



New York State Maple Producers' Association

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2019 Consignment Invitation: *DEADLINE JULY 15*

NY Maple Center at the New York State Fair

*2019 State Fair dates: Wednesday August 21 through Monday September 2*

*Second Annual Maple Day: Monday, August 26*

### **The Opportunity:**

Association members may consign their maple products to the Association's retail Maple Center booth at the New York State Fair. In fairness to our many consigners, any member with ownership in more than one business or sugarhouse can consign products from only one line of those multiple businesses. **The Association sets the retail prices of all items, keeps 30% of the retail price of consigned products sold, and also asks each Consigner for work time.**

**Consigners will be paid 70% of the retail price.**

This is a cooperative retail operation of the Association. The goal is to sell everyone's products while encouraging new customers for NY Maple products and generating Association revenue. No favoritism or preferential treatment will be given to the products of any one consigner. Consigners may package consigned products in their own private label containers, and when working in the Maple Center, consigners are free to wear their own logo-branded clothing.

### **The Terms:**

We consider it the responsibility of consigners to help sell products during the Fair period. All consigners are required to work in the Maple Center for **one six-hour Consignment Work shift per \$1200 paid for their sold products (wholesale price)**. Consignment work shifts are not considered "volunteer work time", so this time is not eligible for the special expense pay that is offered to volunteer workers. **As a consigner, you must schedule your required consignment work shifts with the Volunteer Coordinator by July 24 or your consignment privilege may be canceled.** All consignment work shifts will be scheduled as sales support tasks. Shifts that you volunteer to work in excess of the consignment requirement will be treated as volunteer time and will be reimbursed under the current volunteer work policy. We gratefully accept the donation of any additional volunteer time you are willing to offer!

Maple products consigned to the Association for sale at the Fair should represent NYS Maple in the best quality possible. **All products must have acceptable quality, must be in compliance with grade regulations, and should be attractively packaged.** New York State's retail maple product labeling regulations **must** be followed or products may not be accepted for consignment. *If you are not sure about these regulations, you should check the Association*

website at [nysmaple.com](http://nysmaple.com) – the "Sugarmakers/Resources/Important Regulations" section has a link to the State labeling regulations (see "New York Regulation 270.1" as well as the circular titled "New York State Food Labeling" FSI-514). **Products must be labeled with the Consigner's name and address, as well as the correct grade and size. Products that you do not make yourself must have the required qualifying phrase.** We cannot accept products that are marked with discounts, coupons or other individual sales incentives. **We reserve the right to refuse any products that are not in compliance with the required standards.** Decisions will be based entirely upon the judgment of the inspection team checking incoming product consignments.

### **Products That May Be Consigned:**

The Maple Center Manager (Dave Schiek) has developed the attached request list for product types, sizes and quantities based on sales in previous years. If you have either a **product, or product size** you would like to consign that is not listed, please call Dave at (315) 730-0926 to register them. (Evenings are best.) **Any products, or product sizes, that vary from those in the attached list and which are not registered with Dave by July 15 will NOT be accepted.** Please check sizes carefully - every year we receive products that have been packaged in container sizes not listed and we have to return them unsold.

### **Application Paperwork – MUST BE AT NYSMPA BY JULY 15!!**

Consigners should complete the attached **Consignment Application** page as well as the 3-page **Product List**. Keep one copy and send one copy to NYSMPA. We appreciate receiving this paperwork as soon as possible but **in no case can we accept it after July 15.** We are required to file consigner names, along with lists of their products, with the New York State Department of Health, and we cannot add consigners after this deadline.

**Consigners must include proof of product liability insurance coverage for the packer named on the product.** The coverage certificate is usually ACORD form 25. Our insurance agent **WILL** verify these certificates. If you have questions about these requirements, contact Helen Thomas, Executive Director, at 315-877-5795.

**For products that include more than pure maple, a copy of the 20C License or Home Kitchen Exemption Certificate for the packer named on the product is required to be submitted** along with the consignment paperwork. **For dog biscuits, we need the license information from Ag & Markets.** These go to the NYS health department and **ARE** audited by them to ensure that they are valid and current. (see enclosed Guidelines for products requiring licenses)

### **My paperwork is in: What happens next?**

You should deliver consigned products to Dave Schiek & crew at the Maple Center in the Horticulture Building on the New York State Fairgrounds. **We will assign you a time slot for delivery of your products sometime on either Sunday August 19 or Monday August 20.** Your time slot will be for you only so that we can process your consignment as quickly as possible.

We ask that you confirm this time slot and cooperate with this schedule. The crew needs all day Tuesday Aug 21<sup>st</sup> to set up and be ready to go, so **products need to be in no later than Monday evening, August 20<sup>th</sup>**. If your products are not delivered at the assigned time, they may not make it to the sales shelves.

**UPC CODES** If you have UPC codes of your own on your packaging, please let us know so that we can assign those numbers to our inventory system. We'll need a list of the exact product name and UPC code. The codes must be unique to a particular product – we can't use the same UPC code for amber and dark syrup, for example.

