

2010 KUYAHOORA VALLEY FARMERS' MARKET VENDOR RULES

The goal of the Kuyahoor Valley Farmers' Market is to provide people with access to fresh, locally grown food while giving local producers a convenient, well-promoted venue where they can sell their products to local customers and visitors to the area. By doing so, the KV Farmers' Market hopes to support local farms and contribute to a vibrant local community. The market also provides a venue for locally-based non-profit organizations to conduct their outreach and fund raising activities.

The market site is on Cold Brook Street (Route 8) in Poland near the Post Office on the same side of the road. The market will operate every Wednesday beginning June 9th and continuing through October 13th. The hours will be 2:30 pm until 6:30 pm.

Rules for vendors at the Farmers' Market

1. All vendors must complete a Vendor Application form and agree to abide by the rules listed in this document.
2. Vendors are expected to set up before market opening time and to take down after Market closing time.
3. The market will operate rain or shine. As it is an open-air market, vendors are responsible for providing their own appropriate sun/rain shelter.
4. There is no electricity or water at the Market. Vendors who require water should provide their own.
5. The Market Manager should be notified as much in advance as possible if a vendor will miss a scheduled market day.
6. Products for sale at the market may include: vegetables, fruits, herbs, meats, dairy products, baked goods, prepared foods, jams, pickles, honey, maple syrup, flowers, bedding plants, perennials, as well as crafts made by the vendor. Other products should be reviewed with the Market Manager in advance. Prices of goods for sale must be clearly posted.
7. At least 75% of each vendor's products each market day must be produced locally by the vendor. Any portion of a vendor's products that are not produced by the vendor should originate in New York State. For products not grown or produced by the vendor, a sign or labeling must indicate their origin. The Market Manager may request a farm visit to confirm the origin of products for sale.
8. Crafters are asked to submit in advance a description of handcrafted items that will be offered for sale. No manufactured items are allowed without prior approval from the Market Manager.
9. Non-profit, church, civic, and school organizations whose missions promote community welfare, health, safety, and environmental awareness are welcome at the Market. Organizations are asked to submit in advance a description of what activity(s) they intend to have at their booth. As a rule, a maximum of 1 (one) organization will be granted booth

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space at no charge on a given Market date. The Market Manager will maintain a calendar for scheduling.

10. The Market Manager has the sole authority to determine whether a prospective vendor or non-profit organization may participate; that decision may be based on space considerations, vendor's failure or unwillingness to comply with these Rules, or on any other consideration that in the view of the Manager creates a conflict with the goals of the market.
11. Booth spaces are 10' wide x 15'deep.
12. The Market Manager will assign each vendor a booth space for the season prior to the first market day. After that assignment, any requests for changes to either of these locations should be addressed to the Market Manager who will have the sole authority to make changes. Day vendors will be assigned booth space on the day they attend the market on a first-come, first-serve basis.
13. Each vendor may park one vehicle behind his or her booth.
14. Each vendor's booth must be identified by a sign that is visible to customers, stating the name and address of the vendor.
15. Vendors are expected to keep their booths and adjacent areas clean, clear and free of obstacles during the day. When leaving the area, vendors must make sure their areas are clean and free of trash, spills, etc.
16. No amplifiers or other sound devices are to be used.
17. Children under 12 must be supervised. Dogs must be securely leashed and not disruptive. Other animals may be allowed at the discretion of the Market Manager and the appropriate Town and Village authorities.
18. Vendors must comply with all relevant state, local and federal regulations covering the types of products they offer for sale, including regulations of the New York State Department of Agriculture and Markets (NYSDAM), the New York State Board of Health, and the Herkimer County Board of Health. (See list below.) Pertinent licenses, permits, seals, and/or certificates must be displayed, as appropriate.
19. The Market participates in the NYSDAM Farmers Market Nutrition Program (FMNP); vendors are encouraged to enroll and accept coupons from this program. The Market Manager can provide information and forms necessary for participation, and will file the appropriate paperwork with NYSDAM. Vendors not registered with the Program are not eligible to participate. Registered vendors agree to abide by the rules of the Program.
20. The Kuyahoorra Valley Farmers' Market provides no insurance to vendors or other participants in the Market. *All vendors are encouraged to carry appropriate liability insurance.*
21. Failure to abide by the Market rules will result in a vendor being denied the privilege of

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participating in the market.

The Market Managers are Heather Perretta and Tammy Ford. Contact either of them with any questions or comments:

Heather

Tammy

Phone 315-794-4915

315-868-2670

Email kvfarmersmarket@gmail.com

tammar@ntcnet.com

When the Market Managers cannot be present on a given market day, they will notify the vendors of who will handle his responsibilities for that day.

Market Fees:

Vendors may sign up for seasonal, monthly, or daily status. Fees for the Market are spelled out on the Vendor Application form. Fees collected for the Market are solely for the purpose of covering the costs of promotion, signage, amenities at the site, and other market operational expenses.

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The following list provides information on where to find information on and requirements of State and Local Regulations for Selling at Farmers' Markets

Sales Tax (for cut flowers, gourds, ornamental corn, candy, crafts)
NYS Tax Department Taxpayer Services (<http://www.tax.state.ny.us/sbc/>)
Harriman Campus Building 8, 9th Floor
Albany NY 12227
1-800-225-5829

Food Processors (including home processors, for baked goods, jams, candy, meat products, eggs, dairy products, honey, maple syrup, prepared foods, relishes, and pickles)
NYS Department of Ag & Markets (<http://www.agmkt.state.ny.us/FS/FSHome.html>)
Division of Food Safety and Inspection
1 Winners Circle
Albany NY 12235
1-518-457-5459 direct or 1-800-554-4501

Plant and Nursery Products (for bedding plants, potted plants, field grown plants)
NYS Department of Ag & Markets (<http://www.agmkt.state.ny.us/PI/PIHome.html>)
Division of Plant Industry
1 Winners Circle
Albany NY 12235
1-518-457-2087 direct or 1-800-554-4501

Office of Weights and Measures (for scales) <http://www.agmkt.state.ny.us/WM/WMHome.html>

Herkimer County, Jeffrey Chase, Director; Email: jchase@herkimercounty.org

Phone: (315) 867-1203; Fax: (315) 867-1360

Oneida County, John Meyer, Jr., Director; Email: jmeyer@ocgov.net

Phone: (315) 793-6246; Fax: (315) 768-6299