

2017 Clayton Chamber of Commerce Farmers Market Rules and Regulations

All vendors, new and returning **must** complete an application. Accepted Market vendors will be required to read the Market Guidelines, sign and submit the "Vendor Certification" page acknowledging they have read and will abide by the terms and conditions set-forth in the guidelines. The application and operating guidelines are available on the Farmers Market website at: www.1000islands-clayton.com

Application Process:

Current Market vendors that participated in the previous Market season will have the opportunity to retain their space provided all required information has been submitted. To be considered for the 2017 Market season all new and returning Market vendors must submit their completed application and required documentation by May 12th. If a Market vendor is not accepted into the Market, the application will be kept on file for the 2017 Market Season. Seasonal vendor fee is \$80.00 (non-Chamber Member) \$60 (Chamber Member). Weekly vendor fee is \$20 (non-Chamber Member) and \$15 (Chamber Member).

The application packet must contain the following mandatory content before it will be accepted for review and approval.

- Completed application signed and dated.
- Complete list of all products that will be sold during the Market season and the months of availability for each product. New products not listed and submitted with the application **must** have prior approval from market management before bringing/selling the product(s) at the farmer's market.
- Liability Insurance information
- Copies of organic certification documents (if applicable),
- Copies of all food safety forms, inspection reports and licenses/permits applicable to the sale of your product(s). Vendors are responsible for knowing which requirements apply to their product(s).
- Copy of signed vendor certification form if accepted as Market vendor. The signed form is used to certify that the market vendor has read, understands and will abide by the Market guidelines.

Completed application packet can be:

- 1) Mailed to the address on application
- 2) Faxed to (315) 686-5564 or
- 3) Emailed to: tricia@1000islands-clayton.com

Permits and Licenses:

All participating Market vendors in the Clayton Chamber of Commerce Farmers Market must abide by all applicable federal, state, and local health regulations. Market vendors will be responsible for obtaining and paying for any permits and licenses required by New York State. Market vendors must comply with the regulations within New York State that include regulations pertaining to the harvesting, food preparation and safety, and labeling of products within NYS for products that are brought to and sold at the farmers markets. All Market vendors must include when submitting the application packet a copy of all applicable reports, permits and licenses required by NYSDOH. All permits and licenses must be kept current for the entire Market Season.

Products to Be Sold:

Fresh fruits, vegetables, herbs, honey, jams and jellies, cheese, vinegars, cider, frozen meats and poultry, maple products, baked goods, breads, ready-to-eat foods, handmade soaps, flowers, bedding plants, and potted plants are examples of products that may be sold at the Market. **Sales of fresh meat or poultry products are prohibited.**

Market vendors must only sell products from plants or animals they have grown or raised themselves on their own farms, except for limited cooperative marketing arrangements with other local growers pre-approved by Market management. This includes but is not limited to fresh fruits, fresh vegetables, preserved fruits and vegetables, fresh and dried herbs, frozen and processed meats and poultry products, cheese, nursery and container plants, and honey. Producers of local horticultural, meat, poultry and dairy products adhering to these standards will always represent the majority of our Farmers Market vendors. Vendors selling non-edible items, baked goods, prepared foods and beverages will be reviewed on a case-by-case basis and selected based on space availability and product diversity. No Flea Market or garage sale type items will be sold at the Market.

