



Welcome to the 2025 Market Season! We are looking forward to another successful Farmers' Market in the Village of Clinton, and we invite you to submit your application for participation in this year's market.

The Clinton Chamber of Commerce manages the Clinton Farmers' Market on the Village Green. The 2025 Clinton Farmers' Market will run on Thursdays from June 5th through October 2nd from 10:00 am to 4:00 pm. **The Clinton Farmers' Market takes place rain or shine. Vendors are expected to attend for the complete market season.**

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

- 2025 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
- 2025 Clinton Farmers' Market Rules and Regulations
- Copies of all permits/licenses/certificates required for Farmers' Market Sellers

<u>This application is for NEW Vendors ONLY:</u> There is limited space for new vendors to participate in the 2025 market. Please return your completed application, along with <u>Certificate of Liability Coverage</u> (once approved, certificates must name the "Village of Clinton" and the "Clinton Chamber of Commerce" as additionally insured) and required permits/licenses as soon as possible.

New Vendor Application Due Date: <u>Friday, April 18, 2025.</u> Please send in your application by <u>Friday, April 18, 2025</u> to be considered for a vendor spot. We have a long list of prospective new vendors who would like to participate in the Clinton Farmers' Market, and timely submission is crucial in allowing us time to review application materials.

<u>Vendor Selection Criteria:</u> 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.

Please note, <u>a completed application</u> requires a copy of all relevant licenses and permits to conduct business in New York State (see listing included), a Certificate of Liability coverage naming the "Village of Clinton" and the "Clinton Chamber of Commerce" as additionally insured. Payment will be required once approval is given.

If you have any questions, please contact Molly Marris, Executive Director, at molly@clintonnychamber.org or 315-853-1735

2025 Clinton Farmers' Market Vendor Application

The 2025 Clinton Farmers' Market will run on <u>Thursdays from June 5th through October 2nd from 10:00 am to 4:00 pm</u>. **The Clinton Farmers' Market takes place rain or shine.**

Name:		
Business N	ame:	
Address:		
		mail:
Website: _		□ Facebook □ Instagram □ Twitter
Vehicle Ma	ke and Model:	License Plate #:
NYS Sales T	-ax #:	
Products: P	Please list all items you intend to sell w	th details:
•	ucts listed above can be sold at the Cli	
\$360 \$255 \$225 \$30	Trailer/Truck – Size limit: 14'x7' – Li Curbside Space – Season (<i>Priority to</i> Village Green Space – Season – Boo Electric Hook-Up – Limited Availabil extension cords. All cords used must	mited number allowed per season returning vendors) – Booth Size: 12'x12' (limited spaces available)
□ Able to a □ Accept o □ Enrolled Agreement □ Willing t □ Willing t	Form (FMC-6) and Crop Plan (FMC-12	am (FMNP). If so, please provide a copy of the Farmers Market) r, please ask for a participation agreement form.

Parking:

Parking is a major issue in the Village of Clinton during the market. The market's customer base has increased dramatically as well. Every 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 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 move their vehicles to the designated areas 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 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.

Please do not submit payment 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	e Enclosed □Required Perr	mits/Licenses/Certificates Enclos	sed		





2025 Clinton Farmers Market Rules and Regulations

The Clinton Chamber of Commerce manages the Clinton Farmers' Market on the Village Green. The 2025 Clinton Farmers' Market will run on Thursdays from June 5^{th} – October 2^{nd} from $\underline{10 \text{ am} - 4 \text{ pm}}$. Clinton Farmers' Market takes place rain or shine.

