# **2024 Summer Market - Rules and Regulations**

### Cazenovia Farmers Market sponsored by GCACC

Summer Market Hours: 9:00 am to 2:00 pm, Every Saturday.

Starting: May 4, 2024 - October 26, 2024

Mailing Address: GCACC Farmers Market P.O. Box 618, Cazenovia, NY 13035

Location: Memorial Park on Route 20 / Albany St. in Village of Cazenovia

Lacey Cashman, Manager Cell: (301) 335-1434 \*text is best\*

Email: cazenoviafarmersmarket@yahoo.com

Market Website: [www.cazenovia.com/farmersmarket](http://www.cazenovia.com/farmersmarket)

Online Vendor Application: [www.cazenovia.com/farmersmarketsignup](http://www.cazenovia.com/farmersmarketsignup)

Dates for 2024 Season: May 4, 11, 18, 25 - June 1, 8, 15, 22, 29 - July 6, 13, 20, 27 -

 August 3, 10, 17, 24, 31 - September 7, 14, 21, 28 - October 5, 12, 19, 26

1. **PRODUCTS:** This market is for the sale of locally grown or produced food and food products in New York State, with the exception of fruits grown in nearby states. 100% homemade craft items may also be sold.

2. **ELIGIBILITY:** All vendors must live within 25-mile radius of Cazenovia and must produce at least 90% of the products offered. Producers who are outside the 25-mile limit may be considered based upon needs and enhancement of the market.

3. **FORMS REQUIRED:** Must be submitted online when applying as a vendor/farmer.

* 2024 Summer Farmers Market Vendor Application Form [www.cazenovia.com/farmersmarketsignup](http://www.cazenovia.com/farmersmarketsignup)
* 2024 GCACC Rules and Regulations Form – all 3 pages must be submitted and initialed on pg. 1 & 2
* Market Fees, Cert. of Insurance and other Insurance forms, Copies of permits/licenses/certificates required by NY Ag & Markets
* Crop Plan for Vegetables Vendors and FMNP Number

4. **SET UP – BREAK DOWN**: Setup will begin at 7:30 am, no earlier, all vendors are required to be at the market and set up by 8:30 am. Breakdown will begin at closing time 2:00 PM and vendors will vacate the park within one hour. Cleanup and maintenance of each site is the responsibility of the vendor who is occupying that site. The Market Manager will inspect all sites at the close of each market.

5. **STALL ASSIGNMENTS**: All stall assignments are made by the market manager.

6. **STALL DISPLAYS:** Each vendor supplies their own tables (4, 6 or 8 ft table configuration) which must be inside your tent, and any other items necessary for selling. A sign made of durable material that identifies the business is required. Tent and Tablecloths are required, no bare tables permitted. Displays must look tidy and professional at all times. Displays must meet the standards of the market deemed by the market manager. It tends to be windy, therefore weights and/or stakes are required at all times on your tents.

7. **PARKING AND UNLOADING VEHICLES:** Vendors will be required to unload and park their vehicles away from the market area, where the market manager designates, which is mandatory. Vendors that wish to park behind the market area can do so with permission from manager. The Town offices are the preferred place for vendors to park.

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8. **STALL FEE:** A standard 10-foot-wide space. The weekly fee is $30, for those not wanting to be a full season vendor. Vendors who commit and pay in advance for the full Summer Season will receive a discount. You must attend all days of the market to obtain the $300 seasonal fee. Returning vendors with more than 10 feet, the Fee for the season is $450.00. Vendors wishing to have 2 spaces must inquire with the manager first. Preference will be given to vendors who commit to a full season. Checks payable to GCACC. All pre-paid fees are nonrefundable if accepted as a farmer/vendor. Online payments and form uploads are accepted on Cazenovia.com.

9. **ABSENTEEISM:** By signing to participate as a vendor, you are agreeing to attend the market from opening day until closing market day.  All market dates you have committed to will be strictly adhered.  Vendors MUST contact the Market Manager (301-335-1434) 72 hours in advance if they are unable to attend a scheduled Market Day. Vendors will be responsible for stall fees on all days they are scheduled to attend the market whether they appear there or not.

