

2015 RULES AND REGULATIONS **VILLAGE OF HAMILTON FARMERS' MARKET**

The Village of Hamilton Farmers' Market will open on Saturday, May 2nd and will close on Saturday, October 31st.

Hours of operation are 8:00 AM until 1:00 PM. The Village Board of Trustees has given permission for all vendors to stay at your site and sell your product until 2:00 PM every week if you wish to. East Broad Street will remain closed until 2:00 PM for safety reasons.

All vendors must apply and obtain a permit from the Village of Hamilton in order to sell at the Farmers' Market.

Once a site has been assigned, that space is yours and no one can move into that site. Under no circumstances will a vendor be allowed to relocate or transfer to another area without permission from the Village Office.

The following items must be licensed by NYS Dept. of Agriculture and Markets and can be sold at the Hamilton Farmers' Market including, but not limited to:

Plants:

- Plants and Nursery Products- i.e. bedding plants, potted plants or field grown plants.

Contact: NYS Department of Agriculture & Markets Division of Plant Industry or visit their website at: www.agriculture.ny.gov or phone at: 1-518-457-2087

Produce / Food:

- Pre-packaged value-added food products that are manufactured under a NYSDA&M 20-C Food Processing License or NYSDOH / County Health Dept. Permit.
- Food Products approved and registered under a NYSDA&M Home Processor Exemption. (See guidance below)
- Prepackaged Meats -NYS farm raised and slaughtered under USDA or NYSDA&M with original marks of inspection intact **no repacking** and must be held under temperature control at all times (frozen or refrigerated at 41° or less). Must be labeled with establishment # and weight.
- Cider- must be pasteurized and from a licensed facility with labeling.
- Cheese from an approved and inspected source may be cut and packaged from bulk and packaged upon customer order. This is the **only** exposed food that is allowed to be cut repackaged and sold at the market without a Department of Health (DOH) food service permit.

It is the responsibility of the vendor to provide to the Village of Hamilton proof of your Dept. of Ag & Mkt License / DOH Permit or Home Processing Exemption Registration when the application is submitted.

Home Processors

For registration instructions please see NYSDA&M website at: www.agriculture.ny.gov or contact the Dept. of Ag. & Mkts with any questions at 315-487-0852. All food items produced under a NYSDA&M Home Processing Exemption must be approved /registered.

Any finished food product that requires refrigeration is not allowed to be produced as a Home Processor. Some examples of prohibited items include, but are not limited to:

- Pickled or Fermented foods
- Chopped or Processed Garlic and or Herbs in Oil Mixtures
- Cheese, Yogurt or Fluid Dairy Products
- Sauces, Salsa's and Marinades
- Non-traditional Jams & Jellies (Vegetable jellies, Wine Jellies, Chutneys or Fruit Butters)
- Cooked or Canned Fruits or Vegetables

- Vegetable Oils and Blended Oils
- Cheesecake, Cream Filled Pastries
- Fruit, Vegetable or Quick Breads
- Meat, Fish, or Poultry Products

The following items are exempt from NYS Dept. of Agriculture & Markets and need no inspection or license and can be sold at the Hamilton Farmers' Market including, but not limited to:

- Raw Fruits and Vegetables
- Honey - without added ingredients or purchased product-labeling required
- Maple Syrup - without added ingredients or purchased product. Must meet NYS Maple Syrup labeling and grading requirements.
- Eggs - labeling required and must be refrigerated at 45° or less
- Crafts or Art - must be handmade by the vendor
- Wine - taste testing must have permission from the Mayor of the Village of Hamilton and are required to verify for legal age limit
- Books - authored by village resident or immediate nearby towns

The following Temporary Food Service Vendor must be licensed with Madison County Dept. of Health and can sell prepared foods at the Hamilton Farmers' Market:

- Prepared Foods/Food Service Operations - Prepared individual portions of food intended for immediate consumption

It is the responsibility of the vendor to provide to the Village of Hamilton proof of your Dept. of Health License when the vendor application is submitted.

Contact:
 Madison County Department of Health
 Environmental Health Dept.
www.healthymadisoncounty.org
 315-366-2526

Sales Tax Registration

It is the responsibility of the vendor to obtain a sales tax permit if they sell non-food items. A representative from NYS does visit markets periodically to check for permits. If a vendor is found to be in violation, there is a significant fine that NYS will enforce upon each vendor. You can obtain an application from the Village Office upon request.

Contact:
 New York State Department of Taxation and Finance
 518-485-2889
www.tax.ny.gov
 Form DTF-17

There are some items that are prohibited from sale at the Farmers' Market including, but not limited to: books and magazines not authored by a resident of the Village of Hamilton or any immediate nearby towns, appliances, cleaning products, assorted merchandise, etc.

