



GREATER WATERTOWN-NORTH COUNTRY CHAMBER OF COMMERCE FARM & CRAFT MARKET 2017

ELIGIBILITY REQUIREMENTS, GENERAL INFORMATION & RULES

1. The Greater Watertown-North Country Chamber of Commerce 2017 Farm & Craft Market will operate every Wednesday from 6:30AM to 3:00PM from May 24, 2017 through October 4, 2017, with the exception of Federal Holidays. There will be no rain dates. The Farm & Craft Market will operate rain or shine. All vendors are asked to remain set up during open hours of the market.
2. Individuals wishing to participate in the 2017 Greater Watertown-North Country Chamber of Commerce Farm & Craft Market may obtain the necessary form from the Chamber. The completed form, hold harmless agreement, release of information, required payments, copy of the tax certificate, proof of insurance, permits and/or licenses and photos must be submitted to the Chamber with your application. **Applications without the proper documentation attached will be denied.** The vendor will be notified of their acceptance when the application process is complete.
3. Participants in the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market must meet the eligibility requirements established in order to participate and, if accepted, are to comply with the rules of the Market. All fees must be paid according to the fee schedule. Returning reserved vendors **MUST** submit payment by the time noted on this application or their spot will be forfeited. **NO EXCEPTIONS.**
4. All products/produce to be sold must be listed on the application whether a vendor is new or established. Only those items listed and approved will be allowed to be sold. Photographs of craft items to be sold are required with the application. List all produce individually and indicate whether or not you believe these items qualify for the FMNP/WIC program. If a vendor wishes to sell under another category in addition to the one originally applied for, the Chamber must be notified for review prior to selling goods from the new category. If a vendor wishes to sell an item(s) which were not included on their original application, the Chamber must approve the addition before the product can be added.
5. The Greater Watertown-North Country Chamber of Commerce Farm & Craft Market will assist in determining the eligibility of all products to be sold at the Market. The Chamber has final authority concerning eligibility of all vendors and their products. All decisions rendered by the Greater Watertown-North Country Chamber are final. In order to participate in the market, written approval must be received.

6. Liability insurance naming the Greater Watertown-North Country Chamber of Commerce, the City of Watertown and Office of General Services, as additional insured, must accompany market application. A copy of exactly what is needed, is attached. This is required for both reserved vendors and unreserved vendors. All vendors must carry a liability insurance policy, regardless of product, at a minimum amount of one million dollars.
7. Vendors may register as Reserved Vendors, which guarantees a designated booth space for the entire season, or as an Unreserved Vendor, which provides undesignated booth space on a week-to-week basis.
8. The applicant may only offer for sale:
 - Farm products, plants, flowers, prepared foods, baked goods
 - Articles of a handmade variety normally classified as arts and crafts
 Please Note:
 - No Antiques are permitted
 - The Chamber has full discretion as to the determination of what is considered arts and crafts
9. Each exhibitor will be allowed space of approximately 10'X10'. Additional display space may be reserved if space is available.

RULES & REGULATIONS

All Vendors

1. **The Farm & Craft Market vendors must set up between the hours of 5:30 AM and 7:00 AM. If Reserved Vendors are not set up by that time, the space will become available and may be re-assigned by the Chamber. Vendors arriving after 7:00 am will not be allowed to participate in that day's market and their spot will be used for another vendor or non-profit.**
2. The Farm & Craft Market operates as an activity of the Greater Watertown-North Country Chamber of Commerce. All Farm & Craft Market participants must abide by all of the rules and regulations as indicated by the Chamber. **NO EXCEPTIONS!**
3. Any Vendor exhibiting unprofessional or inappropriate behavior directed at the public, market vendors, or Chamber staff, may, at the sole discretion of the Chamber, have their contract terminated immediately without compensation. This includes derogatory and disrespectful remarks made to/about other vendors, customers or Chamber staff. There will be no arguing between vendors or with Chamber staff during market hours. If there is a complaint, it should be brought to the attention of the Chamber, in a professional manner. All complaints and questions will be handled by the Chamber at the proper place and time.
4. There are no animals allowed at the market, dogs or otherwise. Any vendor found with an animal at his/her booth will be required to leave the premises immediately and will not be allowed back the remainder of the season. The Chamber will notify Watertown City Officials of the code violation and said vendor will be ticketed accordingly. No warnings will be given for this offense, nor excuses allowed. No animals may be brought to the Market for sale. **No pets allowed.**
5. No weapons are allowed on site during market hours.

