



Clinton Farmers Market

Returning Vendor Application



Welcome to the 2022 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 2022 Clinton Farmers Market will run on Thursdays from June 2 – October 6 from **10 am – 4 pm**. **The Clinton Farmers Market takes place rain or shine.**

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

- 2022 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**
- 2022 Clinton Farmers Market Rules and Regulations
- Listing of all permits/licenses/certificates required for Farmers Market Sellers

This application is for Returning Vendors ONLY: 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 and your check is cashed, you are approved to participate in the 2022 market.

Returning Vendor Application Due Date: Friday, April 1, 2022. Please send in your application by Friday, April 1, 2022 to reserve your vendor spot. We have a long waitlist of prospective new vendors who would like to participate in the Clinton Farmers Market. If your application is not received by **Friday, April 1, 2022**, your vendor spot from last year may be given away.

Vendor Selection Criteria: The Clinton Farmers Market is fortunate to have returning vendors who come year after year. Consideration will be given to those vendors with seniority. Highest priority will be given to farmers, growers, and producers. Other vendor selection criteria include:

1. History with the Clinton Farmers Market including but not limited to: adherence to market rules and regulations; number of years participated in the market; weekly market attendance/tardiness record; and payment of fees.
2. History of Health Department violations anywhere and parking violations at the Clinton Farmers Market.
3. Enhancement of overall product mix at the market without creating excessive supply of any one product as determined by the Market Manager and Farmers Market Committee.
4. Quality of products for sale by vendor as well as attractiveness and presentation of products/displays at vendor’s booth.

NEW for 2022:

- **CLEAN UP AND TRASH:** Vendors must leave their area as they found it with no produce, trash or any kind of liquid other than water on the ground. Vendors are responsible to carry out their own trash. The village of Clinton provides trash cans for use by customers. Waste produced from vending should NOT be dumped there.
- **PARKING:** Vendors **CANNOT** park at the Clinton Arena this year. The Arena will have construction all summer. The new designated parking location is **Hale Transportation Bus Garage Lot** located right across the street from the Clinton Arena. **The Clinton School Lot** will be available when school is on summer break. **DO NOT park in the Alexander Hamilton Institute lot. This is a private property and vendors DO NOT have permission to use it.**
- **VENDOR FEE INCREASE:** A percentage of the vendor fee will be donated to the Village of Clinton DPW for village green maintenance.
- **MATS/RUGS/PADS:** The Village of Clinton DPW has requested vendors place mats/rugs/pads large enough to cover where you stand.

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 and the vendor fee payment.

If you have any questions, please contact Jackie Walters, Executive Director at info@clintonnychamber.org or 315-853-1735.



Clinton Farmers Market



2022 Clinton Farmers Market Vendor Application

The 2022 Clinton Farmers Market will run on Thursdays from June 2 – October 6 from 10 am – 4 pm. **The Clinton Farmers Market takes place rain or shine.**

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:

- \$250 Trailer – Size limit: 14’x 7’; limit to two (2) trailers allowed per season
- \$200 Curbside Space – Season (**ONLY available to returning vendors**): Booth Size: 12’ x 12’ (limited spaces available)
- \$170 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.
- \$100 Clinton Chamber of Commerce Member (current member in good standing - only one 12’ x 12’ space discount)
- \$0 Nonprofits - no charge

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- **VENDOR FEE INCREASE:** A percentage of the vendor fee will be donated to the Village of Clinton DPW for village green maintenance.
- **MATS/RUGS/PADS:** The Village of Clinton DPW has requested vendors place mats/rugs/pads large enough to cover where you stand and also right in front of where the customers stand.

Tent: Reminder – NO STAKES – please use weights. An underground water line was previously ruptured.



Clinton Farmers Market



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).
- Willing to accept Supplemental Nutrition Assistance Program (SNAP) tokens. If new to SNAP, please ask for a participation agreement form.
- Willing to accept FreshConnect Checks (FCC).
- Willing to participate in the Power of Produce (POP) Kids Club? Applies to produce vendors only.

Parking:

Parking is a major issue in the Village of Clinton during the market. The market’s customer base has increased dramatically as well. Everywhere year, 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 West Park Row.

