

2017 RULES AND REGULATIONS **VILLAGE OF PETERBORO FARMERS' MARKET**

The Peterboro Farmers' Market will open **on Wednesday, June 14, 2017 and will close on Wednesday, September 13, 2017. Permitted sites will be located on Zophy Avenue.**

Hours of operation are 3pm until 7pm. You must commit to being open for business at least **3 of the 4 market hours. Zophy Avenue will remain closed 30** minutes after the close of the market for safety reasons.

All vendors must apply and obtain a permit from the Smithfield Community Association in order to sell at the Peterboro Farmers' Market.

Site permits will be date specific (Weekly, BiWeekly-A, Bi-weekly-B, Monthly, One-time). Site assignments will be allocated at the sole discretion of the Market Manager. Once a site/frequency has been assigned, that assignment is yours and no one can move or **be added** onto that site **or permit**. Under no circumstances will a vendor be allowed to relocate or transfer to another area without permission. Permits are not transferrable. **The foregoing notwithstanding, if you fail to show up twice during the season your permit can be revoked and deemed null and void and/or your space assigned to someone else.**

The following items must be licensed by NYS Dept. of Agriculture and Markets and can be sold at the Peterboro Farmers' Market including, but not limited to:

Plants:

- Plants and Nursery Products- i.e. bedding plants, potted plants or field grown plants.

Contact: NYS Department of Agriculture & Markets Division of Plant Industry or visit their website at: www.agriculture.ny.gov or phone at: 1-518-457-2087

Produce / Food:

- Pre-packaged value-added food products that are manufactured under a NYSDA&M 20-C Food Processing License or NYSDOH / County Health Dept. Permit.
- Food Products approved and registered under a NYSDA&M Home Processor Exemption. (See guidance below)
- Prepackaged Meats -NYS farm raised and slaughtered under USDA or NYSDA&M with original marks of inspection intact **no repacking** and must be held under temperature control at all times (frozen or refrigerated at 41° or less). Must be labeled with establishment # and weight.
- Cider- must be pasteurized and from a licensed facility with labeling.
- Cheese from an approved and inspected source may be cut and packaged from bulk and packaged upon customer order. This is the **only** exposed food that is allowed to be cut repackaged and sold at the market without a Department of Health (DOH) food service permit.

It is the responsibility of the vendor to provide to the Smithfield Community Association proof of your Dept. of Ag & Mkt License / DOH Permit or Home Processing Exemption Registration when the application is submitted. Such license and or registration must be present at all times during market hours and produced on demand.

Home Processors

For registration instructions please see NYSDA&M website at: www.agriculture.ny.gov or contact the Dept. of Ag. & Mkts with any questions at 315-487-0852. All food items produced under a NYSDA&M Home Processing Exemption must be approved /registered.

Any finished food product that requires refrigeration is not allowed to be produced as a Home Processor. Some examples of prohibited items include, but are not limited to:

- Pickled or Fermented foods
- Chopped or Processed Garlic and or Herbs in Oil Mixtures
- Cheese, Yogurt or Fluid Dairy Products
- Sauces, Salsa's and Marinades
- Non-traditional Jams & Jellies (Vegetable jellies, Wine Jellies, Chutneys or Fruit Butters)
- Cooked or Canned Fruits or Vegetables
- Vegetable Oils and Blended Oils
- Cheesecake, Cream Filled Pastries
- Fruit, Vegetable or Quick Breads
- Meat, Fish, or Poultry Products

The following items are exempt from NYS Dept. of Agriculture & Markets and need no inspection or license and can be sold at the Peterboro Farmers' Market including, but not limited to:

- Raw Fruits and Vegetables
- Honey - without added ingredients or purchased product-labeling required
- Maple Syrup - without added ingredients or purchased product. Must meet NYS Maple Syrup labeling and grading requirements.
- Eggs - labeling required and must be refrigerated at 45° or less
- Crafts or Art - must be handmade by the vendor
- Books - authored by a New York State resident

No permits will be given out for Temporary Food Service Vendors at the Peterboro Farmers' Market unless one-time approval for a special event.

