor, submit all required licenses, certificates and permits, including NYS Department of Health License (food vendors); NYS Dept. of Agriculture & Markets License (packaged food vendors); import license (for importers); NYS Sales Tax Certificate (all vendors); and all other documentation requested by the Windmill.
4. Executed Display Space Agreement (lease).
5. Copy of binder and paid receipt for insurance, as outlined below, with the Yates County Country Cooperative, Inc. listed as a Certificate holder.
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 co-op by the purchase of one share of Common Stock after completing one successful season of vending at The Windmill. If you become a Member, you will be required to execute a Membership Agreement, and purchase your share of stock for \$25.00.

## Orientation Meeting Agenda

1. Short history of The Windmill
2. Nature of co-operative organization, bylaws, rules, regulations and stock issues will be explained.
3. Required documents will be explained and completed.
4. Vending locations will be assigned.
5. \$35.00 Registration fee is due at this time.

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**			

# Instructions To Vendor Applicants

Please print the [Membership Application form](#) and complete the first two pages. The first page asks only for the name of the applicant and the name of the business entity, the date of the application, a signature and address of the applicant.

The second page of the Membership Application requests information about the vendor and its business organization, including the list of items that the applicant proposes to sell at the Windmill. Please complete the form as follows:

1. The “Vendor Name” is either the name of the applicant if the applicant is an individual and not a partnership, corporation, or doing business under an assumed name, or a corporation. If the vendor is a business entity, then the business name should be listed there. If the requested documentation concerning the business entity does not exist, please indicate that on the application.
2. 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.
3. 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 vendor. The subscription price is \$25.00. One share of stock is issued per vendor, and that vendor 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 vendor 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.
4. If the Vendor is a partnership, all business partners’ names and addresses must be listed. A married couple operating a business may, but does not necessarily constitute a business partnership. 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.
5. Your Merchandise Description must be specific. Please provide detailed descriptions of each item you intend to sell at The Windmill. If you do not provide detailed information, your application will not be processed, and will be returned to you.

Once your Membership Application is completed, please bring it, together with the required documentation concerning the business entity, if applicable, to the office of The Windmill Farm & Craft Market, 3900 Rte. 14A, Penn Yan, or mail it to The Windmill, P.O. Box 709, Penn Yan, NY 14527, or fax it to (315) 536-0012.

## IMPORTANT INFORMATION FOR PROSPECTIVE VENDORS

**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 booth 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/nvshome/stdix.html>

**Food Vendors:** You may be 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 vendors. You may find the application at <http://www.agmkt.state.ny.us/FS/general/license.html>. The license must be posted in your booth and on file in the Windmill office before you will be allowed to vend. If you are marketing packaged foods, you also need to contact the NYS Department of Agriculture and Markets at (518) 457-4492.

For Office Use Only:  
Date Received \_\_\_\_\_  
Membership Committee Date \_\_\_\_\_

**THE WINDMILL FARM & CRAFT MARKET**  
3900 Rt. 14A, P.O. Box 709 Penn Yan, NY 14527

**PLEASE READ CAREFULLY!**  
**APPLICATION TO VEND AT THE WINDMILL**

**Membership Application**  
**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, \_\_\_\_\_, apply for membership in the Yates County Country Cooperative, Inc. beginning \_\_\_\_\_ [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.

I agree to pay a one time non-refundable, registration fee of \$35.00, and to execute a membership contract and lease 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. I further agree that a new lease shall be re-executed each season (April through December) that my contract is renewed.

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 Lease Agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature and Address

**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: \_\_\_\_\_

Yates County Country Cooperative, Inc.

By: \_\_\_\_\_

its President

**BUSINESS INFORMATION AND  
PRODUCT LIST**

**Vendor Name: (Name of Business)** \_\_\_\_\_

(If the vendor is a business, please insert business name, and attach a copy of Certificate of Incorporation or Certificate of Doing Business Under Assumed Name. If no such document exists, check here \_\_\_\_\_)

**Business Address:** \_\_\_\_\_

**Business Telephone Number:** \_\_\_\_\_

**Vendor Name: (Voting Member)**

\_\_\_\_\_  
(If the vendor is a business, please insert the name of the individual to whom the stock certificate should be issued. If the business is owned by two or more persons, this individual will be the designated voter for the vendor business.)

**Business Partner:** \_\_\_\_\_

(If the vendor business is owned by two or more partners, including married couples or other family members, please list each partner and attach a copy of any partnership agreement. If no such agreement exists, please check here: \_\_\_\_\_)

**Partner's address:** \_\_\_\_\_

**Business Partner:** \_\_\_\_\_

**Partner's Address:** \_\_\_\_\_

**Business Partner:** \_\_\_\_\_

**Partner's Address:** \_\_\_\_\_

**MERCHANDISE DESCRIPTION:**

**FOR USE BY MEMBERSHIP COMMITTEE:**

**Merchandise**

**Accepted:            Rejected:**

**FOR USE BY MANAGEMENT:**

**Date of Membership Contract/Lease:** \_\_\_\_\_

**Date Partnership Agreement Received:** \_\_\_\_\_

**Date Certificate of Incorporation/D/B/A Received:** \_\_\_\_\_

**Date Copy of State Sales Tax Certificate Received:** \_\_\_\_\_

**Other documents required:**

_____	<b>Received:</b> _____
_____	<b>Received:</b> _____
_____	<b>Received:</b> _____

**Please print and mail or hand-deliver application to:**

**The Windmill Farm & Craft Market**

**P.O. Box 709 (3900 Rt 14A for hand deliveries)**

**Penn Yan, NY 14527**

**Phone: 315-536-3032**