



Pendleton Town Hall  
6570 Campbell Blvd.  
Lockport, NY 14094  
Phone: 716.625.8833  
Fax: 716.625.6295  
Website: pendletonny.us

For additional information, contact

Darya Vaillancourt

716.625.8833 ext 21

Email: [dvaillancourt@pendletonny.us](mailto:dvaillancourt@pendletonny.us)

## **PENDLETON FARMERS' MARKET 2011 VERIFICATION CHECKLIST**

### **FARM VENDORS:**

- \* Certificate of Liability Insurance naming Pendleton Farmers' Market (PFM) and the Town of Pendleton as Additional Insured
- \* New York State (NYS) Sales Tax Certificate and Identification Number required for all taxable sales

### **PLANT & NURSERY SALES:**

- \* NYS Department of Agriculture & Markets Nursery Grower/Greenhouse permit if you grow any plants/trees/shrubs/herbs, etc.
- \* NYS Department of Agriculture & Markets Nursery Dealer/Retail Sales permit if you sell any plants/trees/shrubs that have roots on them and are able to be planted and grown
- \* NYS Sales Tax Certificate & Identification Number

### **BAKED GOODS & BREAD:**

- \* NYS Health Department/Niagara County Health Department Certificate (20C Exemption from NYS Department of Agriculture & Markets) and NYS State-Approved commercial kitchen

### **NYS FARM MARKET WINE SALES:**

- \* NYS Farm Winery Permit issued by NYS Liquor Authority
- \* NYS Sales Tax Certificate

### **MEATS & PROCESSED FOODS:**

- \* USDA approved facilities & various Federal & NYS requirements & permits depending on food item

### **CONTACT INFORMATION**

Niagara County Health Department - (716) 439-7596

New York State Department of Taxation - (800) 225-5829

Contact your insurance company for Commercial Business Insurance - homeowner policies are not acceptable for PFM participation or for most special events and fairs in New York State.