

GREATER BALDWINSVILLE COMMUNITY FARMERS' MARKET

Rules & Regulations

The goal of the Greater Baldwinsville Community Farmer's Market is to give local producers a convenient, well promoted venue where they can sell their products to local consumers and visitors to the area. By doing so, the Market hopes to support local farms and artisans and contribute to a vibrant local community. The market also provides locally-based non-profit organizations a venue for their outreach and fundraising activities.

GENERAL STRUCTURE & OPERATIONS

The market site is at Baldwin Canal Square (behind the B'Ville Diner) in Baldwinsville, NY. The market will operate on Tuesdays, June through mid-September. The hours will be 3:00 PM until 7:00 PM. Set up may start at 1:30 PM. **The market will operate regardless of weather.**

A. All vendors must complete a Permit Application and Fee Schedule Form and agree to abide by the rules and regulations listed in this document. These application materials must be submitted, approved and fees paid, before any vendor can participate. **All fees are nonrefundable.**

B. A fee schedule for all Market stalls/booths will be established by the Market Managers prior to each market season.

C. Vendors are responsible for obtaining all necessary permits, inspections (food, agricultural & nursery plants) and paying their own taxes.

Liability: Vendors selling any product for consumption by a person or product that is applied to a person must have liability insurance in the amount of \$1 million per occurrence and name M&M Market Management (8780 Wheaton Rd., Baldwinsville, NY 13027) and the Village of Baldwinsville (16 W Genesee Street Baldwinsville, NY 13027) as additional insured. A copy of the liability insurance must be included with the permit application. GBC Farmers Market highly recommends that *all* vendors obtain general liability and product liability insurance. **The Greater Baldwinsville Community Farmers Market and M&M Market Management are not responsible for any loss or damage incurred or caused by vendors.**

PRODUCT POLICIES AND GUIDELINES:

A. Produce, Plants and Flowers

The GBCFM strives to provide a marketplace where fresh wholesome products are sold. Farm products that are sold at the market include but are not limited to the following organic and non-organic items:

- Fresh Vegetables
- Tree Fruits
- Berries
- Herbs
- Nuts
- Honey
- Cut Flowers
- Edible Flowers
- Perennials & Nursery Plants
- Pickles & Other Preserves
- Fudge & Candy
- Bakery Items
- Seafood
- Meat - Beef & Pork
- Poultry
- Eggs

- Dairy - Milk & Cheese

- Coffee

All products must be grown, raised, produced or gathered by the vendor in New York State. On occasion, to attract more foot traffic and particular types of products not otherwise available to the Market, the Market may allow resale of product(s) not grown or produced by the vendor.

B. Food Sampling

Vendors who wish to offer samples of foods or food products to customers must contact the Market Manager and show satisfactory proof of compliance with requirements of the Onondaga County Department of Public Health, if any, and with the applicable requirements of other agency(ies) regulating such activity. Sampling of food products must be in accordance with Onondaga County Department of Public Health and other applicable regulations.

Additionally, the vendor must provide hand-washing facilities and/or products in the booth, and must protect the food samples from contamination, and must provide the food samples with single service appropriate utensils, such as toothpicks, disposable spoons and/or forks or bakery paper. Food can only be handled with tongs, bakery paper, scooper, and/or disposable rubber/plastic gloves. **Bare hand contact with food is not allowed.**

Cutting implements must be cleaned with soap, running water and paper towels, or as required by applicable health regulations.

C. Processed Goods

The Market accepts certain value-added items which are grown and/or made by the vendor such as baked goods, preserves, wine, cheese, sausage, and smoked meats or fish. All processed foods must be labeled with the product name, ingredients, net weight, price, vendor's name and address. Vendors must meet State and Onondaga County requirements for food handling and processing. Vendors offering samples of their products must contact the Market Manager. See food sampling guidelines in above paragraph.

D. Prepared Foods

Prepared food vendors and their menus must be approved by the Market Manager. Prior to selling at the Market, all prepared food vendors must show appropriate New York State Department of Health certification to the Market Manager. Vendors must meet State and County requirements. Permits must be displayed in public view during Market hours. All prepared food processor trailers must comply with applicable Health Department Regulations.

E. Hand Crafted Items

All craft products must be handcrafted in New York State by the vendor and be approved by the Market Manager. Product selection will be based on quality, originality and compatibility with the existing market mix.

VENDOR SELECTION

Vendors are selected annually by the Market Manager. Selection will be based on quality, originality, and compatibility with the existing market mix, as well as with vendor performance. No vendor will have guaranteed return rights from season to season. The Market generally does not offer exclusive rights to vendors to sell any one product. However, if the GBCFM believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry. All selected vendors must complete and sign a vendor application and contract each season prior to selling at the Market. Appropriate applications, Health Department permits, and pre-paid fees must be taken care of prior to selling. Agricultural products will be given priority over other product categories or crafts.