Once your complete Consignment Application paperwork has been received, we will send you a Product Preparation Packet. This will include packing lists where you will enter the count of products consigned. We will be sending you bar code labels to attach to all your consigned products. The bar codes will contain the product name and will be personalized for you alone. All product must be delivered with correct price and bar code labels clearly visible on the package.

### **QUALITY INSPECTION:**

**Consigned products will be inspected** by a team of your peers to ensure acceptable quality, compliance with labeling regulations and compliance with grade regulations. The inspection will be random across your product line. We reserve the right to reject part, or all, of a consignment based entirely upon the judgment of the inspection team.

**Unsold products should be picked up at the Maple Center on September 3 between 11am and 3pm.** Other delivery and pickup can be arranged: Please ask Dave or contact Helen at the Association office. Product with no pickup arrangements made will be donated to a food pantry on September 4 if not claimed.

**SOME IMPORTANT DETAILS ABOUT PRODUCTS:** Product sizes are fixed so that we can set a standard price for each item category, even though there are varying private labels. Products such as squeeze bottles and dry food shakers are available in a number of sizes and can be filled to varying capacities. **We have listed the most common size.** If you send a product in a size not listed, we reserve the right to refuse it. To avoid this problem, if you want to bring a different size, see specific instructions in the section **Products That May Be Consigned** above!

**FANCY GLASS** refers to glass bottles that are obviously designed to be decorative gift bottles. The State Fair retail prices are higher for these because the empty bottle price is substantially higher than other containers. Typically, glass handle jugs, cider jug shapes and glass without etched or molded shapes on them are not considered by us to be Fancy Glass. If you have any questions, check with us before you bring products. *Please note: Consumers like to choose from a variety of fancy glass containers, and they are always looking for something new and different.*

# NYSMPA - 2019 Consigner Checklist

*(for your reference only - make sure all items are completed)*

## Step 1 - PAPERWORK!!! TO ADD YOUR PRODUCT TO STATE INVENTORY:

- Consignment application filled out
- 3 Page Product Checklist filled out – remember, if exact product & weight is not on the list, check with Dave Schiek prior to sending in forms
- Copy of product liability insurance certification (usually this is form ACORD 25)
- If required (see instructions) a copy of 20C or Home Exemption License

Mail all above items required by July 15 to:

NYS Maple Association

301 Myron Rd

Syracuse NY 13219

Or email to [office@nysmaple.com](mailto:office@nysmaple.com) by noon July 15.

## Step 2- SCHEDULE WORK SHIFT(S) FOR FAIR:

- Sign up for one or more worker shifts at the Maple Center with Kim Enders, NYSMPA Fair Personnel Manager by July 24.

Call Kim at 315 243-1024

or email your name and preferred dates to [office@nysmaple.com](mailto:office@nysmaple.com)

Dates: Tuesday August 20 through Monday September 2

## Step 3- MAKE & SHIP/DELIVER YOUR PRODUCTS:

- Products prepared & labeled per NYS standards
- Products priced and bar coded as instructed
- Arrange product delivery to Maple Center: Aug 18, 19 (at assigned time)
- Arrange pickup of unsold products from Maple Center:
  - Sept 3 between 11 am – 3pm

DID YOU ENTER SOME OF YOUR PRODUCT IN THE NYS FAIR COMPETITION?

Go To: <http://www.nysfair.org/competitions> Look For: Commercial Fruit, Vegetables, Maple and Honey Entry Form. **Entries due July 26.**

# NYSMPA - 2019 Consignment Application

Mail to: NYSMPA, 301 Myron Rd, Syracuse, NY 13219

*Producer name:*

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*Producer business name:*

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*Mailing address:*

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*Name to whom our consignment check should be made payable:*

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*Phone numbers (please supply all that will reach you 8 am to 9pm)*

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

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

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

*Is your farm NYS Grown & Certified? Yes No*

*20C Kitchen License number* \_\_\_\_\_

*or attach a copy of your Home Kitchen Exemption Certificate.*

**Instructions:** Complete **this form**, as well as the 3-page **Product List**, and send with **proof of product liability insurance** and **kitchen license (if required)** to NYSMPA, 301 Myron Road, Syracuse, NY 13219 by July 15 or you may scan and email all forms to: [office@nysmaple.com](mailto:office@nysmaple.com)

## 2019 State Fair Consignment : Maple Producer Signup Form

**PRODUCER NAME:** \_\_\_\_\_

Pure Maple Products other than syrup	RETAIL PRICE + sales tax	sales tax we pay	2019 Price paid to you	maximum Quantity you may send	QTY YOU WILL SEND
<b>MAPLE CREAM</b>					
maple cream, 1 lb.	17.00		11.90	12	
maple cream, 1/2 lb.	9.50		6.65	30	
robust maple cream, 1 lb.	17.00		11.90	12	
robust maple cream, 1/2 lb.	9.50		6.65	30	
<b>MAPLE SUGAR</b>					
maple granulated sugar 3 oz. plastic shaker	6.00		4.20	5	
maple granulated sugar 8 oz.	9.00		6.30	10	
maple granulated sugar 1 lb.	16.00		11.20	6	
maple granulated sugar 2 lb.	29.00		20.30	6	
coated maple sugar shapes 1.5 oz.	4.00		2.80	18	
coated maple sugar shapes 4 oz.	9.00		6.30	12	
coated maple sugar shapes 8oz.	15.00		10.50	7	
maple sticks, regular, 3 count	1.00		0.70	600 (1800)	
maple swizzle stick	1.50	0.11	1.05	150	