All vendors are <u>required</u> 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 <u>identified</u> and <u>labeled</u> 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 <u>prior</u> to market day in order to participate. <u>Please do not show up on market day without prior approval.</u>
- 3) Applications <u>must</u> 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) <u>Attendance Policy</u> 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 <u>prior</u> 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.
 - Vendors who do not keep a consistent attendance record at the markets may lose their preferred space
 assignment. <u>Three</u> consecutive weeks of absence may result in the space being reassigned, as per the Market
 Manager's discretion.
- 11) <u>Weather Policy:</u> Clinton Farmers' Market is a <u>'Rain or Shine Market'</u>, 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 <u>severe thunderstorm warnings or a tornado warning.</u> 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.
 - \$360 Trailer/Truck Limited number allowed per season
 - \$255 Curbside Space Full Season. Booth Size: 12'x12'
 - \$225 Village Green Space Full Season. Booth Size: 12'x12'
 - o \$60 Village Green Space Single Day. Booth Size: 12'x12'
 - -\$70 Clinton Chamber Member discount (current member in good standing only one space discount)
 - o \$0 Nonprofits Village Green Space Full Season. Booth Size: 12'x12'
- 14) <u>Vendor Selection Criteria:</u> 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.
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 - 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 Clinton Arena (from 6/2/25 6/26/25 and 9/4/25 10/2/25) or Clinton School (from 7/3/25 8/28/25) 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. 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) <u>Grievance Procedures:</u> 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.



Permits/Licenses/ Certificates Required for Farmers' Market Sellers

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 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 Dept 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 Dept of Agriculture & Markets for manufacturers/bottlers.
- □ All cider and fruit juices must be pasteurized or UV treated.

New York State Wine, Beer & Liquor

All NYS Alcohol Vendors must enforce age restrictions regarding sales by the bottle and sampling at farmers markets. To offer samples, you must have a one time or annual tasting permit from the State Liquor Authority (SLA). All alcohol vendors also need Valid NYS Sales Tax Certificate and must submit their brand label for approval (http://www.sla.ny.gov/brand-labeling-1). To sell by the glass, you'll need a SLA special events permit (http://sla.ny.gov/online-permit-applications).

Farm Brewery License – Beer producers sourcing 20% or more of their ingredients from New York State farms are eligible for a Farm Brewery License which allows them to produce beer in NYS.

□ No other State Liquor Authority (SLA) license is needed for farm breweries to sell NY labeled beer by the bottle at farmers markets as defined above.

Craft Breweries – Beer producers making 60,000 barrels or less per year with any ingredients can get a Craft Brewery License.

□ Craft Breweries can sell at Farmers Markets with either a no-fee permit from the NYS Liquor Authority OR a marketing Permit:

No Fee Permit: http://www.sla.ny.gov/system/files/BrewerOffPremisesPermit.pdf

Marketing Permit: http://sla.ny.gov/online-permit-applications

Farm Wineries or Micro Wineries – Farm Wineries produce 150,000 gallons or less per year whereas Micro Wineries produce 1,500 gallons or less per year. Both licenses require wines to be made from 75% grapes, fruits, or other agricultural products made in NYS.

□ No permit is needed from SLA for licensed Farm and Micro Wineries to sell at farmers markets, however the market itself must apply for an official farmers market designation with the Department of Agriculture and Markets. The farmers market designation should be kept on hand at every market/event. Contact the Brooklyn office listed at the end of this guide for instructions on applying for an official designation.

Farm Cidery – A Farm Cidery License from the SLA is for those producing 150,000 gallons or less of cider per year and cider must be NYS labeled. In order to be NYS labeled the product must be made exclusively from apples or other pome fruits grown in NYS. Cider is defined as partially or fully fermented juice of fresh, whole apples or other pome fruits, 3.2 - 8.5 % alcohol with nothing added that increases alcoholic content produced by natural fermentation, but it may be sweetened or flavored after fermentation. In many cases, cider may also be labeled as a low-alcohol or high-alcohol wine.

□ A cider producer with a permit to conduct tastings may sell their cider at a NYS farmers market where they are conducting a tasting.

Farm Distilleries - Farm Distilleries produce 35,000 gallons or less of spirits per year and use 75% or more New York State ingredients.

☐ In addition to the Farm Distillery license, a Marketing Permit is needed to sell distilled products by the bottle at NYS farmers markets: http://sla.ny.gov/online-permit-applications.

Processed Foods

- □ Home Processors are eligible for an Article 20-C 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. Information on registering as a Home Processor in New York can be found on the website, http://www.agriculture.ny.gov/FS/consumer/processor.html, or by calling one of the Regional Offices.
- Article 20C License from NYS Dept 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.

<u>Meats</u> – 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.*
- □ 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 from 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 (prepackaged – cannot be packed on site)

□ No permits, licenses or certificates are required.

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: 518-457-1772

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

Albany: 518-457-2087 Brooklyn: 718-722-2830

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

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