

The information on this page is provided for guidance. It is the vendor's responsibility to ensure that the health, safety, financial, and legal obligations are observed. The North Creek Farmers Market is not liable for any failure to comply, and the vendors hereby agree to hold the Farmers' Market harmless with regard to any liability.

## **OUTLINE**

**Here is an outline of the steps for becoming a vendor:**

<https://agriculture.ny.gov/operating-farmers-market>

### **A. FOOD PREPARATION**

**If you are going to prepare food, then you need to follow up with the Home Processing Requirements- Department of Agriculture and Markets**

<https://agriculture.ny.gov/food-safety/home-processing#:~:text=If%20you%20plan%20to%20make,sale%20at%20agricultural%20farm%20venues>

### **B. WATER REQUIREMENTS**

**Test your well if you aren't on town water:**

<https://www.health.ny.gov/publications/6628/>

**In all cases**, if you are bringing vegetables, fruit, etc., it is a very good idea to set up a business to protect yourself, obtain the necessary insurance, and organize your finances. It is easy. You also need to collect NY sales tax with a few exceptions:

#### **NY Sales Tax Exemptions for Groceries & Essentials**

- Fruits, vegetables, meat, dairy, eggs
- Bread, cereal, canned goods
- Coffee beans/grounds (not prepared)

## 1. HOW TO SET YOURSELF UP AS A BUSINESS ENTITY

In New York State, you obtain a DBA ("Doing Business As" or Certificate of Assumed Name) from the **County Clerk** in the county where your business is located for sole proprietorships and general partnerships. Corporations, LLCs, and LPs must file with the [New York Department of State](#). You should discuss your options with your attorney.

- **Here is the link to the Warren County Clerk and instructions on how to get a DBA:**

[https://www.warrencountyny.gov/sites/default/files/clerk/docs/DBA\\_procedure\\_05082020.pdf](https://www.warrencountyny.gov/sites/default/files/clerk/docs/DBA_procedure_05082020.pdf)

- **Here is a link to DBA Forms:**

<https://www.warrencountyny.gov/dba>

## 2. TAXATION

- **Here is how to file for a Tax ID number EIN:**

<https://www.irs.gov/tin/taxpayer-identification-numbers-tin>

- **Here is how to register as a sales tax vendor:**

<https://www.tax.ny.gov/bus/st/register.htm>

- **Here is how to pay NYS sales tax:**

<https://www.tax.ny.gov/bus/st/stmp.htm>

## 3. FINANCE

- **Set up a business bank account.**

- **Here is the link to Square to accept credit cards.**

[https://squareup.com/us/en/campaigns/cross-product-center?device=c&gad\\_campaignid=10029202684&gad\\_source=1&gbraid=0AAAAADuhHxobrm\\_H4MYqFqXuYLL\\_pZ5a7&gclid=CjwKCAjwyYPOBhBxEiwAgpT8P5gABZykwFS0Ocu5\\_s3SJirU6FmfWXVE9yko45HGoXd5hfEeuB5LMxoCZ5AQAvD\\_BwE&gclsrc=aw.ds&kw=sign+up+for+square&kwid=52327750897&matchtype=e&pclid=606059996337&pdv=c&pkw=sign+up+for+square&pmt=e&pub=GOOGLE](https://squareup.com/us/en/campaigns/cross-product-center?device=c&gad_campaignid=10029202684&gad_source=1&gbraid=0AAAAADuhHxobrm_H4MYqFqXuYLL_pZ5a7&gclid=CjwKCAjwyYPOBhBxEiwAgpT8P5gABZykwFS0Ocu5_s3SJirU6FmfWXVE9yko45HGoXd5hfEeuB5LMxoCZ5AQAvD_BwE&gclsrc=aw.ds&kw=sign+up+for+square&kwid=52327750897&matchtype=e&pclid=606059996337&pdv=c&pkw=sign+up+for+square&pmt=e&pub=GOOGLE)

- **Here is the link to Venmo (very popular at markets, and it does not require equipment).**

<https://venmo.com/signup/>

## 4. INSURANCE

- **You could contact your homeowner's insurer**
- **Many of our vendors have used Carpenter & Associates in North Creek 528-251 2100**
- **Another option for business insurance at Farmers' Markets.**

<https://www.actinsurance.com/farmers-markets-insurance>