- **Produce:** Growers offering a balanced mix of fresh fruits and vegetables will be maintained throughout the season. All produce must be of fresh market quality, insect-free, and have no residue such as dirt or mud that cannot be removed by normal washing. Produce of lesser quality for use in preserving, canning or jam making may be sold if clearly labeled as such.
- **Value-added products:** These products will be admitted into the market at the discretion of Market management and product diversity of the Market. Examples of value-added products include jams, jellies, fruit butters, salsas, pesto, etc.
- **Meat Products: No fresh meat or fresh poultry products will be sold at the Market.** Only frozen meat and frozen poultry products that have been processed in a USDA Food Safety Inspection Service (FSIS) licensed and inspected facility and bear the USDA seal of inspection will be sold at the Market. The sale of poultry must follow Federal regulations. Any preparation instructions or suggestions must be compliant with all FSIS food safety requirements. Meat and poultry products sold at the Market must be kept frozen at a temperature of 0 degrees F or below. Calibrated thermometers are to be kept in freezers/storage containers for meat and poultry products at all times when selling at the Market and will be checked for appropriate temperature by market personnel.
- **Baked Good:** Baked goods must be handled in accordance with the rules and regulations described by the NYSDOH. Vendors will be required to submit current kitchen inspection reports, licenses and permits associated with their farm/business.
- **Eggs:** Shell eggs packed for the consumers are to be stored under refrigeration at a temperature of 45 degrees F or below at all times while selling at the market. Shell eggs must be intact and free of cracks. Eggs must be from the farmer's own fowl. Egg cartons must be properly labeled in accordance to the state regulations where the eggs are produced. No resale of another farmer's eggs is allowed.
- **Ready-To-Eat Foods:** Market vendors are responsible for complying with NYSDOH regulations concerning the storage, preparation, and labeling of processed and potentially hazardous foods offered for sale at the Farmers Market. All Market vendors selling food other than whole uncut fruits and vegetables must submit applicable food safety forms and licenses with their Farmers Market application. A Market vendor may be immediately terminated from Market participation if he/she fails to comply with their applicable NYSDOH regulations and the Clayton Chamber of Commerce Farmers Market guidelines.

Food Handling:

Proper handling of food at the Farmers Market is a critical part of ensuring the safety of consumers. Food borne illness is caused by consuming contaminated foods or beverages. All food items must be properly protected against contamination at all times. Therefore:

- Prepared/ready-to-eat foods may not be displayed for sale without being properly wrapped, covered, or protected by an appropriately designed sneeze guard. All food items must be kept covered and kept at a proper temperature prior to selling.
- Vendors must store all food items at least 6 inches off the floor/ground.
- Vendors cannot handle exposed, ready-to-eat foods directly with their bare hands. Utensils such as deli paper, tongs, or disposable gloves may be used to prevent bare hand contact with exposed, ready-to-eat foods. **Disposable gloves that handle money should not come in direct contact with ready-to eat-foods. Gloves must be discarded when they become damaged or soiled or when vendor is switching tasks.**
- Food samples must be presented in a safe and sanitary manner and in accordance with the NYSDOH. Vendors must provide toothpicks for consumer use if providing samples of their products. Signs are to be clearly displayed stating *"Please use toothpicks when sampling"* and *"toothpicks are for single use **only**."*
- Ice used for consumption must be kept in clean containers and dispensed by appropriate scoops/utensils.
- Adequate equipment must be used to maintain foods that require time and temperature control for safety (potentially hazardous foods) at the appropriate temperature to prevent risk of illness. **Foods that require cold holding refrigeration must be kept at 41 degrees F or below. Foods that require hot holding heat must be kept at 135 degrees F or above.**
- Vendors will have access to near-site hand washing station and rest rooms at the Clayton Municipal Building.
- All vehicles and other equipment used for transporting and displaying products must be kept clean always.

Hours of Operations

The Market is held every Thursday, from 10am to 4pm from June 1st through September 14th. The Market is located at the Village Park Circle, Clayton, NY.

For the SAFETY of the Customers, Market vendors must arrive at the Market no later than 9:30 am and be ready to start selling when the Market opens at 10 am. Latecomers may be relocated or denied admission at Market management's discretion. **TEAR DOWN IS NOT TO BEGIN UNTIL AFTER 4PM. No vehicles will be allowed on the lawn after 9:30am or before 4pm.**

*In the event of an emergency, special consideration and permission may be considered.

Clean-up:

Market vendors are responsible for maintaining their space in a clean and attractive manner with attention to public safety and respect for the use of this public space by others following the end of the Market day. Market vendors are responsible for cleaning all trash and waste including sweeping up of any debris within and around their allotted space.