Licenses, Registrations and Permits

It is the responsibility of the vendor to display all necessary licenses, registrations and permits for New York State inspectors, Madison County inspectors, Village of Hamilton personnel and Consumers.

Craft/Art items or Baked Goods

All baked goods and craft items must be handmade by the vendor and may not consist of items purchased for resale.

Re-Sale of Produce

Theoretically, the Village of Hamilton would like to require that produce vendors home grow all of their fruits and vegetables, but in reality it is not possible to get the variety of produce that our customers are looking for. Allowing produce vendors to sell resale, allows customers to purchase off-season products locally. All vendors who sell produce for re-sale are required to pay an additional fee if they choose to sell produce from other areas.

Weekly Permits

Weekly permits will be issued only for seasonal produce, i.e. pumpkins, apples, sweet corn, etc. A permit cannot be issued for a single Saturday unless it is for sale of these seasonal produce items.

The Importance of Market Attendance

The strength of any farmers' market depends on the presence of many vendors and diversity of products. When you commit to being a vendor you become part of a larger group and collectively everyone benefits. Not only do our customers appreciate your regular attendance, but also your fellow vendors depend on you being there to make the market successful. Your continued attendance is very important.

Customers do attend the market and shop on days with inclement weather. We do understand that there will be times when the weather is so unpleasant that your product could be damaged or you may have personal reasons, vacations, etc.

Political Parties or Religious Organizations

Committees promoting a specific political party or religious group must occupy a paid vendor space.

Non-Profits

Non-Profits wishing to be at the market for more than 2 consecutive weeks will now be required to purchase a permit for a fee (see application for prices)

Fund-raising

The sale of raffle tickets, distribution of brochures or informational pamphlets of any type, raising money for a specific charity or non-profit organization will be allowed only in a community space.

Pets

Vendor-owned pets are **NOT** allowed within the Market area, with the exception of Wanders Rest, Rescue Me or service animals. In addition, the sale of live animals is not allowed at market by vendors or visitors.

Restrooms

Restrooms for vendors and customers are available at the Hamilton Public Library during 10:00-1:00 or the port-a-john behind the Library.

Refuse/Recycling

Each permit holder will be assigned a designated site and shall be responsible for keeping their space free from all refuse during market hours. No booths, stands or other selling fixtures, materials, or equipment shall be erected prior to 7:00 a.m. on the market day. 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 and remove all material, litter and debris from their area within one-half hour after the close of each market day.

All vendors are required to protect their area from damage, i.e. cooking spills, tent stakes, etc. Costs and repairs will be billed to the vendor. This will be enforced per inspection on the following business day.

It is at the request of the Village Board of Trustees that if specific vendors are showing wear on grassy areas at their site that they consider bringing a protective mat or carpet to protect the soil.

Parking

As we are aware of the parking limitations in the Village of Hamilton, we require you, the vendor, to unload your craft at the curb and relocate your vehicle for the remainder of the market hours to another location to allow prospective customers to more freely have a place to park. This is not the responsibility of the market monitor, but he has the authority to ask you to move your vehicle if he sees the need. When the market is over, you may then bring your vehicle curbside again to load the remainder of your items. Please feel free to use the parking lot behind the Village Office if spaces are available. This does not apply to curbside vendors along East Broad Street. We appreciate your patience and understanding of this rule.

Tobacco

The Village of Hamilton Board of Trustees is requesting that vendor's refrain from using tobacco products at their sites while at the market.

Complaint Procedures

All vendors are to comply with all provisions of the Village of Hamilton Farmers' Market Local Law (section 66-11) and its related regulations. This includes the Village of Hamilton Violence in the Workplace Policy that states that all businesses that utilize Village property are expected to maintain a working environment free from violence, threats of harassment, intimidation or coercion. Failure to comply with any regulations or policies of the Village of Hamilton will result in a verbal warning for the first offense and if there are additional offenses in the same season, the Village of Hamilton Board of Trustees may choose to revoke the permit or fine any vendor.

To enforce these rules and regulations the village has hired a Market Monitor to be available.

SPECIAL WEEKENDS for 2015

- May 10th**-Mother's Day Weekend
- May 17th**-Colgate Graduation Weekend
- May 25th**-Memorial Day Weekend
- May 30th**-Colgate Reunion Weekend
- June 21st**-Father's Day Weekend
- June 27th**-Hamilton Central School Graduation Weekend
- August 22nd**-Colgate First-Year Students Arrive
- September 7th**-Labor Day Weekend
- September 19th**-Colgate Homecoming Weekend
- October 31st** -Colgate Family Weekend