6. Smoking is not allowed within your booth or tent. If you must smoke, please step away from your sales area.
7. All vendors are responsible for securing and maintaining any and all required certificates, permits, and/or licenses.
8. If selling taxable items, all vendors must have a current New York State Tax Certificate displayed in a prominent position at their booth during the Farm & Craft Market hours.
9. Unreserved Vendors must notify Chamber staff immediately upon their arrival, prior to 7:30 AM and receive their booth assignment. The weekly \$75 fee must be paid at that time.
10. Reserved Vendors must notify Stephanie Mason at (315) 788-4400 (up to Tuesday's before 3pm) or (315) 778-6439 (Wednesdays before 6:45am) if unable to attend or if expected to be late to the market on any given week. You can also e-mail communications to Stephanie Mason, Director of Events, events@watertownny.com. Contact must be made with Stephanie as soon as you are aware you will be late or unable to show for the day. If Stephanie has not heard from you by 6:45AM on the day of the market, you will be charged for an unexcused absence. After 3 unexcused absences, the vendor will forfeit his/her spot for the remainder of the season, and no refund will be issued.
11. All booths must remain within their assigned space, unless approved by the Chamber.
12. Booths must be attended at all times.
13. All booths located on the grass areas must have rubber matting or outdoor carpeting down for all foot traffic to protect from erosion. A verbal warning of non-compliance will be addressed with vendor, followed by a letter of warning if non-compliance continues. If violation persists, vendor will not be allowed to continue participating in the market.
14. Food booths must place indoor/outdoor carpet or grease resistant matting under cooking grills to protect sidewalk or grass areas from grease.
15. Only one vehicle is allowed per booth, if parking is available within the booth. Not all booths have access to on-site parking. **VENDORS MUST PARK A MINIMUM OF 10FT FROM ANY TREE TO COMPLY WITH CITY REQUESTS.** Market VENDORS and/or any WORKERS may not use any curb parking in the immediate area of the Farm & Craft Market. This space should be left for use by our customers. This will be enforced by the City Police.
16. **Vendors cannot break down their booths or leave the Market before 3 PM while the Market is still operating.**
17. Each vendor will be REQUIRED to provide a sign stating the name of the vendor or farm/business name, and where they are located. These signs should be visibly posted but may not block walkways or create a hazard.
18. Participants are expected to keep their area clean during the day and to remove all trash and debris upon departure.
19. All lost and found items are to be turned over to the Chamber booth.

20. Children brought to the Market must be supervised at all times.
21. Pricing of merchandise is entirely at the discretion of the seller. For the benefit of the customer, all items should be priced with appropriate tags.
22. The use of electronic scales for weight measurement of goods for sale is permitted, and must be certified by NYS Weights & Measures.
23. Items made, produced, or grown by a person other than the vendor CANNOT be sold at that vendor's booth.
24. Any violations of the rules will be brought to the attention of the vendor who must immediately correct the problem. If the violation persists, a letter of warning will be mailed to the vendor. If this does not correct the problem, the vendor's application will be revoked and he/she will be denied the right to participate in the market.

Producers & Dealers of Farm Products

Definitions:

Producers are vendors who grow or produce 85% of their farm products at their table.

Dealers are resellers of farm products.

Nursery Products

- A vendor selling any live nursery products/plants must hold a current Nursery Registration Certificate for on-site operation from a vehicle. Please attach a copy of the license with your application.
- No wild (not planted by vendor) grown items are allowed to be sold including but not limited to apples, blackberries, raspberries, leeks, mushrooms, puffballs, etc.

Dealers

- A maximum of three produce/plant dealers will be allowed in the Market each year at the discretion of the Greater Watertown-North Country Chamber of Commerce.
 - Dealers must include a copy of the DBA certificate and the sales tax # with this application.
 - Dealers may not participate in the NYS Agriculture and Markets, Farmers Market Nutrition Program (FMNP or WIC).
1. *Producers – All producers must submit a crop plan for inspection by Chamber appointed representatives, regardless of their participation in Farmers' Market Nutrition Program (FMNP). Any producer who fails to do so will be deemed as non-compliant and will be asked to leave the market immediately. This is our only means to ensure the items a vendor is bringing to market is actually grown by that vendor.*
 2. All Crop Plans must include a list of all fruits and vegetables you plan to sell at the market. Varieties need not be listed, but a distinction should be made between sweet and hot peppers, summer and winter squash, leaf and head lettuce.

3. If production land is on leased or rented property, a copy of the lease/rental agreement must be provided with the Crop Plan. **No share cropping is permitted.**

Wineries

- All wineries must hold a Farm Winery Permit, issued by the NYS Liquor Authority. Please attached a copy of the permit with your application.
- A copy of your marketing permit (tasting permit) must be attached with your application as well.

Food Truck/Stand Vendors

- All licensed food vendors and vendors selling food must hold product liability insurance. This applies to any and all individuals, civic groups or organizations applying for permission to sell at the market.
- All licensed food vendors must hold a certificate from the NYS Health Department. Please attach a copy of the certificate with your application.

