
SOUTHAMPTON FARMERS & ARTISANS MARKET

Rules and Regulations Version 1-20

The mission of the Southampton Farmers and Artisans Market is to:

- ◇ Provide opportunity for local farmers, fishers, food producers, and local artisans to sell their wares directly to the consumer.
- ◇ Provide homegrown and homemade fresh nutritious foods and items to the community.
- ◇ Promote economic development on the East End to retain its rural character and tradition and enrich the cultural heritage of the community.
- ◇ Foster social gathering, community activity and education for the purpose of sustaining the growth of local agriculture.
- ◇ Support the farmer on his or her land, in that way preserving farmland for the next generation; support the fisher, in that way preserving the possibility of local, fresh caught seafood for the next generation; supporting other local producers to preserve their wares for the next generation.

New vendors must submit an application to be approved by the Southampton Chamber of Commerce Board of Directors. **Applications will be approved on a first-come, first-served basis, taking into account vendors with similar items offered for sale. Returning vendors with their account in good standing, including insurance certificates, will be given preference over new vendors.** All non-food local artisan vendors will be approved on a case-by-case basis by the Southampton Chamber of Commerce Board of Directors. A waiting list will be established so that when a spot becomes available, it can be filled with an approved applicant. **All seasonal vendors must pay for the season, on or before April 1st to secure an assigned space in the market.**

The Market will be held on Sundays, May 3rd– September 13th between the hours of 9 a.m. and 3 p.m. at Agawam Park on Pond Lane in Southampton Village. **All Vendors must be open and ready for business by 9 a.m. If you are not set up you will forfeit your assigned space as we cannot have vacant spaces at our market.** All market sites must remain open until 3:00 pm and dismantled, packed up and free of all debris by 4:00 pm. **Absences will not be permitted.** We have developed a positive relationship with our community; due to the consistency and variety our market offers. **Vendor absences have a negative impact not only on the market as a whole, but on your fellow vendors.** As a vendor you are a **retail business** and should operate as such. To provide your customers with the consistency of knowing where to find you on a weekly basis and continuous supply of your product, sellers must remain set up until market closing. Failure to comply will result in forfeiting your assigned seasonal space or revoked participation and there will be no refund of any portion of your fee.

_____ **initials**

For intermittent Weekly Participation:

Non-Holiday/Event weekend Sunday \$150.00 each
Holiday/Special Event Weekend Sunday \$250.00 each

Payment may be made by credit card or check. If paying by check, please mail your check payable to “Southampton Chamber of Commerce” 76 Main Street, Southampton, NY 11968.

Please note that street parking by vendors is prohibited. After unloading in the space on the west side of the Agawam Park from Pond Lane, please park your vehicles in the municipal parking lot to allow others the same courtesy and convenience. Please be advised that market vendors are not permitted to park in the 1st five spaces at the entrance to the municipal lot to the east of the park as those spaces are for loading and unloading only.

No vehicles are permitted on the Market grounds.

No pets allowed.

Smoking is prohibited.

Agricultural vendors may supplement their product line with additional Long Island-grown products as long as those products are otherwise missing from the Market and as long as the market vendors have given permission for the supplement. Unless specifically exempted, these brought-in items may not represent more than 25% of the visible display and must be clearly labeled as to origin.

1. Other than agricultural, vendors at the Market must adhere to the “farm-to-table” concept; that is, the cheese or fish or product brought in and sold must be directly from a farmer or producer. They cannot be from a distributor. It is encouraged that the local, then regional farmers/products are given priority. If a product is not available regionally, it can still be brought in, if it is brought in directly from the grower.
2. Product should be presented as attractively as possible in small to medium-size containers. If an item is not produced by the vendor, origin labeling is mandatory. If an item is not labeled, it is assumed to be grown by the vendor. The term “organic” may not be used unless it is certified organic.
3. **All vendors must have proper permits, licenses, and certificates that are required. Sellers must adhere to all applicable local, county, and state codes and regulations.** For additional information contact: NYS Dept. of Agriculture & Markets, Division of Food Safety: 518-457-5459. _____ **initials**

Baked Goods

_ 20C Exemption from NYS Dept of Agriculture & Markets if home baked, non-hazardous, ie. bread, rolls, cookies, cakes, brownies, fudge & double crust fruit pies. (Quickbreads are considered potentially hazardous and cannot be done under 20C Exemptions.)