It is the responsibility of the vendor to provide to the Smithfield Community Association proof of your Dept. of Health License when the vendor application is submitted.

Contact: Madison County Department of Health
Environmental Health Dept.
www.healthymadisoncounty.org
315-366-2526

Sales Tax Registration

It is the responsibility of the vendor to obtain a sales tax permit if they sell non-food items. A representative from NYS does visit markets periodically to check for permits. If a vendor is found to be in violation, there is a significant fine that NYS will enforce upon each vendor.

Contact: New York State Department of Taxation and Finance
518-485-2889
www.tax.ny.gov
Form DTF-17

Prohibited Items

There are some items that are prohibited from sale at the Farmers' Market including, but not limited to: books and magazines not authored by a resident of New York State, appliances, cleaning products, assorted merchandise, resale items, food processed on site from a food truck or otherwise, etc.

Licenses, Registrations and Permits

It is the responsibility of the vendor to display all necessary licenses, registrations and permits for New York State inspectors, Madison County inspectors, Smithfield Community Association personnel and Consumers.

Craft/Art items or Baked Goods

All baked goods and craft items must be handmade by the vendor and may not consist of items purchased for resale.

Re-Sale of Produce

The Peterboro Farmers' Market requires that produce vendors home grow all of their fruits and vegetables, and not sell produce for re-sale from other areas.

Permits

All permits are to be issued at the sole discretion of the Smithfield Community Association and permits can be withdrawn for any reason, or no reason by the same. Space permitting, weekly permits will be issued at the sole discretion of the Smithfield Community Association and can be summarily denied without explanation. Sites will be assigned June 13, 2016.

The Importance of Market Attendance

The strength of any farmers' market depends on the presence of many vendors and diversity of products. When you commit to being a vendor you become part of a larger group and collectively everyone benefits. Not only do our customers appreciate your regular attendance, but also your fellow vendors depend on you being there to make the market successful. Your continued attendance is very important.

Fund-raising

The sale of raffle tickets, raising money for a specific charity or non-profit organization will be allowed only in a community space and requires a permit.

Pets

Vendor-owned pets are **NOT** allowed within the Market area, with the exception of Wanders Rest, Rescue Me or service animals. In addition, the sale of live animals is not allowed at market by vendors or visitors.

Refuse/Recycling

Each permit holder will be assigned a designated site and shall be responsible for keeping their space free from all refuse during market hours. No booths, stands or other selling fixtures, materials, or equipment shall be erected more than an hour prior to the opening of the market. All vendor activities must be conducted in an orderly fashion and the vendor's space should be kept neat, orderly, and safe. **Each vendor must clean and remove all material, litter and debris from their area within one-half hour after the close of each market day.**

Set Up

All vendors are required to bring their own tables and/or tents and protect their area from damage, i.e. spills, tent stakes, etc. Costs and repairs will be billed to the vendor. This will be enforced per inspection on the following business day.

It is the expectation that when vendors are showing wear on grassy areas at their site that they bring a protective mat or carpet to protect the grass. Failure to comply will result in a fee to be determined by the Smithfield Community Association.

Parking

We require you, the vendor, to unload your craft at your site and relocate your vehicle for the remainder of the market hours to another location to allow prospective customers to more freely have a place to park. When the market is over, you may then bring your vehicle back to load the remainder of your items. We appreciate your patience and understanding of this rule.

Tobacco

Vendors shall refrain from using tobacco products at their sites while at the market.

Complaint Procedures

All vendors are to comply with all applicable federal, state and local laws and or provisions. This includes Violence in the Workplace Policy that states that all businesses are expected to maintain a working environment free from violence, threats of harassment, intimidation or coercion. Failure to comply with any regulations or policies will result in a verbal warning for the first offense and if there are additional offenses in the same season, the Smithfield Community Association may choose to revoke the permit.

If any vendor has a complaint they should bring it to the attention of the market manager. The Smithfield Community Associations shall be the sole arbiter of all disputes between vendors and any decision made by the Smithfield Community Association shall be binding, and deemed reasonable as it pertains to the issuance or revocation of permits, rules and regulations and any changes thereto, and any decision regarding the Peterboro Farmers' Market.

ALL RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE