

FREEVILLE FARMERS' MARKET (FFM) VENDOR RULES

Last updated 3/2022

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 FFM is volunteer-run by a subset of FFM vendors ("market organizers"). Tasks related to the organizational and infrastructural needs of the market are shared by this subgroup.

MARKET SEASON

May – September

Sunday 12 – 2 pm

Freeville Elementary School

43 Main Street, Freeville, NY 13068

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)
- All artisan, craft, and food products offered for sale must be created or produced by the vendor. (Artisan/Food Guidelines)
- Reselling 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 – Nov 30.

At this time we are not setup to accept SNAP benefits, but we would like to when we have the capacity.

ATTENDANCE

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

IMPORTANT NOTICE: NO PUBLIC RESTROOM AVAILABLE FOR CUSTOMERS OR VENDORS

SET UP + TEAR DOWN

Vendors must be ready to sell at 12 pm and stay until the end of the market, unless you sell out of product.

SPACE ASSIGNMENT

Each vendor can occupy a 12'x12' area and should have a table, a tent, a sign identifying their farm or business, and prices clearly displayed. Set your tent 3' back from the sidewalk. Keep a 3' space between vendors.

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.

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

We recommend that all vendors carry their own liability insurance.

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
- **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 organizers determine 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.

NON-PROFIT ORGANIZATIONS Legitimate non-profit organizations may, when space allows, use a market space **once**, during the season to distribute information, educate the public, and if desired, obtain signatures on petitions. They must contact the FFM prior to coming to the market to get approval. **They may not be aggressive, sell anything, solicit donations, accept donations, and/or advertise their presence at market without approval.**

NO SOLICITATION: No soliciting by political, religious, or other special cause groups or individuals is permitted at the market at any time.

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. Learn more: <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. Learn more: <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. Learn more:

<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/>