



# Clinton Farmers Market



Welcome to the 2018 Season!

We are looking forward to another successful Farmers Market in the Village of Clinton and we invite you to submit your application. **Please note, there are changes from last year.**

The Clinton Chamber of Commerce manages the Clinton Farmers Market on the Village Green. The 2018 Clinton Farmers Market will run on Thursdays from June 7 – October 4 from 10 am – 4 pm. **The Clinton Farmers Market will offer extended hours from 10 am – 6 pm on the following Thursdays: **June 21, July 19, August 16 and September 20.** Clinton Farmers Market takes place rain or shine.**

Please read carefully and review the following documents to submit your application for consideration:

- 2018 Clinton Farmers Market Vendor Application:  
Please complete the application and return it to us along with your payment to:  
Clinton Chamber of Commerce  
PO Box 142  
Clinton, NY 13323
- 2018 Clinton Farmers Market Rules and Regulations
- Listing of all permits/licenses/certificates required for Farmers Market Sellers
- Additional Information

**For returning vendors:** Once your completed application (along with payment and Certificate of Liability Coverage naming the “Village of Clinton” and the “Clinton Chamber of Commerce” as additional insured), is received, you will be noticed.

**For prospective vendors:** Please submit your **application only**. Once your application is received, it will be passed on to the Farmers Market Committee for review. You will be notified whether or not you have been approved to participate in the 2018 Clinton Farmers Market as a vendor. Once approved, you will be required to submit payment and a Certificate of Liability Coverage naming the “Village of Clinton” and the “Clinton Chamber of Commerce” as additional insured before you can participate in the Clinton Farmers Market as a vendor.

**Please note, a completed application requires a copy of all relevant licenses and permits to conduct business in New York State (see listing included) and a Certificate of Liability coverage naming the “Village of Clinton” and the "Clinton Chamber of Commerce" as additional insured.**

If you have any questions, please contact Jackie Walters, Executive Director at [info@clintonnychamber.org](mailto:info@clintonnychamber.org) or 315-853-1735.



# Clinton Farmers Market



## 2018 Clinton Farmers Market Vendor Application

The 2018 Clinton Farmers Market will run on Thursdays from June 7 – October 4 from **10 am – 4 pm**. **The Clinton Farmers Market will offer extended hours from 10 am – 6 pm on the following third (3<sup>rd</sup>) Thursdays: June 21, July 19, August 16 and September 20.**

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_  Facebook  Instagram  Twitter

Vehicle Type: \_\_\_\_\_ License Plate #: \_\_\_\_\_

NYS Sales Tax #: \_\_\_\_\_

Products: Please list all items you intend to sell with details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ONLY** products listed above can be sold at the Clinton Farmers Market

### Participation Fee:

- \$200 Trailer – Size limit: 14’x 7’; limit to three (3) trailers allowed per season
- \$150 Curbside Space – Season (*ONLY available to returning vendors*)  
Booth Size: 12’ x 12’ (limited number of spaces)
- \$140 Village Green Space – Season  
Booth Size: 12’ x 12’
- \$30 Electric hook-up (limited availability) - Vendors needing electric power are required to provide their own extension cords. All cords used must be UL approved and in good working condition.
- \$50 One Day
- \$70 Clinton Chamber of Commerce Member
- \$0 Nonprofits - no charge

Do you agree to stay during the **extended hours of 10 am – 6 pm** on the following third (3<sup>rd</sup>) Thursdays: **June 21, July 19, August 16 and September 20.**  YES or  NO

If you would like to request a particular location on the village green, please note the location below. We will try to accommodate your request, but there are no guarantees of placement. The Chamber reserves the right to decide where vendors will be placed. Vendors who agree to stay on the extended hour days from 10 am – 6 pm could be grouped together avoiding open pockets at the market.

Did you participate in the Farmers Market last year?  YES  NO

Location Request: \_\_\_\_\_

### Additional Information: Please check the following boxes below that apply to you.

- Able to accept credit cards at the Clinton Farmers Market?
- Enrolled in the Farmers Market Nutrition Program (FMNP)? If so, please provide a copy of the Farmers Market Agreement form (FMC-6) and Crop Plan (FMC-12).



