

FORT EDWARD CANAL STREET MARKETPLACE
FARMERS' MARKET
RULES AND REGULATIONS

January 15, 2020

- The farmers market will be located at the Canal Street Marketplace, 63 Canal St., Fort Edward, NY operating every Thursday, 4pm – 7pm and running from the first Thursday in June through the last Thursday in September. The only exception is federal holidays. The market will not operate on federal holidays.

- Vendors may arrive as early as 3 pm to begin setup, staying through the end of the market day to provide a full market to shoppers arriving throughout market hours. Vendors need to be in place by 4 pm. It is requested they have their sites dismantled, packed up and cleaned by 8 pm. No unauthorized vehicles can be on the market grounds during market hours.

- Vendors are asked not to leave early unless there are extenuating circumstances. The market manager should be notified as soon as possible.

- Vendors are requested to notify the market manager by e-mail or phone no later than 4 hours before market time if they will be absent for that market day.

- No selling is permitted before the official opening time, as announced by the market manager.
- The market will be held rain or shine. In the event of extreme weather conditions causing potential safety issues, vendors will be notified of cancellation at least 4 hours prior to opening time when possible.

Who may sell at the market:

- The use of the market is restricted to those who are bona-fide growers, craftpersons, producers of homemade products or other vendors approved by the market manager or market Board of Directors. Vendors may, on a limited basis, supplement their product line with additional regional products, as long as that product is otherwise missing from the market and the market manager has approved the supplement. This permission is valid for the present season and needs to be re-applied for each new season.

- All agricultural products may be sold at the market, including but not limited to locally (New York/Vermont) grown fruits and vegetables, dairy products, meats, flowers, plants, honey products, maple products, regional wines, beer or distilled products, eggs, herbs and related products.

- Craft vendors may sell products that they have hand produced themselves.

- Bakers who have baked the products themselves and who possess the proper licensing from either the NYS Dept. of Agriculture and Markets or their County Dept. of Health may participate.

- Prepared food vendors with a current mobile food service license may provide product.
- Products not specifically identified are to be pre-approved by the market management.
- All applicable food safety regulations, both state and local, will be adhered to at all times.
- All applicable licenses and permits for products sold are to be obtained and kept current. Copies of applicable permits and licenses will be kept on file with the market management.
- To ensure compliance to market rules, the market Board of Directors reserves the right to direct the market manager or appoint a committee to inspect any vendor's farm or establishment with advance notice. Inspections will be made only with the farmer/owner or their representative present unless written permission is given. Vendors will provide any help necessary to thoroughly document products and conditions recorded at the inspection. The vendor will be notified in writing of the results of the inspection within seven days of the inspection.

Guidelines for Selling

- All spaces will be clean and refuse removed by the vendor at the end of each market.
- Vendors will post signs showing their name and location and product prices.
- Vendors are responsible for equipment and supplies for the setup of a booth keeping their market space clear of obstacles, litter and debris.
- Vendors providing samples and/or products that will result in waste material, such as cups, rinds, napkins, etc, will provide containers for waste disposal.
- Collusion among sellers to attempt to influence prices is strictly prohibited.
- Smoking, alcoholic beverages or firearms are not permitted at the market. The exception is wine or craft beer tasting.
- Hawking, proselytizing or political activity is not permitted at the market.
- Vendors will provide proof of general liability coverage in the amount of \$1 million dollars and name the **Village of Fort Edward Canal Street Marketplace**, AND the **Village of Fort Edward** as additional insured. A current certificate will remain on file with the market.

Vendors are responsible for the actions of their representatives, employees or agents. Pets or any other animals are not allowed on the market site without the express permission of the market manager or board of directors.

Space fees and assignment

- Outdoor 12 foot by 12 foot spaces will be assigned by the Market Manager.
- Indoor 8 foot by 8 foot spaces will be assigned by the Market Manager.

- Space fees and payment schedule will be assessed annually by the Board of Directors. Spaces may be rented on a seasonal basis or on a weekly basis. Weekly fees will be due and payable to the market manager with the vendor application. Half of full season fees are due by June 1st. The second half of the full season fee is due August 1st.
- Vendors with a seasonal lease will be assigned a permanent spot for the duration of the season. These spaces will be reserved each year for the seasonal vendor, provided that all space fees are current.
- There is no subletting of a seasonal booth permitted and rents are not reimbursable, either in whole or in part.
- To ensure the safety of market patrons, any vendor arriving after market opening may be required to set up on the periphery of the market.
- In an effort to support our community, a designated vendor space will be available at no cost, at a minimal of once during the season, to Fort Edward youth organizations and Fort Edward Partners of Marketplace (These civic organizations include the Fort Edward Historical Society, Old Fort House Museum, Rogers Island V.C. , Fort Edward Free Library, etc).

Compliance

- All complaints must be addressed in writing to the market manager. Complaints will be reviewed and addressed after market hours by the market manager in an attempt to resolve the issue. If the manager is unable to resolve the complaint, then a written follow up may be made to the market's Board of Directors who will address the complaint at the next regularly scheduled meeting. If the complaint is of an immediate nature, the market manager may ask for a special convening of the board to address the complaint. The decisions of the Board of Directors are final.
- The submission of application for admission to the market serves as the vendor's agreement to abide by the rules of the market, as established by the market's Board of Directors and enforced by the market manager. Violations of the rules of the market may be grounds for warnings, dismissal from the market, or both.
 - The first violation of the rules will result in a verbal warning by the market manager. Documentation of the warning will be kept on file by the market manager.
 - The second violation of the rules will result in a written warning, given by the market manager. A copy of the warning will be kept on file by the market manager, along with any documentation of the violation.
 - The third violation of the rules will result in dismissal from the market.
- At the discretion of the market manager, when a violation occurs that jeopardizes the health of a customer, another vendor, market management or the overall health of the market, the manager may convene the Board of Directors to request a suspension of the compliance procedure and call for immediate dismissal from the market. The dismissal will require documented proof of an egregious violation. The vendor will be given an opportunity to review the documentation, prepare a defense and appear before the Board of Directors.

- If after receiving a warning or suspension, a vendor is in disagreement with the market manager over the infraction, the vendor may make written application to the Board of Directors to be heard on the issue. Both the vendor and the market manager will appear before the Board of Directors and present their sides of the issue. The decision of the Board of Directors is final.

rev:1/14/20