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. You may be ticketed. **After unloading from West Park Row, you must move your vehicle to the designated areas.** All vendors must park at the **Hale Transportation Bus Garage Lot** (from 6/2/22 – 10/6/22) located right across the street from the Clinton Arena or **Clinton School** (from 6/30/22 – 9/1/22) parking lots. All vendors **must** move their vehicles to the **Hale Transportation/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. These rules will be strictly enforced. Vendor parking will be monitored, and violations will be reported to the Kirkland Police. **DO NOT park in the Alexander Hamilton Institute lot. This is a private property and vendors DO NOT have permission to use it.****

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.

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.**

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 attendance, unloading/loading and parking.

Vendor Signature: _____

Office Use ONLY

Amount Enclosed: \$ _____ Check #: _____ Date: _____
 Certificate of Liability Insurance Enclosed Required Permits/Licenses/Certificates Enclosed



Clinton Farmers Market



2022 Clinton Farmers Market Rules and Regulations

The 2022 Clinton Farmers Market will run on Thursdays from June 2 – October 6 from 10 am – 4 pm. **Clinton Farmers Market takes place rain or shine.**

All vendors are **required** to remain open during Farmers Market hours from 10 am to 4 pm. 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. **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 Farmers Market Committee 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 Farmers Market Committee **prior** to market day in order to participate. **Please do not show up on market day without prior approval.**
- 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 Farmers Market Committee reserves the right to grant permission for the sale of items not specified. **The Farmers Market Committee 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 not be allowed without permission from the Farmers Market Committee.
- 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:
 - New York State Agriculture and Markets/ United States Food and Drug Administration
 - NYS Department of Taxation/ Oneida County Department of Health Ordinances and Regulations
 - Village of Clinton/Town of Kirkland Ordinances
- 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) **Attendance Policy** - If any vendor does not intend to participate at the market on a specific day, verbal or email notification must be given to the market manager **prior** to the market day. Management will use the information to accurately answer customer inquiries regarding vendor attendance.

- a. If an incident occurs where a vendor is unable to make a showing at a particular market day, it is important that the vendor notifies Market Manager so that space changes can be made appropriately.
- b. Vendors who do not keep a consistent attendance record at the markets may lose their preferred space assignment. **Three** consecutive weeks of absence may result in the space being reassigned, as per the Market Manager's discretion.

11) **Weather Policy:** Clinton Farmers Market is a **'Rain or Shine Market'**, which means we will be officially OPEN during our regular hours, even in inclement weather conditions. The only EXCEPTION is lightning and severe weather warnings, such as severe thunderstorm warnings, or a tornado warning. If severe weather is imminent (usually signified by sirens and/or alerts from the National Weather Service) or lightning is seen, vendors have the option of leaving the market to find safety. If you choose to do so, please notify the market manager before you leave.

Vendors are expected to participate each market day. Your missed attendance at the market will be noted. The Market Manager has the ability to call off the market in extreme circumstances at their discretion.

- 12) 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.
- 13) 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.
- 14) Each vendor will be assigned a designated space. 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.
- 15) **CLEAN UP AND TRASH:** Vendors must leave their area as they found it with no produce, trash or any kind of liquid other than water on the ground. Vendors are responsible to carry out their own trash. The village of Clinton provides trash cans for use by customers. Waste produced from vending should NOT be dumped there.
- 16) Public drinking of alcohol, smoking, and amplified music (other than market entertainment) are prohibited.
- 17) 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.
- 18) Any vendor who wishes to move to an unoccupied space can do so only with the permission of the Market Manager.
- 19) **Parking rules are as follows and must be adhered to if you wish to avoid having your vehicle towed or ticketed.**
 - a. **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. You may be ticketed. After unloading from West Park Row, you must move your vehicle to the designated areas. All vendors must park at the **Hale Transportation Bus Garage Lot** (from 6/2/22 – 10/6/22) located right across the street from the Clinton Arena or **Clinton School** (from 6/30/22 – 9/1/22) parking lots. All vendors must move their vehicles to the Hale Transportation/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. These rules will be strictly enforced. Vendor parking will be monitored, and violations will be reported to the Kirkland Police. **DO NOT park in the Alexander Hamilton Institute lot. This is a private property and vendors DO NOT have permission to use it.**
- 20) **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

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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

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