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- Willing to accept SNAP tokens? If new to SNAP, please ask for a participation agreement form. Vendors who accept SNAP tokens can also accept FreshConnect Checks.
- Willing to participate in the Power of Produce (POP) Kids Club?

Please list any dates that you will not be at the Clinton Farmers Market. Vacant booths may be filled after 10 am:

### Parking:

Parking is a major issue in the Village of Clinton during the Farmers Market. We are a large market with over 70 vendors at peak season who need to unload in a very small, congested area every Thursday. The market's customer base has increased dramatically as well. There is pressure from the Clinton Fire Department and Kirkland Police Department to keep West Park Row OPEN for traffic, especially for emergency vehicles, as the Fire Station is down at the end of the street.

**For all vendors: you may park along West Park Row (at your own risk) to unload in the morning and load in the afternoon. As a request by the Kirkland Policed Department, DO NOT UNLOAD from East Park Row. After unloading from West Park Row, you must remove your vehicle in the designated areas (NEW DESIGNATED AREAS FOR 2018\*). These rules will be strictly enforced. Vendor parking will be monitored, and violations will be reported to the Kirkland Police.**

**\*NEW in 2018 - After unloading, all vendors must park at the Clinton Arena (from 6/7/18 – 10/4/18) or Clinton School (from 6/28/18 – 8/30/18) parking lots. All vendors **must** move their vehicles to the Clinton Arena/Clinton School parking lots immediately after unloading their products, tent, accessory items, etc., and **before** setting up their booth. **Please do not park on the street or in public parking lots.** These spaces are allocated for customers to the market and local businesses.**

**Any vendor who is found to have violated any provision of the Farmers Market Rules and Regulations will receive a warning. In the event of a second violation, Market Manager reserves the right to deny continued participation in the Clinton Farmers Market. Vendor fees will be forfeited to the Clinton Chamber of Commerce due to your violation.**

Please specify what time would work best for you for unloading: \_\_\_\_\_

This change has been made to the vendor parking designated location to allow customers more parking for the Farmers Market and local businesses.

Your check will not be deposited until your application is approved. Please complete the application and return it to us along with your payment to: **Clinton Chamber of Commerce, PO Box 142, Clinton NY, 13323 or email to [info@clintonnychamber.org](mailto:info@clintonnychamber.org).**

I have read, understood and agree to abide by and comply with the Clinton Farmers Market Rules and Regulations. The information that I have provided in this application is true and complete. I agree to abide by any applicable local, state and federal laws or regulations. I agree to indemnify and hold harmless the Clinton Chamber of Commerce, its volunteers, its management and the Village of Clinton for any losses or damages, however incurred. Lastly, I hereby accept and agree to follow the above rules regarding unloading and loading.

Vendor Signature: \_\_\_\_\_

Office Use ONLY

Amount Enclosed: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Certificate of Liability Insurance Enclosed

Required Permits/Licenses/Certificates Enclosed



# Clinton Farmers Market



## 2018 Clinton Farmers Market Rules and Regulations

All vendors must submit an application to the Clinton Chamber of Commerce for approval to participate in the Clinton Farmers Market.

The 2018 Clinton Farmers Market will run on Thursdays from June 7 – October 4 from **10 am – 4 pm**. **The Clinton Farmers Market will offer extended hours from 10 am – 6 pm on the following third (3<sup>rd</sup>) Thursdays: June 21, July 19, August 16 and September 20.**

All vendors are recommended to remain open during Farmers Market hours, 10 am to 4 pm, on regular days and from 10 am to 6 pm on the extended market days, except during inclement weather. No booths, stands or other selling fixtures will be erected prior to 7 am unless otherwise arranged. All vendors' equipment shall be removed from the Village Green no later than 6 pm on regular days and 7:30 pm on the extended market days. **No vendor dogs or radios will be allowed.**