Baked Goods

- All baked goods must be homemade. Vendors selling baked goods must obtain a 20-C (Home Processor's License) as stated in Section 276-3 of the NYS Ag & Markets Regulations OR a Home Processing Permit.
 - If selling under the Home Processing Permit, a copy of the annual certified water portability test certificate (from Converse Lab) must be provided to the Chamber along with the proof of compliance.
- All products must be properly wrapped and labeled.

Meat, Dairy, & Eggs

- Certain perishable products like meat and dairy (including hard and soft cheeses) are permitted IF the products are: (1) processed at a USDA approved food processing facility; (2) prepackaged, labeled properly and properly handled; and (3) kept at required cold temperatures (40 degrees F) to prevent spoilage or contamination. Be prepared to satisfy all NYS inspection requirements. Products cannot be sold from a vehicle, no exceptions.
- No cutting, grinding or processing is permitted at the market level.

Commercial Feed

- Vendors selling commercial feed (such as pet food of any type) must comply with NYS Ag & Markets Food Safety & Inspection regulations, including an approved FSI-418A registration form. Proof of compliance is required.

ALL FOOD VENDORS

1. Licensed Food Vendors must have a minimum of a **30-gallon** garbage can at their booth for garbage and trash removal, including material disposed of by the vendor. Waste must be removed from the market by

the vendor and disposed of in accordance with regulations of the City of Watertown. Any violations of this rule may mean termination from participation in the Farm & Craft Market.

2. Licensed food vendors must place indoor/outdoor carpet or grease resistant matting under cooking grills. Grills must be placed back from sidewalks and all pedestrian walkways.
3. The following prepared foods and baked goods are permitted at the Farm & Craft Market.
 - Bakery items (bread, fruit pies, dry cakes & cookies-no cream fillings)
 - Jams, jellies, marmalades (glass containers must have proper metal lid)
 - Candy, with the exception of chocolate, which is allowed only by a licensed and inspected facility
 - Spices or herbs
 - Popcorn, caramel corn, peanut brittle
 - Farm run eggs (properly refrigerated at 43 degrees or less)
 - Honey & maple products
 - Cider (properly refrigerated at 45 degrees or less)
 - Wine & grape juice
 - Frozen Chicken
 - Pickles and relishes permitted only with proof of certification training permit from NYS Department of Health
 - Cheese Curd is permitted only if stored and sold from an enclosed, self-refrigerating container (e.g. keeping curd on ice in a cooler is not permissible)
4. All prepared foods, processed foods and baked goods must be homemade with proper wrap and labels that describe ingredients.
5. All persons must use plastic gloves when handling cooked foods or baked goods.
6. Vendors must abide by all New York State Department of Health laws and regulations of NYS Department of Ag and Markets.
7. Bags used to distribute merchandise must be new and unused.

Crafters

- All Arts and Crafts must be handmade or handcrafted. No manufactured items are allowed, unless permanently altered **and /or approved by the Chamber** prior to offering the item for sale. If the Chamber has reasonable doubt as to whether or not an item is by our definition “handcrafted” by the vendor, the Chamber will require the items be removed from the vendors table immediately.

EBT/CREDIT/DEBIT Redemption

EBT ~ Electronic Balance Transfer (NY Food Stamps)

1. Vendors participating in the Earned Benefits Transfer (EBT) wireless program should turn their tokens in at the end of the market day no later than **2:00 pm** to the Chamber booth where they will be counted and recorded. **Holding tokens until the end of the season will no longer be allowed.**

As previous stated, all tokens are to be turned in no later than 2:00 pm to the chamber booth. The Chamber greatly appreciates it if all Vendors comply with this request.

2. Please be sure that you are accepting only those tokens from the Wednesday market, stamped GWNC on back. The Chamber will NOT reimburse for tokens vendors take with any other stamp on them. It is up to the Vendor to be sure they are taking the correct tokens.
3. Food vendors will not be reimbursed for any EBT Tokens (\$1 green print). Food vendors should only be taking the \$5 credit/debit tokens (dark blue print).
4. There are two different tokens; \$1 (green print) and \$5 (blue print) tokens. The \$1 tokens cannot be redeemed for concession food (ie: ice cream, hotdogs, French fries, snow cones, etc) or craft items.
5. NO CHANGE is to be given back on the \$1 tokens.
6. The \$5 tokens are redeemable for everything at the market. We offer the service for the reason of increasing sales. We strongly encourage ALL vendors to participate in the token program.
7. Reimbursement of tokens will be issued in the form of a check every other week beginning Wednesday, June 7, 2017.

