

Village of Amityville Farmer's Market

Friday, June 3rd – Friday, November 18th. 2:00pm – 7:00 pm

Sponsored by the Amityville Chamber of Commerce

Vendor/Business Name: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

In case of Emergency Contact Information _____

Farm Address (if different from above) _____

Sales Tax ID Number _____ (if applicable)

Please include the following with your completed application form:

1. Proof of liability insurance with addition insured and produce liability as well for each market.
2. Copies of any applicable licenses/permits/department of agriculture
3. Crop Plan/Complete list of products/produce you will be selling (you may submit a crop plan from another program that you attend. For non-crop products, please indicate what you raise, catch, bake, prepare, harvest, or preserve, how much you will have and on how regular a basis. Be specific the more information the better
4. Payment in full of \$500 for 2016 season (Friday June 3rd – Friday November 18th) or \$35.00 per week. Payments to be made to: Amityville Chamber of Commerce via check or credit card.

The above information must accompany the application. Any omission may delay/prevent vendor participation in the market.

I will participate in the Village of Amityville Farmer's Market weekly. By signing this application I acknowledge that I have read, understand and agree with the rules and regulations.

Signature: _____ Date: _____

Please return completed application with fee and all applicable paperwork (insurance certificate, growing plan, licenses, permits, etc) to the Village of Amityville: 21 Ireland Place, 2nd Floor, Amityville, NY 11701.

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Village of Amityville Farmer's Market Requirements & Regulations

- 1) Vendors can only sell what they bake, prepare, catch, harvest, preserve, etc.
- 2) Vendors must have either a home processors license or commercial license
- 3) Each item must be labeled with all ingredients listed and items must be wrapped or covered
- 4) Vendors must have one million dollars of both produce and liability insurance naming the Village of Amityville and Amityville Chamber of Commerce as additional insured (21 Ireland Place, Amityville NY 11701 and PO Box 855 Amityville, NY 11701). It is best to have your insurance agent email the certificate to dshingleton@amityville.com A copy of the insurance certificate must be on file prior to setting up or selling at the market.
- 5) Proof of invoice must be presented from every vendor showing they make what they sell.
- 6) All vendors must have at least 35 pounds of weight on each tent leg as well as straps to tie to the next vendor.
- 7) No smoking or firearms are permitted at the market
- 8) Sellers may arrive up to one (1) hour prior to opening to begin setup; sellers must remain set up until market closing unless prior written permission by the market manager granting exemption either by text or email. Sellers must have their market sites dismantled, packed up and cleaned within one hour of market closure
- 9) Vendors who are repeatedly late or found to not have weights/straps in excess of three times will be removed from the market for the rest of the season.
- 10) Each seller is responsible for all equipment and supplies for setup of their booth; displays may not block customer walkways or pose any other hazard to consumers.
- 11) Vendors that supply samples and/or products that result in waste material, must provide waste receptacles.
- 12) All produce displayed for sale must be at least twelve inches (12") off the ground
- 13) All vendors must pay in full for current before they can attend a market.
- 14) No subletting of a booth is permitted.
- 15) Refrigerated trucks may not keep engine running during market hours.
- 16) There will be no refunds, except for medical reasons, which must be documented with a doctor's note.
- 17) All products sold at market must be priced clearly and displayed in such a manner that does not confuse or mislead the customer
- 18) Vendors selling by weight must have scales approved by the County Department of Weights & Measures; Vendors selling by volume must use standard size containers such as: pint, quart, etc.

If vendors are found to have products other than those which they are permitted to produce within their home processors license or products that have not been listed on the crop plan, will result in suspension from the market.

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All other vendors who have commercial licenses are allowed to produce all products within these regulations; the same suspension policy applies if vendors with commercial license are found to be in violation.

The use of the market is restricted to those who are bona-fide producers, meaning those who grow, raise or catch the products they bring to market. Producers of homemade products, processed foods, or other vendors will need approval by the Chamber Board. If an item is not available at market a producer may acquire permission to vend said item.