Value Added Products with non-maple ingredients	RETAIL PRICE + sales tax	sales tax we pay	2019 Price paid to you	maximum Quantity you may send	QTY YOU WILL SEND
<b>COATED NUTS, SNACKS</b>					
almonds, maple coated, 4 oz.	6.00	0.44	3.50	50	
cashews, maple coated, 4 oz.	6.00	0.44	3.50	50	
pecans, maple coated, 4 oz.	6.00	0.44	3.50	60	
peanuts, maple coated 4 oz.	5.00	0.37	3.50	12	
walnuts, maple coated, 4 oz.	6.00	0.44	3.50	25	
peanut brittle, maple 8 oz.	6.00	0.44	3.50	60	
Maple Soda	5.00	0.37	3.15	20	

## 2019 State Fair Consignment : Maple Producer Signup Form

**PRODUCER NAME:** \_\_\_\_\_

Value Added Products with non-maple ingredients	RETAIL PRICE + sales tax	sales tax we pay	2019 Price paid to Producer	maximum Quantity you may send	QTY YOU WILL SEND
<b>GROCERY ITEMS</b>					
maple seasoning, any flavor 3 oz.	6.50		4.55	30	
BBQ sauce, maple 15 oz.	10.00		7.00	60	
BBQ sauce, maple, quart	18.75		13.13	20	
maple mustard, hot 17.5 oz.	10.00		7.00	50	
maple mustard, hot 7.5 oz.	6.00		4.20	45	
maple mustard, sweet 17.5 oz.	10.00		7.00	30	
maple mustard, sweet 7.5 oz.	6.00		4.20	40	
maple hot sauce 8 oz.	10.00		7.00	25	
balsamic maple vinegar	10.00		7.00	36	
<b>CONFECTIONS</b>					
fudge, maple 8 oz. (with or without nuts)	9.00	0.67	5.95	40	
fudge, maple 4 oz. (with or without nuts)	5.50	0.41	3.50	60	
maple hard candy, 3 oz. MUST BE NY SYRUP	4.00	0.30	2.65	70	
Large maple sucker homemade with your syrup	1.50	0.11	0.88	250	
chocolate coated maple fudge 5 oz	7.50	0.55	4.90	45	
cinnamon maple cream, 1 lb.	17.00		11.90	24	
cinnamon maple cream, 1/2 lb.	9.50		6.65	96	
raspberry maple cream, 1 lb.	17.00		11.90	12	
raspberry maple cream, 1/2 lb.	9.50		6.65	108	
bourbon maple cream, 1 lb.	17.00		11.90	12	
bourbon maple cream, 1/2 lb.	9.50		6.65	108	
<b>PETS</b>					
dog maple treat, 1 oz.	1.75	0.13	1.23	175	
<b>Bourbon Barrel Aged Syrup</b>					
glass 375 ml	25.00		17.50	24	

2019 State Fair Consignment : Maple Producer Signup Form

PRODUCER NAME: \_\_\_\_\_

MAPLE SYRUP	RETAIL PRICE	2019 Price paid to You	grade	maximum Quantity you may send	QTY you will send	grade	maximum Quantity you may send	QTY you will send	grade	maximum Quantity you may send	QTY you will send
fancy glass 500 ml	17.00	11.90		3		AMBER	3		DARK	3	
fancy glass, 375 ml	15.00	10.50				AMBER					
fancy glass, 250 ml	13.00	9.10	GOLDEN	5		AMBER	15		DARK	4	
fancy glass, 200 ml	11.00	7.70				AMBER					
gallon	59.00	41.30	GOLDEN			AMBER	1		DARK	1	VERY DARK
half gallon	35.00	24.50	GOLDEN	1		AMBER	2		DARK	2	VERY DARK
quart	22.00	15.40	GOLDEN	4		AMBER	6		DARK	5	VERY DARK
pint	12.00	8.40	GOLDEN	5		AMBER	7		DARK	5	VERY DARK
15 oz squeeze bottle	11.00	7.70	GOLDEN			AMBER	7		DARK	6	VERY DARK
plain glass 500 ml	12.00	8.40	GOLDEN	2		AMBER	3		DARK	3	VERY DARK
plain glass 12 oz.	9.50	6.65	GOLDEN	4		AMBER	5		DARK	7	VERY DARK
half pint	7.50	5.25	GOLDEN	4		AMBER	5		DARK	7	VERY DARK
100 ml	4.50	3.15				AMBER	15				

FANCY GLASS refers to glass bottles that are obviously designed to be decorative gift bottles.  
 ARTISAN brand glass jugs are to be entered as plain glass, not fancy glass.  
 Page 3 THIS COMPLETED FORM MUST BE SENT IN BY JULY 15