Reimbursement is as follows:

\$1 tokens are at face value. (example: you turn in 20 \$1 tokens you get \$20 reimbursed.)

\$5 tokens are charged .50 per token to cover fees normally charged to Debit/Credit Card holders withdrawing out of ATM's usually ranging from a dollar to two dollars. (ex: you turn in 10 \$5 tokens you get back \$45.00)

	10 x \$5 = \$50.00
Less	10 x .50 = <u>\$ 5.00**</u>
Total	\$45.00 reimbursed to you

All Vendors will be given signage to display what tokens are accepted.

Please register me as:

_____ RESERVED VENDOR, and reserve _____space(s) @ \$300.00 per space

_____ UNRESERVED VENDOR

The Application Fee of \$75.00 must be submitted with the application. Vendors are responsible for paying the weekly \$75.00 fee immediately upon arrival at the market, before set-up occurs.

_____ \$50 APPLICATION FEE WAIVER; I am a Greater Watertown North-Country Chamber Member.

Payment Method: _____ Check/Money Order (Payable to GWNC Chamber) _____ Amount Paid

Credit Card: _____VISA _____MASTERCARD _____DISCOVER _____AMEX

Name on Credit Card: _____ Sec Code _____

Account Number: _____ Expiration Date: _____

Authorization Signature: _____

The following items are enclosed with your application (*Check all that apply*):

ALL VENDORS Liability Insurance Waiver listing Chamber as Additional Insured & the City of Watertown as Additional Insured and the Office of General Services as Additional Insured	
(Vendors Selling Taxable Items) Sales Tax #	
(Live Plant Vendors) NYS Dept of Ag and Markets Nursery License	
(Farm Product Dealers) DBA (Farm Product Dealers)	
(Farm Product Producers Wanting to Qualify to Collect WIC Coupons) Crop Plan and NYS FMNP Farmer Participant Agreement	
Photos of Products	
(Food Vendors) Certificate from NYS Health Department wagon/stand being used at market	
(Food Vendors) Pictures of Food Wagon/Stand	
(Baked Goods Vendors) Exemption or 20-C Home Processors License OR Home Processing Permit and Certified Water Potability Test Certificate	
(Vendors Selling Pet Food) Approved FSI-418A Registration Form	
(Wineries) NYS Liquor Authority Permit and Marketing Permit	
(All Vendors) Photo & Information Media Release Form	
EBT/CREDIT/DEBIT Participation Form	
Ground Protection (ie: rubber matting, carpeting, etc.)	
Signed Acknowledgement of Rules, Regulations and Requirements, Hold Harmless Agreement	

SIGNATURE PAGE MUST BE SIGNED AND SUBMITTED WITH APPLICATION OR APPLICATION WILL NOT BE ACCEPTED

HOLD HARMLESS AGREEMENT

The undersigned agrees to, at all times, indemnify and save harmless, the Greater Watertown-North Country Chamber of Commerce, Inc., the City of Watertown, all designated property owners where vendor booths are located, and their employees and agents thereof against all claims, demands, actions, or causes of action arising or growing out of any injury, loss or damage to property from the installation, use, maintenance, state of repair or presence of any kind related to the booth or other installation or structure at the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market, and will pay to the Greater Watertown-North Country Chamber of Commerce, Inc. the full amount of any loss or damage which it may sustain, incur or become liable for on account thereof.

Signed _____ Date _____

ACKNOWLEDGEMENT OF ALL RULES, REGULATIONS AND REQUIREMENTS

I have read and agree to abide by all of the rules, regulations and requirements of the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market as outlined in the 2016 Application, and I understand that any violation of the rules may result in expulsion from the Market.

Signed _____ Date _____

PHOTO RELEASE - Permission to Use Photograph

Subject: 2017 Farm & Craft Market; May 24, 2017 thru October 4, 2017.

Location: 317 Washington Street, Watertown NY 13601

I grant to Greater Watertown-North Country Chamber of Commerce, its relationship to promotions of the Farm & Craft Market to take photographs of me and my property in connection with the above-identified subject. I authorize Greater Watertown-North Country Chamber of Commerce, its assigns and transferees to copyright, use and publish photos in print and/or electronically.

I agree that Greater Watertown-North Country Chamber of Commerce may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I have read and understand the above:

Signature _____ (parent or guardian if under age 18)

Printed name _____ Date _____

Organization Name (if applicable) _____

Please send this application, all permits, licenses, insurance riders, photos, and payment to:
Greater Watertown-North Country Chamber of Commerce, 1241 Coffeen Street, Watertown, NY 13601

Vendors will be notified when application process has been completed.

Questions can be directed to:
Stephanie Mason, Director of Events
Greater Watertown-North Country Chamber of Commerce,
315-788-4400 or events@watertownny.com