- 1) The following items can be sold or displayed at the Clinton Farmers Market:
  - a. Fruit, vegetables, honey, cider (must be pasteurized), maple syrup, eggs, baked goods (must be wrapped or placed in paper or plastic or sold out of an enclosed show case), candy, meats, cheese, home-made canned goods and plants. All the items listed must be baked, raised, made and/or grown by the vendor or purchased within a 50-mile radius of Clinton.
  - b. The Chamber reserves the right to determine the appropriateness of product(s) sold. **In the event that the vendor is handling the sale of a product that is not self-grown, the product and its source must be identified and labeled as such.** Use signage to clearly display pricing, products or promotions. Product labeling for all food products must adhere to USDA and NYS Ag & Markets labeling requirements.
  - c. Arts, crafts and merchandise must be made by the vendor. **Vendors cannot purchase items solely for resale.**
- 2) All vendors must submit a complete application (including licenses/permits/inspections required), agree to abide by Market Rules & Regulations, and receive approval from the Clinton Chamber **prior** to market day in order to participate.
- 3) Applications **must** include copies of all required licenses/permits based on the nature of the product(s) sold. All vendors must carry a liability policy (\$1,000,000 minimum) listing the "Village of Clinton" and the "Clinton Chamber of Commerce" as additionally insured. This policy must be current and in effect for the duration of their participation.
- 4) All other items are prohibited from sale at the Farmers Market. The Chamber reserves the right to grant permission for the sale of items not specified. **The Clinton Chamber of Commerce will approve or reject applications for permits to ensure quality and a balance of products.**
- 5) The sale of raffle tickets or the distribution of brochures or pamphlets of any type will be not be allowed without permission from the Clinton Chamber of Commerce.
- 6) Vendors are responsible for all apparatus they deem necessary for their booth (table, chairs, canopy, etc.) If a booth with electric hook up is utilized, the vendor is responsible for providing their own extension cords. All cords must be UL approved and in good working condition. Tents/canopies used must be weighted for stability and safety.
- 7) **Vendors must display company sign, sales tax certificate (if needed), and FMNP/WIC certificates (if applicable.)**
- 8) All items sold must be licensed in accordance with the following where applicable: Article 14 of the Agriculture and Markets Law of the NYS Department of Agriculture and Markets, Village of Clinton ordinances, the NYS Department of Taxation and or the Oneida County Department of Health ordinances and regulations. Any applicable costs are the responsibility of the vendor.



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- 9) Vendors are required to use good judgment and take appropriate actions if dangerous weather conditions threaten, including ceasing operations, packing up loose items if possible and seeking shelter. If management judges that weather conditions are too dangerous to continue safe operations, vendors must cease operation, pack loose items, seek shelter.
- 10) Vendors will be assigned booths by Market Manager. All spaces will be clearly marked.
- 11) All vendors must be set up and ready to take customers at 10:00 am. Management reserves the right to fill any and all vacant booth spaces at their discretion after 10:00 am. Those arriving after 10:00 AM will not be guaranteed their usual spot and may be shut out of participation in that market session entirely dependent upon the number of vendors participating in that session and the availability of booth space.
- 12) Please do not pack up your booth until the end of the market day. It is disruptive to the market when there are customers visiting and vendors are packing up.
- 13) Each vendor will be assigned a designated space and shall be responsible for keeping their space free from refuse during market hours. All vendor displays must be contained within the booth area of 12' X 12' space. 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 all material, litter and debris from their area within one hour after the close of each market day.
- 14) Public drinking of alcohol, smoking, and amplified music (other than market entertainment) are prohibited.
- 15) 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. Issues between vendors will not be addressed during market hours so as not to disturb market operation or impact the experience of consumers but will be addressed by market management at the conclusion of the market session after the public is cleared of the market space.
- 16) Any vendor who wishes to move to an unoccupied space can do so only with the permission of the Market Manager. The Market Manager is responsible for enforcing the Farmers Market Rules and Regulations.
- 17) **Parking rules are as follows and must be adhered to if you wish to avoid having your vehicle towed or ticketed. For all vendors: you may park along West Park Row (at your own risk) to unload in the morning and load in the afternoon. As a request by the Kirkland Policed Department, DO NOT UNLOAD from East Park Row. After unloading from West Park Row, you must remove your vehicle in the designated areas (NEW DESIGNATED AREAS FOR 2018\*). These rules will be strictly enforced. Vendor parking will be monitored, and violations will be reported to the Kirkland Police.**
- 18) **\*NEW in 2018** - After unloading, all vendors must park at the **Clinton Arena (from 6/7/18 – 10/4/18)** or **Clinton School (from 6/28/18 – 8/30/18)** parking lots. All vendors **must** move their vehicles to the **Clinton Arena/ Clinton School** parking lots immediately after unloading their products, tent, accessory items, etc., and **before** setting up their booth. **Please do not park on the street or in public parking lots. These spaces are allocated for customers to the market and local businesses.**
- 19) Any vendor who is found to have violated any provision of the Farmers Market Rules and Regulations will receive a warning. **In the event of a second violation, Market Manager reserves the right to deny continued participation in the Clinton Farmers Market.** Vendor fees will be forfeited to the Clinton Chamber of Commerce due to your violation.



## **Permits/Licenses/ Certificates Required for Farmers' Market Vendors**

The following is a checklist that will help you to understand the permits, licenses and certificates that are required of sellers of various products commonly found in farmers' markets. This checklist is not exhaustive, but is a general guideline. Please consult the inspection agencies listed at the end for further assistance.

### **Fresh Produce:**

- No permits, licenses or certificates required, if raw, uncut, and unprocessed.

**Plant Sales:** Only one nursery license is required and must be posted in public view at the time of sale.

- NYS Department of Agriculture & Markets Nursery Growers License, if engaged in the production of plant material intended for sale. A nursery grower is also permitted to purchase and resell plant material under this same license.
- NYS Department of Agriculture & Markets Nursery Dealers License, if purchasing and reselling plant material only and the vendor is not involved in any growing of potted plant material
- Valid NYS Sales Tax Certificate

### **Eggs:**

- No permits, licenses or certificates required, for cleaned shell eggs maintained at 45 degrees F or less. Eggs must be from farm owned hens (not purchased eggs).

### **Honey, Maple Syrup:**

- No permits, licenses or certificates required, if single ingredient products.
- Article 20C License from NYS Dept. of Agriculture & Markets, if additional ingredients are added to the products; i.e. maple mustard, maple cotton candy, etc.

### **Baked Goods:**

- 20C Exemption from NYS Department of Agriculture & Markets if home baked, non-hazardous; ie. Bread (no breads containing fruits or vegetables), rolls, cookies, cakes, brownies, fudge & double crust fruit pies. (Quickbreads are considered potentially hazardous and cannot be done under 20C Exemptions.) No internet sales or advertising allowed.
- Article 20C License from NYS Dept. of Agriculture & Markets on all other baked products provided the business does 51% of its sales at wholesale. (Requires a separate, commercial kitchen.)
- All other baked goods must come from a licensed NYS Department of Health facility.

### **Mushrooms**

- Cultivated mushrooms, sold whole or otherwise processed, require no license.
- Cultivated mushrooms, sliced, chopped, washed and identified as ready to eat or any other processing requires an Article 20-C license.
- Mushroom species picked in the wild shall be obtained from sources where each mushroom is individually inspected and found to be safe by an approved mushroom identification expert prior to sale. At this time, there are no approved mushroom experts in New York State.



### **Non Alcoholic Cider/Fruit Juice**

- Article 20C License from NYS Department of Agriculture & Markets for manufacturers/bottlers.
- All cider and fruit juices must be pasteurized or UV treated

### **Processed Foods**

- 20C Home Exemption from NYS Dept. of Agriculture & Markets, for non-hazardous foods only, including traditional fruit jams, jellies and marmalades; candy (excluding chocolate); spices and herbs repackaging only); and snack items such as popcorn, caramel corn and peanut brittle.
- Article 20C License from NYS Department of Agriculture & Markets, prepackaged and labeled in accordance with NYS Food Labeling Law: Identity of food in package form; name of manufacturer, packer or distributor; place of business; ingredient declaration in descending order of predominance by weight; and net quantity of contents.
- County Board of Health Permit if processing is on-site; i.e. cutting of baked goods to be sold by the piece, slicing of cheese to be sold by the pound; cooking and selling ready-to-eat foods
- Home processing of canned fruits and vegetables is not permitted. All canned fruits and vegetables must be done under 20C License and registered with the Federal government as a food processor.
- Article 20C License from NYS Dept. of Agriculture & Markets is required for dehydrating herbs and spices or for the blending of any spices for repackaging.