Cooperative Marketing:

Farms/businesses are permitted to share space with another Market vendor or sell another farm/business product if the arrangement is beneficial to the market. **Such** cooperative Market arrangements **MUST** be pre-approved by Market management before they are allowed, and the only products that will be considered for sale under cooperative market arrangements are those that are not currently being sold by existing vendors in the market. Products must be clearly labeled with the farm name and location.

Disputes:

It is the intent of the Market to offer customers fresh, quality farm products. All complaints/concerns, whether it is from the Market vendor or consumer, should be reported to Market personnel and submitted in writing. The issue will be and addressed appropriately by Market management.

Inclement Weather:

The Farmers Market is open rain or shine. It is at the Market vendor's discretion to participate on Market day in inclement weather. Be sure to notify Market personnel of your decision. However, if the weather reports are calling for severe inclement weather, such as high winds, severe thunderstorm, etc., then Market personnel reserves the right to cancel the Market for the safety of the Market vendors and customers. If Market personnel cancel the Market due to severe inclement weather, then Market vendors will be notified within 24 hours by telephone and/or email of the closure.

Market Commitment:

Market vendors must commit to the entire Market season unless other agreements have been made with Market management. A minimum attendance of 80 percent of market days is required. Product availability may limit participants' beginning and ending dates; therefore, a schedule will be developed prior to the start of the Market season documenting the Market vendor's commitment to the Market. If the Market vendor is not able to commit to the entire Market season, then Market personnel has the option to share the space with another Market vendor. Market vendors that repeatedly miss Market days can be terminated from Market participation at the discretion of the Market personnel.

Notification of Attendance:

Market vendors must give 24-hour notice if he/she cannot attend on Market day and knows in advance. We are aware that sometimes unforeseen circumstances do occur. If a Market vendor repeatedly misses Market days or continuously arrives late to the market, it can result in termination of Market participation. Consequences for violating the Market Rules and Regulations will result in the following:

- First offence: verbal warning
- Second offence: written warning
- Third offence: suspended for one market day
- Fourth offence: suspended for the remaining market season

Market vendors should contact Mike Hooson by calling (315) 686-3771, (315) 777-1831, or by email: mike@1000islands-clayton.com.

If Mike is unavailable, Market vendors are advised to call Sheri Strock (315) 523-0405 or Lori Randazzo (315) 921-7783

Reasons to disallow participation:

Efforts will be made to accommodate all who apply, however, a vendor may not be allowed to participate in the Market due to insufficient space, excess supply of the product(s) to be sold, do not submit the required license or permit for market participation, continuous late arrival, and refusal to adhere to Market guidelines.

Reselling:

The resale of items purchased by participating farms/businesses will not be permitted except for vendors selling baked goods and value-added products in which Market management must have approved.

Signage for Vendor Stalls:

Market vendors must clearly display signs that show the name of their farm/business, products, prices, and their enrollment in any Federal nutrition assistance programs. Prices must be legible and visible for customers to see. Prices of items for sale must utilize one or more of the following techniques:

- Individual price stickers on each item
- Individual price signs for each type of item
- A list of prices on a large sign or board

Stall and Parking Space:

Every effort is made to minimize Market vendor movement, but space adjustments can be made at the discretion of market personnel, if deemed necessary. Assigned stall space size is 10x10. Vehicles are only allowed in the stall area for drop off prior to the Market and pick up when the Market closes.

Security:

The Clayton Chamber of Commerce will make every effort to make the Market a safe environment for Market vendors and consumers. However, it will be the responsibility of the Market vendors to take every precaution to safeguard all valuables and cash in their vehicles during Market hours. Suspicious activity should be reported immediately Market and/or Security personnel.

VENDOR CERTIFICATION

This page must be signed and returned only if you have been selected as a vendor to participate in the 2017 Farmers Market season.

All participating Market vendors must adhere to the rules and operating guidelines as stated in this document. By signing below, I certify that I have **read, understand, and agree to adhere** to all applicable rules and guidelines as stated in this document. I further understand that should I fail to comply with these specified rules and guidelines, my participation in the Clayton Chamber of Commerce Farmers Market could be terminated.

Market Vendor Signature

Date