



# Clinton Farmers' Market



## 2024 Clinton Farmers Market Rules and Regulations

The Clinton Chamber of Commerce manages the Clinton Farmers Market on the Village Green. The 2024 Clinton Farmers' Market will run on Thursdays from June 6<sup>th</sup> – October 3<sup>rd</sup> 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:
  1. 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.
  2. Arts, crafts, and merchandise must be made by the vendor. **Vendors cannot purchase items solely for resale.**
  3. Prepared food and non-alcoholic beverages may be sold with approval from the Farmers' Market Committee.
  4. 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.
- 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 be 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. The Village of Clinton DPW has requested that vendors place mats, rugs, or pads large enough to cover where you stand to protect the grass.
- 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

Any applicable costs are the responsibility of the vendor.

- 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.
1. 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.
  2. 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) Vendors will be assigned booths by Market Manager. All spaces will be clearly marked.
- 13) **Participation fee:** Fee structure will be reviewed prior to each season by the Farmers Market Committee.
- \$230 Curbside Space – Full Season. Booth Size: 12'x12'
  - \$200 Village Green Space – Full Season. Booth Size: 12'x12'
  - \$60 Village Green Space – Single Day. Booth Size: 12'x12'
  - -\$70 Clinton Chamber Member discount (current member in good standing – only one space discount)
  - \$0 Nonprofits – Village Green Space – Full Season. Booth Size: 12'x12'
- 14) **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 booth at the discretion of the Market Manager and the Farmers' Market Committee.
- 15) 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.
- 16) 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.

- 17) 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.
- 18) Public drinking of alcohol, smoking, and amplified music (other than market entertainment) are prohibited.
- 19) 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.
- 20) Any vendor who wishes to move to an unoccupied space can do so only with the permission of the Market Manager.
- 21) **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 Police 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 6/1/23 – 10/5/23)** or **Clinton School (from 6/29/23 – 8/31/23)** 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.
- 22) **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 in the event of a second violation.**
- 23) **Grievance Procedures:** Vendors may discuss grievances with the Market Manager outside of market hours either verbally or in writing. If a vendor feels that the grievance has not been adequately addressed by the Market Manager, the vendor may submit their grievance in writing to the Farmers' Market Committee. The Committee will formally review the grievance and provide a decision in writing.