**Meats** – License is required if grinding or processing. License is not required for cutting.

### **Red Meat (Beef, lamb, goat)**

- USDA slaughtered and/or processed must have USDA legend
- Article 28D License required if warehousing for wholesale
- Must be maintained at 0°F or below if sold frozen. 40°F if sold fresh.

### **Chicken**

- License not required to sell 250 turkeys or 1000 birds of other species (quail, guinea, chicken.) \*
  - No license required if USDA slaughtered.
  - Article 28 License if warehousing for wholesale accounts.
  - Article 5A license required if selling over 250 turkeys or 1000 birds of other species. \*
- \* 250 turkeys or 1000 birds of other species processed annually.

### **Exotic Meat**

- Must be slaughtered at an Article 5A licensed establishment.
- Must be labeled “Processed at an NYSDAM facility”.
- Article 28 License required if warehousing for wholesale accounts, if not licensed under Article 5A.

### **Processed Meats**

- Article 20C license form the NYS Dept. of Agriculture & Markets



## **Fish**

- No permit, license or certificate is required if a freshwater fisherman is selling only whole, non-protected species.
- Article 20C License from NYS Dept of Agriculture & Market if fish is pan-ready.
- NYS DEC hatchery permit required if selling protected freshwater species.
- NYS DEC permit required if re-selling any protected freshwater species.
- NYS DEC Food Fish License to catch and sell marine fish.
- NYS DEC Food Fish and Crustacean Dealers & Shippers License to resell marine fish purchased from a licensed fisherman

## **Dairy**

### **Cheese & Other Dairy Products (such as yogurt, butter, sour cream)**

- For producers, Part II Permit, issued by the NYS Dept. of Agriculture & Markets Division of Milk Control and Dairy Services.
- If cut and wrap cheese, need Part II Permit issued by Division of Milk Control and Dairy Services unless part of a food establishment regulated by Division of Food Safety, in which case just need Article 20C License.

### **Milk and Fluid Milk Products (such as 2%, 1% and non-fat milk)**

- Milk must be pasteurized.
- Producer must have Part II Permit issued by Division of Milk Control and Dairy Services.
- Producer and any distributor must have a Milk Dealers license issued by Division of Milk Control and Dairy Services unless amount handled is less than 3000 pounds per month

### **Grains and Legumes (pre-packaged – cannot be packed on site):**

- No permits, licenses or certificates.

**Fresh Cut/ Dried Flowers:** Valid NYS Sales Tax Permit

**Crafts:** Valid NYS Sales Tax Permit





**For additional information, call:**

**NYS Dept. of Agriculture & Markets, Division of Food Safety:**

Albany Region: 518-457-5459  
Syracuse Region: 315-487-0852  
Rochester Region: 585-427-2273  
Buffalo Region: 716-847-3185  
New York City: 718-722-2876

**NYS Dept. of Agriculture & Markets, Division of Milk Control & Dairy Services:**

Albany: 1-800-554-4501 OR 518-457-1772

**NYS Dept. of Agriculture & Markets, Division of Plant Industry:**

Albany: Christopher Loque, Director, 518-457-2087

**NYS Dept. of Agriculture & Market, Division of Food Safety and Inspection:**

Albany: Stephen Stich, Director, 518-457-4492 NYS Dept. of Environmental Conservation, Permitting Office:  
631-444-0471

**NYS Dept. of Environmental Conservation, Permitting Office: 631-444-0471**

**Sales Tax** (for cut flowers, gourds, ornamental corn, candy, crafts, antiques)

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

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

Oneida County

John Meyer, Director

Email: [jmeyer@ocgov.net](mailto:jmeyer@ocgov.net)

Phone: 315-793-6246

Fax: 315-768-6299

Compiled by the Farmers' Market Federation of New York, 2009, updated 2015