

# Poestenkill Farmers' Market & Craft Fair

## Rules and Regulations

### A. Market Mission

- To provide opportunity for local agriculture to sell their agricultural products directly to the consumer
- To provide opportunity for local crafters and vendors to sell their products directly to the consumer
- Provide homegrown, fresh, nutritious foods to the community
- Foster social gathering and community activity

### B. Governing Body

- The Farmer's Market is operated by the Farmer's Market Committee and is appointed by the Poestenkill Business Association. Duties:
  1. Establish rules and regulations, adopting and amending as needed
  2. Establish requirements for participation in the farmers market
  3. Establish and collect application fees and lot rental fees.
  4. Establish the operational schedule of the market
  5. Advertise and promote the market
- The market committee chairperson is responsible for the orderly and efficient conduct of the market and for implementing the rules and regulations. The market committee chairperson represents the management during market days

### C. Seasons and Times of Operation

- The Farmers' Market will operate at the Poestenkill Town Hall, 38 Davis Drive, Poestenkill NY 12140, every Saturday from June 18th to September 24th, from 9am to 12pm. Rain or Shine. The Poestenkill Farmers' Market managers reserve the right to cancel or further limit the hours without further notice or credits due vendor.
- Vendors may sell to one another before the opening of the market.
- Sellers may arrive up to 2 hours prior to opening to begin setting up.
- Sellers must remain set up until market closing unless prior permission by the market manager is given.
- Sellers must have their market sites dismantled, packed up, and cleaned within two hours of the market closure.

### D. Who may sell at the Farmers' Market?

- The market will allow vendors who make or produce what they sell within a 250 mile radius of Poestenkill, NY.

### E. What may be sold at the Farmers' Market?

- Vegetables grown from seeds, sets, or seedling
- Fruits, nuts or berries grown on land owned or leased by the seller
- Plants grown by the seller from seed, seedling, transplant or cutting
- Bulbs propagated by the seller
- Eggs produced from the seller's hen
- Meats from animals raised by the seller
- Dairy products from animals raised by and made by the seller.
- Honey produced from the seller's bees
- Cut or dried flowers grown by the seller
- Firewood cut by the seller
- Preserves, pickles, relishes, jams, sauces and jellies made by the seller

- Baked goods baked by the seller
- Maple syrup and maple products from seller's sugar bush or sugar bush under your control
- Wool or wool products made from the fiber of the seller's animals
- Handmade items crafted by the seller (quilts, pottery, jewelry, wood carving, etc.)

All other products must get approval from the market manager before being sold at the Poestenkill Farmers' Market. For vendors selling items from Avon, Tupperware, Pampered Chef, or other national brands, one vendor per brand will be allowed.

**Please contact Market Chairperson - Margie Morris, for more information at 518-283-0693 or email: margieannmorris@gmail.com**

#### F. Guidelines for selling at the market

- Sellers must have a sign clearly showing their name and location.
- Each seller will be responsible for all equipment and supplies for the setup of a booth. Displays should be constructed in such a way that they do not block customer walkways nor pose any other hazard to customers.
- Vendors who provide samples and/or products that will result in waste material, such as cups, napkins, etc. must provide containers for waste disposal.
- Sellers are required to keep their market space neat and clear of obstacles, litter and debris.
- No form of discrimination is permitted at the market.
- Sellers are expected to treat customers in a courteous manner.
- Sellers are expected to clean their sales area and remove all refuse at the end of the day.
- All products offered for sale must be of good quality and condition.
- No soliciting by political, religious or other special cause groups or individuals are permitted at the market.
- Sellers must sign an indemnity agreement.
- All produce and products for sale should be priced clearly.
- **Vendors must adhere to all NYS guidelines** including but not limited to;
  1. Vendors selling taxable items must display a valid NYS Certificate of Authority
  2. Vendors selling nursery and greenhouse crops must display a valid NYS Nursery license.
  3. Vendors selling process foods, prepared and other perishable items shall so in compliance with the requirements of the Health Department and Department of Agriculture and Markets.
  4. Vendors selling by volume must use standard size containers, such as pint, quart, etc.
  5. All prepackaged item, such as baked goods, must be labeled in accordance with NYS labeling requirement.
  6. Produce cannot be advertised as organic unless it has been certified by a recognized independent third party certifying agency. Certificate must be displayed.
- **All food vendors**, are required to have general and product liability insurance with minimum amounts of \$1 million each. A copy of the insurance certificate must be given to the Market Chairperson prior to setting up or selling any products at the market.

#### G. Fees

- Weekly fees: \$10/week. **Fees are due prior to setting up.** (\$140 for the season)

#### H. Lot Assignment

- Lot use and availability will be on a "first come, first serve" basis.
- Lot sizes are 12x12 feet (width and depth). A vendor may use more than one lot, but must pay the full fee for all lots used.
- **Vendors are required to secure their canopies with 40 lb. weights at each corner of the canopy, for safety reasons.**

- Permanent lots may be assigned to applicants who have paid a seasonal fee.
- For safety reasons, any vendor arriving after opening may be asked to set up on a lot on the periphery of the market.
- No subletting of stall space is permitted.
- Rents are not reimbursable, either in whole or in part, for any reason.

I. **Rules & Regulations:**

- These rules and regulations may be amended without further notice and shall be binding on all market participants.