_ Article 20C License from NYS Dept. of Agriculture & Markets on all other baked products provided the business does 51% of its sales at wholesale. (Requires a separate, commercial kitchen.)

_ All other baked goods must come from a licensed NYS Department of Health facility.

Cider/Fruit Juice

_ Article 20C License from NYS Dept of Agriculture & Markets for manufacturers/bottlers.

_ All wholesale cider and fruit juices must be pasteurized, or UV treated.

Processed Foods

_ 20C Exemption from NYS Dept. of Agriculture & Markets, for non-hazardous foods only, including traditional jams, jellies and marmalades; candy (excluding chocolate); spices and herbs repackaging only); and snack items such as popcorn, caramel corn and peanut brittle.

_ Article 20C License from NYS Dept of Agriculture & Markets, prepackaged and labeled in accordance with NYS Food Labeling Law: Identity of food in package form; name of manufacturer, packer or distributor; place of business; ingredient declaration in descending order of predominance by weight; and net quantity of contents.

_ County Board of Health Permit if processing is on-site, i.e. cutting of baked goods to be sold by the piece, slicing of cheese to be sold by the pound; cooking and selling ready-to-eat foods

_ Home processing of canned fruits and vegetables is not permitted. All canned fruits and vegetables must be done under 20C License and registered with the Federal government as a food processor.

_ Article 20C License from NYS Dept. of Agriculture & Markets is required for dehydrating herbs and spices or for the blending of any spices for repackaging.

4. Vendors are responsible for all equipment (tables, tent, chairs, weights, etc.) and supplies along with the set up and breakdown of their booth. All tents require at least 200 pounds of weight for security and displays should be constructed in such a way that they do not block customer walkways nor pose any other hazard to customers. All vendors are entitled to a space not to exceed 15'x15' for their fee. If you require a larger space, please contact Karen. Pop-up tents and tables are the responsibility of the vendor. Please have a supply of eco-friendly yellow jacket traps available at your spot. _____ **initials**
5. Vendors are required to keep their market space neat and clear of obstacles, litter, and debris. Vendors must clean their sales area and remove all refuse at the end of the day, including the common area. Ice must be disposed of away from the market area or after closure of the Market. Vendors **are not permitted** to use the trash receptacles located on Park grounds for disposing of packaging materials etc. All vendors are responsible for their employees' actions. _____ **initials**
6. **All vendors, without exception, must provide TWO (2) Certificate of Liability Insurance certificates: One certificate should reflect the certificate holder as: Southampton Chamber of Commerce, 76 Main Street, Southampton, NY 11968 – Farmers and Artisans Market located at Agawam Park Southampton, NY 11968. The second d certificate should reflect the certificate holder as: Southampton Village, 23 Main Street, Southampton, NY 11968. Farmers and Artisans Market located at Agawam Park, Southampton, NY 11968. Both certificates should indicate proof of general and product liability insurance of \$1 million per occurrence and \$2 million general aggregate. Please send both certificates to the Southampton Chamber of Commerce via US Mail or email Karen@southamptonchamber.com**
7. All Rules Regulations and Guidelines set forth must be adhered to by all vendors and their employees, at all times. Violations may result in a verbal warning, followed by a written warning. Failure to address these warnings may result in suspension or expulsion from the market. In the interest of keeping the market non-bureaucratic – a desire of all the market vendors – this list of rules and regulations is relatively short. Vendors may bring any concerns to Karen Connolly, Executive Director karen@southamptonchamber.com for resolution by the parties involved or a larger group of vendors if necessary. Rules and Regulations are subject to change without warning. _____ **initials**