SET-UP AND TAKE-DOWN

Prior to setting up, all vendors must check in with the Market Manager. **Vendors may set up 1 1/2 hours before market opening.** Some seasonal vendors will have permanently assigned spaces with parking. Also, there will be a limited number of spaces with parking available on a weekly basis that will be assigned prior to each market. All other vendors should unload promptly in the reserved vendor drop off parking spaces and then move vehicles before setting up stall. At 7:00 PM vendors will cease selling and promptly take down their stall space. Vendors are asked to be out of the square within one hour after closing.

Vendors must stay through the end of the market day to provide a full market experience to shoppers arriving throughout market hours. If vendor sells out early, post a "sold out" sign and notify the Market Manager.

A. Stall Space/Location

Each vendor will be assigned a 10' x 10' stall space on a priority basis as follows:

1. Full Season prepaid vendors.
2. Number of stalls requested. (The more space needed, the harder it is to place the vendor)
3. Multiple session prepaid vendors.
4. Returning GBCFM vendors.

Vendors will provide their own tables, chairs, canopies, signs and other desired display materials in accordance with Market regulations. The vendor sales area must not extend beyond the allotted boundaries of the stall space unless approved by the Market Manager. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers.

B. Punctuality

All vendors must be at their stall at least 30 minutes prior to the opening of the Market. Unless prior arrangements have been made with the Market manager, stalls will not be held for an assigned vendor who does not show up at the designated time.

C. Cancellations`

Vendors with reserved stalls are responsible for occupying that space on each Market day. Vendors not able to attend a Market day are required to call or e-mail the Market Manager 48 hours in advance of that Market day. More than two (2) non-appearances may result in loss of assigned space privileges. Unoccupied, reserved stalls at the Market opening will be assigned to standby vendors or non-profit organizations at the Market Manager's discretion.

D. Canopies/Umbrellas

Canopies or other booth covers are required to be flame retardant and have weights sufficient to keep the covering in place. Canopy weights must be in place from setup until take down. Each tent leg or umbrella must be securely weighted down with 20 - 25 or more pounds of weight at all times in order to sell at the Market. Any damage incurred by a vendor due to insufficient weights will be at that vendor's expense. Vendors without adequate weights will not be allowed to set up on Market day.

E. Electricity

There is a \$5 per market day fee for vendors requesting electrical power. Vendors are responsible for providing their own extension cords and mats to cover any and all portions that lie in any area utilized by Market customers. Electrical power is available on a limited basis and priority will be given to prepared food vendors. The GBCFM does not guarantee electricity to its vendors.

G. Stall Clean Up/Trash Removal

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner, including protecting the pavement/sidewalks/grass from drips from any part of the vendor's vehicle. Each vendor is responsible for keeping his/her booth space clean during the Market and for complete cleanup of their space at the close of the Market. This includes taking with you any trash or garbage that is generated in or around your booth and sweeping up any product debris left on the ground. Vendors should bring their own brooms and dustpans. Farmers are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters. **ON-SITE TRASH CANS AND DUMPSTERS ARE NOT AVAILABLE FOR VENDOR USE.**

BOOTH MERCHANDISING, REQUIREMENTS AND CERTIFICATIONS

A well-presented stall will convey a message of confidence to market buyers. Easily visible signs, well organized product and display and easy access will result in increased sales. The Market Manager will visit your stall from time to time throughout the season and may make suggestions to enhance the appearance and help provide a successful future at the GBCFM. We thank you in advance for your readiness and cooperation in making any changes. **A. Signage**

Each booth space must prominently display a sign clearly identifying the farm or business by name and location. Signs, including those indicating the names and prices of all products sold, must be displayed and reflect 'locally grown' products in accordance with GBCFM Regulations.

B. Pricing

Pricing of goods is the sole responsibility of the vendor. The Market Manager does not have the authority to set prices. However, below-cost pricing is discouraged. This does not include sampling.

C. Health Practices and Permits

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, The New York State Board of Health, and the Onondaga County Department of Health. Pertinent licenses, permits, seals, and/or certificates **must** be displayed, as appropriate.

All vendors must dress appropriately. Shoes and shirts are required. Pets are not allowed in food preparation area. **Smoking is not permitted in the Market area.** Alcohol consumption or the consumption of any illegal substance is prohibited.

Market Managers:

Michael Samoraj (315)663-5539 and Michelle Samoraj (315)663-5538

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