

FREEVILLE FARMERS MARKET, INC
VENDOR RULES
Updated March 2026

MISSION: Our mission is to increase access to healthy food in and around Freeville, NY and promote local food producers, farmers, and artisans by providing a friendly market atmosphere to share local products with our community. The Freeville Farmers Market (FFM) is run by a governing board made up of vendors and volunteer members of the community. In 2024 the FFM became incorporated as a Not-for-Profit Corporation in NYS and holds a 501C(6) Nonprofit IRS status.

MARKET SEASON

Your acceptance and vendor fee allows you to sell at:

Freeville Elementary School
43 Main St. Freeville NY
May - October
Sundays 11:30am - 2:30pm

The horseshoe driveway of the school is reserved for customers. Parking for vendors is behind the school and across the street at the Post Office and the barbeque pit.

MUST BE LOCAL

Producers must be located within a 30-mile radius of the Village of Freeville NY as determined by Google Maps.

CHILDREN VENDORS

Children under the age of 18 are welcome but must be accompanied by an adult at all times.

SOURCE OF PRODUCTS

- All agricultural products offered for sale must be grown on land or in production facilities owned/operated by the vendor. (NY Ag Guidelines) ○ Reselling locally sourced products that are not available at the market must be approved by the executive board on an item-by-item basis.
- All artisan, craft, and food products offered for sale must be created or produced by the vendor. (Artisan/Food Guidelines)
- Reselling of any other products is not permitted at the Freeville Farmers Market.

LABELING, CERTIFICATES, LICENSES, PERMITS

Vendors are required to have all necessary labeling, certificates, licenses/permits per NY Ag and Markets Guidelines. Licenses and certificates must be displayed as required by law.

(<https://agriculture.ny.gov/>), More info on Licensing Requirements below.

FOOD ASSISTANCE PROGRAMS

Our market participates in the Farmers Market Nutrition Program (FMNP). This New York State program provides vouchers to WIC participants (FMNP) and senior citizens (SFMNP) to purchase fresh fruit and vegetables at participating farmer's markets in NYS. (Cannot be used for any other food at the market other than fresh produce). Vendors enrolled in the FMNP program can accept FMNP checks/vouchers from June 1 – November 30. We also accept SNAP. All vendors that produce/sell SNAP eligible goods are expected to participate.

VENDOR APPLICATIONS

Vendors must submit applications for approval on an annual basis prior to participating at the market. Vendor applications are approved on a rolling basis. Vendors may not participate until they are approved.

SPECIAL EVENTS

Vendors for special events need to submit a separate special event application and be approved. All licenses and certifications still apply. There is an exception to the 30-mile radius rule for special events.

ATTENDANCE

Vendors are expected to make a reasonable commitment to the market and should plan to attend if you have available product to sell.

RESTROOM ACCESS

Restroom access is available for vendors only. Customers should be directed to nearby gas stations or restaurants.

SET UP + TEAR DOWN

Vendors are expected to be set up and ready to sell at 11:30am, and stay until the end of the market, unless you sell out of product.

SPACE ASSIGNMENT

Each vendor can occupy a **10'x10' area** and should have a table, a tent, a sign identifying their farm or business, and prices clearly displayed. Spaces will be assigned by the FFM Market Manager.

TABLES + DISPLAYS

- Vendors are required to bring their own market tent, tables, racks, and chairs.
- Displays should not pose a hazard to customers.
- Vendors must post a sign clearly showing their name and location.
- Goods and their prices must be clearly marked for customers to see.
- Tents need to be secured by weights or stakes to ensure safety.

FEES

- There is a \$50.00 vendor fee for the regular market season.
- There is a \$25 fee per special event. This fee is waived if you are a paid season vendor.

LITTER / CLEAN UP

- Vendors are required to keep their space neat and clear of obstacles and take their trash with them at the end of the market.
- Vendors must not dump anything other than clean water on the site. (No wash water, greasy water, or food.)

WEATHER

The FFM operates rain or shine. In the case of severe weather, the market may cancel. Please be sure to provide the FFM with current and accurate contact information.

INSURANCE

To participate in the Freeville Farmers Market (regular season and special events), each approved vendor must carry a Commercial General Liability (CGL) Insurance policy in-force during the market season calendar dates.

The CGL policy limits should be at least \$1 million per occurrence.

In addition, the vendor must name Freeville Farmers Market, Inc. as an Additional Insured and provide evidence that their CGL policy has been endorsed with a Certificate of Insurance (Accord 25 form) forwarded to the market manager prior to the season or special event.

The vendor's CGL coverage is required to be primary and Freeville Farmers Market, Inc. coverage is excess and non-contributory.

Please have your insurance agent note the following information:

Freeville Farmers Market, Inc.

43 Main Street

P.O. Box 148

Freeville, NY 13068-0148

EIN: 99-0941023

PROHIBITED

- No soliciting or campaigning by political, religious, or other special interest groups is permitted at the FFM. Non-profit organizations may not solicit or accept donations.
- No dogs - Vendors may not bring their dogs to the market. Certified service animals may be an exception.
- No smoking - Smoking is not permitted anywhere on the grounds, per Tompkins County ordinance.

VENDOR CONDUCT

All vendors are expected to treat fellow vendors and customers in a courteous manner at all times.

DIVERSITY STATEMENT AND NON-DISCRIMINATION POLICY

The FFM welcomes and encourages involvement from folks from all backgrounds, race, age, sex, socio-economic status, political beliefs, religious viewpoints, gender identities, sexual orientation, or disability. Discrimination of any kind by vendors or customers will not be tolerated and offenders will be asked to leave the market.

DISCIPLINARY POLICY

- 1) When the FFM market board determines that a market policy has been violated, the vendor is given a verbal warning, and the policy is explained to them. The vendor is required to correct the action before attending the market again.
- 2) After the second violation, the FFM will ask the vendor to leave the market permanently.

LICENSING REQUIREMENTS

Farmers who sell whole, unprocessed farm products do not need a license to sell such items.

- **Processed Food:** Once you begin slicing, drying, pickling, or any other form of processing, you'll need a food processing license. ○ <https://agriculture.ny.gov/food-business-licensing> (see 20C Food Processors License)
- **Baked Food:** Some baked goods and other food items for commercial sale can be produced right in your home kitchen.
 - <https://agriculture.ny.gov/food-safety/home-processing>
- **Nursery Grower and Greenhouse Licensing:** All New York State nursery growers and greenhouses need to be registered, certified, and inspected.
 - <https://agriculture.ny.gov/plant-industry/licensing-and-plant-inspections>
- **Chickens, Poultry, and Other Meats:** Cornell Small Farms has a couple of good guides on the regulations of processing, selling, and marketing meat you produce. ○ <https://smallfarms.cornell.edu/resources/guides/>