

# 2021 Summer Market - Rules and Regulations

## New Hartford Chamber of Commerce Farmers Market

**Summer Market Hours:** 3:00 pm – 7:00 pm, Every Tuesday

**Starting:** J June 15, 2021 - September 28, 2021

**Mailing Address:** New Hartford Chamber of Commerce  
c/o Nathalie Nerber  
44 Oxford Road  
New Hartford, NY 13413

**Nathalie Nerber, Manager Phone: Cell: (315) 580-2531**

**Email:** [nathalie@wardarcure.com](mailto:nathalie@wardarcure.com)

**Market Website:** [www.newhartfordfarmersmarket.com](http://www.newhartfordfarmersmarket.com)

**Dates for 2021 Season :** June 15, 22, 29 - July 6, 13, 20, 27 – August 3, 10, 17, 24,  
31-September 7, 14, 21, 28

1. **PRODUCTS:** This market is for the sale of locally grown or produced food and food products in New York State, with the exception of fruits grown in near by states.

2. **ELIGIBILITY:** *All vendors must live within 40-mile radius of New Hartford Town Center and must produce at least 75% of the products offered. Producers who are outside the 40-mile limit may be considered based upon needs and enhancement of the market.*

3. **FORMS REQUIRED:** Must be submitted when applying as a vendor/farmer.

- 2021 Summer New Hartford Farmers Market Vendor Application Form
- 2021 Rules and Regulations Form – all 3 pages must be submitted and initialed on pg. 1 & 2
- Market Fees, Certificate of Insurance and other Insurance forms, copies of permits/licenses/certificates required by NY Ag & Markets
- FMNP #

4. **SET UP – BREAK DOWN:** Setup will begin at 1:00 p.m. All vendors are required to be at the market and set up by 2:45 pm. Breakdown will begin at closing time 7:00 PM and vendors will vacate the parking lot within one hour. *Cleanup and maintenance of each site is the responsibility of the vendor who is occupying that site. The Market Director will inspect all sites at the close of each market.*

5. **STALL ASSIGNMENTS:** All stall assignments are made by the Market Director.

6. **STALL DISPLAYS:** Each vendor supplies their own tables (4, 6 or 8ft table configuration) which must be inside your tent, and any other items necessary for selling. A sign made of durable material that identifies the business is required. Tent and Tablecloths are required, no bare tables permitted. Displays must look tidy and professional at all times. Displays must meet the standards of the market deemed by the Market Director. *It tends to be windy, therefore weights are required at all times on your tents if you are outside the pavilions.*

7. **PARKING AND UNLOADING VEHICLES:** Vendors will load and unload next to their designated stall area, and will then move vehicles to the general parking area until it is time to close. Vendors are not permitted to leave their vehicles next to the pavilions unless specifically given permission by the Market Director.

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8. STALL FEE: a standard 10-foot wide space. The fee for the season is \$75.00, payable prior to the first day the market is open. This includes one year of membership to the New Hartford Chamber of Commerce. Checks payable to New Hartford Chamber of Commerce. All pre-paid fees are nonrefundable if accepted as a farmer/vendor.

9. ABSENTEEISM: By signing to participate as a vendor, you are agreeing to attend the market from opening day until closing market day. All market dates you have committed to will be strictly adhered. Vendors **MUST** contact the Market Director (315-580-2531) 24 hours in advance if they are unable to attend a scheduled Market Day.

10. HOURS OF OPERATION: Customers take our opening and closing hours seriously, all vendors **must be in their stall and set up by 2:45 p.m.** and remain open until the market closes at 7:00 pm. If a person is late or fails to meet these operation guidelines more than two times in a season, it will result in the vendor receiving a warning by the Market Director, and if a third day is missed or unattended for the full open hours of the market, vendor will lose its place at the market.

11. PRODUCTS: The sale of Farmers Produce or Food and Food Products. Must be produced by the farmer; exceptions are detailed below in section 17. Items that are not produced by the primary grower must be clearly marked. Prices must be clearly displayed either by categories or individually so they are clearly visible to customers. Any product in violation of state law, the rules of the market, not on the vendor's original application or deemed to be inferior quality by the Market Director will be removed from the market immediately. **Deviation from approved products listed on the vendor's applications must be approved in advance.**

12. All items sold must be licensed in accordance with the following where applicable: Article 14 of the Agriculture and Markets Law of the NYS Dept. of Ag & Markets; the NYS Department of Taxation; Oneida County Department of Health; Town of New Hartford ordinances and regulations. Any applicable costs are the responsibility of the vendor.

13. COMPLAINTS: The Market Director(s) is in charge on market day. All complaints from vendors or customers should be directed to the Market Director. The Market Director will deal with any public health concern **IMMEDIATELY**. The Market Director reserves the right if deemed necessary to discharge any farmer/vendor at anytime.

14. LEGAL: All vendors are required to comply with any applicable state and federal regulations administered by the New York State Department of Health, New York State Department of Agriculture and Markets, New York Department of Taxation, and United States Department of Agriculture. All licenses, seals, insurance, and sales tax certificates required for the sale of any items in the state of New York are the responsibility of each individual selling such items. **Vendors are required to have at their stall and submitted to the Market Director along with other paperwork; proof of liability insurance, and any required licenses, seals, and permits.**

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15. **RESPONSIBILITIES:** All vendors are required to assist with market operations as stated in and agreed upon. Any inappropriate or illegal behavior is prohibited.

16. **BROKERED PRODUCTS:** Any vendor not growing 100% of their own product must abide by the following rules:

- No more than 25% of items offered can be brokered.
- All brokered items must be grown/produced in New York State, with the exception of fruits grown in neighboring states.
- All brokered items must be included on the vendor application and require specific approval from the Market Director.
- All brokered items must be clearly labeled with their origin.

If there is a doubt whether an item being sold is brokered, the Market Director may perform a farm inspection or deem what is necessary to correct the action.

17. **VENDOR SELECTION:** Each year all vendors must submit an application. All COMPLETE applications will go through the acceptance process. Applications will be reviewed in the order they are received to identify any overall saturation issues. Preference will be given to vendors who commit to the full season. Applications not complete will go in the not accepted file.

18. Vendors will be respectful and courteous to customers, market staff, volunteers and fellow vendors at all times. No shouting, hawking, offensive language or behavior will be tolerated.

19. **LIABILITY INSURANCE:** All farmers/vendors are required to have Limited Liability Insurance for \$1 Million, naming the New Hartford Chamber of Commerce and the Town of New Hartford as Additional Named Insureds.

20. **COMPLIANCE.** I have read, understood and agree to abide by and comply with the Market Rules and Regulations. The information that I have provided in this application is true and complete including the requirements for Ag & Markets. I agree to indemnify and hold harmless the Market, its volunteers, its management, the New Hartford Chamber of Commerce, the Town of New Hartford, their officers and/or employees for any losses or damages, however incurred. I accept that the Market Director will resolve all disputes failure to abide by these market rules will result in a vendor being denied continued participation in the New Hartford Farmers Market. Any remaining unused paid vendor fees will be forfeited to New Hartford Chamber of Commerce.

Name(s): \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_