10. **HOURS OF OPERATION:** Customers take our opening and closing hours seriously, all vendors must be in their stall and set up by 8:30 am and remain open until the market closes at 2:00 pm. If a person is late or fails to meet these operation guidelines it could result in losing their place at the market. Penalties will be levied at the discretion of the Market Manager.

11. **PRODUCTS:** The sale of Farmers Produce or Food and Food Products. Must be produced by the farmer; exceptions are detailed below in section 18. Items that are not produced by the primary grower must be clearly marked. Prices must be clearly displayed either by categories or individually, so they are clearly visible to customers. Any product in violation of state law, the rules of the market, not on the vendor’s original application or deemed to be inferior quality by the Market Manager will be removed from the market immediately. Deviation from approved products listed on the vendor’s applications must be approved in advance.

12. **ITEMS SOLD:** All items sold must be licensed in accordance with the following where applicable: Article 14 of the Agriculture and Markets Law of the NYS Dept. of Ag & Markets; the NYS Department of Taxation; Madison County Department of Health; City of Cazenovia ordinances and regulations. Any applicable costs are the responsibility of the vendor.

13. **COMPLAINTS:** The Market Manager(s) is in charge on market day. All complaints from vendors or customers should be directed to the Market Manager. The Market Manager will deal with any public health concern IMMEDIATELY. Market Manager reserves the right if deemed necessary to discharge any farmer/vendor at anytime.

14. **LEGAL:** All vendors are required to comply with any applicable state and federal regulations administered by the New York State Department of Health, New York State Department of Agriculture and Markets, New York Department of Taxation, and United States Department of Agriculture. All licenses, seals, insurance, and sales tax certificates required for the sale of any items in the state of New York are the responsibility of each individual selling such items. Vendors are required to have at their stall and submitted to the market manger along with other paperwork, proof of liability insurance, and any required licenses, seals, and permits.

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15. **CRAFT SALES:** Crafters must submit a description of handcrafted items that will be offered for sale. No manufactured items are allowed. All crafts will be subject to review for entry into the market. Vendors selling handmade arts and crafts must produce 100% of their product.

16. **FARM INSPECTIONS:** Market Manager reserves the right to inspect farms as deemed necessary.

17. **RESPONSIBILITIES:** All vendors are required to assist with market operations as stated in and agreed upon. Any inappropriate or illegal behavior is prohibited.

18. **BROKERED PRODUCTS:** Any vendor not growing 100% of their own product must abide by the following rules:

* No more than 10% of items offered can be brokered.
* All brokered items must be grown/produced in New York State, with the exception of fruits grown in neighboring states.
* All brokered items must be included on the vendor application and require specific approval from the market managers.
* All brokered items must be clearly labeled with their origin.

If there is a doubt whether an item being sold is brokered, the market manager may perform a farm inspection or deem what is necessary to correct the action.

19. **VENDOR SELECTION:** Each year all vendors must submit an application. All COMPLETE applications will go through the acceptance process. Applications will be reviewed in the order they are received to identify any overall saturation issues. Preference will be given to vendors who commit to the full season. Applications not complete will go in the not accepted file.

20. 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.

21. **LIABILITY INSURANCE:** All farmers/vendors are required to have Limited Liability Insurance for $1 Million, naming The Greater Cazenovia Chamber of Commerce.

22. **COMPLIANCE:** I have read, understood and agree to abide by and comply with the Market Rules and Regulations. The information that I have provided in this application is true and complete including the requirements for Ag & Markets. I agree to indemnify and hold harmless the Market, its volunteers, its management, Greater Cazenovia Chamber of Commerce, their officers and/or employees for any losses or damages, however incurred. I accept that the Market Manager will resolve all disputes Failure to abide by these market rules will result in a vendor being denied continued participation in the Market. Any remaining unused paid vendor fees will be forfeited to GCACC.

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Farm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_