Eighty percent (80%) of the products offered for sale must be produced by the seller on lands or in production facilities the seller owns or operates (rented lands must be verified via lease agreement). The twenty percent (20%) not produced by the seller must consist of products not offered by another seller at market. Ten percent (10%) of items offered by a seller may be resold, but said products must be approved by the board, be from neighboring farms (not wholesale markets), and must be identified with signage indicating farm name and location.

Only members approved by the Chamber Board will be permitted to sell at market.

What may be sold at the market?

- Fruits & Vegetables- produce offered for sale must be grown, harvested and cared for post-harvest so as to ensure the freshest produce possible.
- Cider & fruit juices- sold only by the growers of those fruits. Can be pressed off farm, but sixty percent (60%) of the juice must come from fruit you have grown.
- Eggs – from own flock may be sold
- Honey and honey products derived from your own hives
- Maple Syrup & Maple products must be from your own sugar bush or sugar bush under your control
- Cheese and other dairy products must be processed from milk from your own herd; all dairy products must be kept below 41 degrees Fahrenheit.
- USDA or State inspected meat and poultry are permitted. Butchering may be done off farm, but animals must have been raised by the seller. All meats must be kept below 41 degrees Fahrenheit.
- Dried Fruit- only fruit grown and dried by the vendor may be sold.
- Fresh water aquaculture or ocean fish- fish must be raised by the vendor or sold by the fisher. Fish may not be cut at the market. All fish must be kept below 41 degrees Fahrenheit.
- Bedding plants, nursery products and cut flowers must be grown on seller's farm.
- Baked goods must be handmade or scratch made by the seller; no commercial mixes, crusts or fillers are permitted. Baked goods must have a protective covering or be wrapped and be properly labeled in accordance with NYS labeling requirements. Baked goods requiring refrigeration must be kept below 41 degrees Fahrenheit.

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- Wine is permitted to be sold at market if from a New York State vineyard and sellers must display a NYS Winery License.
- Other products include: preserves, herb vinegars, grains, jams, pastas, sauces, must be from a product grown by the seller or product purchased in the region.

Products not specifically mentioned above must be pre-approved by the Chamber Board.

All applicable regulations must be adhered to when selling at the market. Producers selling taxable items must display a valid NYS Certificate of Authority. Producers selling nursery and greenhouse crops must display a valid NYS Nursery License. Vendors selling processed foods, prepared foods, and other perishable items must do so in compliance with the requirements of the Board of Health and the Department of Agriculture and Markets. Products may not be advertised as organic unless the product has been certified by an independent, third-party agency (the certificate of such must be displayed).

The market manager will assign all stalls based on a first come first served basis. Stall sizes are 10 feet x 10 feet. A vendor may use more than one stall, but must pay the full fee for all stalls used. If a seller pays for the season, that seller will be assigned a permanent spot for the season. Daily renters will be placed daily as room allows, on a first come, first served basis. Sellers must notify the market manager in advance if they will be absent; the market manager is then free to set up another vendor in that space for that day only. For safety reasons, any vendor arriving after market opening may be asked to set up in a stall on the periphery of the market.

Grievance Procedure:

All complaints must be addressed in writing to the market manager and the Chamber of Commerce. To eliminate frivolous complaints, a fifty dollar (\$50) deposit must accompany all complaints. The market manager and/or Chamber Board will investigate the complaint. If the complaint is legitimate, the vendor will be reimbursed the fifty dollar (\$50) deposit; if the complaint is decided to be legitimate, the vendor forfeits the fifty dollar (\$50) deposit to the market's operating fund.

The market manager will notify sellers of rules violation and notify the Chamber Board of those violations. The Chamber Board will review the violations and determine consequences appropriate to the offense including: warnings, fines, and rescinding of rights to sell at market. The vendor may appeal such decision by giving written notice and appearing at the next meeting of the Chamber of Commerce.

Any fines levied against a vendor/seller must be paid in full by the next market; selling privileges will be suspended until the fine is paid.

Vendor complaints against management can be made in writing to the market manager and Chamber Board; the grievance against management, once received, will be addressed at the next Chamber meeting.