



## **GREATER SACKETS HARBOR CHAMBER OF COMMERCE SUMMER MARKET 2017**

### **ELIGIBILITY REQUIREMENTS, GENERAL INFORMATION & APPLICATION**

The Greater Sackets Harbor Chamber of Commerce 2017 Summer Market will operate every Sunday from 9:00AM to 1:00PM from May 28, 2017 through September 3, 2017 with the exception of Federal Holidays. The Summer Market will be on the Visitor Center Lawn, 301 West Main St., Sackets Harbor, NY.

Individuals wishing to participate in the 2017 Greater Sackets Harbor Chamber of Commerce Summer 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. Farmers wishing to participate in the FMNP. Must also complete and submit the NYS Agriculture and Markets Farmer Participation Agreement (FMC-6). Applications without the proper documentation attached will be denied. The vendor will be notified of their acceptance when the application process is complete.

Participants in the Greater Sackets Harbor Chamber of Commerce Summer 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. Reserved vendors MUST submit payment by the time noted on this application or their spot will be forfeited. NO EXCEPTIONS.

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 was/were not included on their original application, the Chamber must approve the addition before the product can be added.

The Greater Sackets Harbor Chamber of Commerce Summer Market Committee 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 Sackets Harbor Chamber of Commerce are final. In order to participate in the Market, written approval must be received (can be via email).

Liability insurance naming the Greater Sackets Harbor Chamber of Commerce as additional insured and liability insurance naming the Village of Sackets Harbor as additional insured must accompany the market application or the application will not be considered. 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. 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.

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

Each exhibitor will be allowed space of approximately 10'X10'. Additional display space may be reserved if space is available.

#### FEES

Application Fee: \$25.00 (This fee is waived for Greater Sackets Harbor Chamber of Commerce members in good standing)

Booth Fees: Reserved Vendor: \$150.00 per season per 10'X10' space  
Unreserved Vendor: \$20.00 per week per 10'X10' space

Reserved Vendors must pay their application fee \$25.00 and at least 50% of their seasonal fees by April 7, 2017. The balance of the seasonal fee must be paid no later than July 1, 2017. If fees are not paid by the specified dates, the space will no longer be reserved, NO EXCEPTIONS. Fees are non-refundable.



APPLICATION FOR PARTICIPATION

Business/Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Sales Tax No. \_\_\_\_\_

Please list and describe all products to be sold and enclose photo(s) of items for sale if applicable. If more space is needed, please use additional pages as necessary. Produce vendors must list each specific type of produce to be sold and include whether or not you intend to collect FMNP/WIC Coupons for the items.

PRODUCT	FMNP/WIC

Please register me as:

\_\_\_\_\_ RESERVED VENDOR, and reserve \_\_\_\_\_ space(s) @ \$150.00 per space + \$25 application fee  
 The Application Fee of \$25 and a minimum of 50% of the seasonal fee must be paid in full by April 7, 2017. The balance due must be paid, in full, no later than July 1, 2017.

\_\_\_\_\_ UNRESERVED VENDOR  
 The Application Fee of \$25 must be submitted with the application and is charged only once a season. Vendors are responsible for paying the weekly \$20 fee immediately upon arrival at the market, before set-up occurs. The date(s) I would like to attend are: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (The 46<sup>th</sup> Annual Can- Am Festival is scheduled for July 15, 2017 and includes craft and farmers market. Visit [www.canamfestival.com](http://www.canamfestival.com) for more information and vendor application.)

\_\_\_\_\_ \$25 APPLICATION FEE WAIVER; I am a Greater Sackets Harbor Chamber Member.

Check or Money Order payable to "SHCC" Amount Enclosed: \_\_\_\_\_

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

ALL VENDORS Liability Insurance Waiver listing the Greater Sackets Harbor Chamber of Commerce as Additional Insured & the Village of Sackets Harbor 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 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	
(All Vendors) Photo & Information Media Release Form	
Farmers' Market Nutrition Program (FMNP) FARMER PARTICIPATION AGREEMENT (FMC-6); Farmers' Market Nutrition Program (FMNP) CROP PLAN (FMC-12)	
Ground Protection (ie: rubber matting, carpeting, etc.)	
Signed Acknowledgement of Rules, Regulations and Requirements, Hold Harmless Agreement	

Signed \_\_\_\_\_ Date \_\_\_\_\_

**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 Sackets Harbor Chamber of Commerce, the Village of Sackets Harbor, 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 Sackets Harbor Chamber of Commerce Summer Market, and will pay to the Greater Sackets Harbor Chamber of Commerce 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 Sackets Harbor Chamber of Commerce Summer Market as outlined in the 2017 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 Sackets Harbor Summer Market; May 28, 2017 thru September 28, 2017.

Location: Sackets Harbor Visitor Center Lawn, 301 West Main St., Sackets Harbor, NY 13685

I grant to Greater Sackets Harbor Chamber of Commerce, its relationship to promotions of the Summer Market to take photographs of me and my property in connection with the above-identified subject. I authorize Greater Sackets Harbor Chamber of Commerce, its assigns and transferees to copyright, use and publish photos in print and/or electronically. I agree that Greater Sackets Harbor 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 Sackets Harbor Chamber of Commerce, PO Box 17, Sackets Harbor, NY 13685

Vendors will be notified when the application process has been completed via email. Questions can be directed to: Molly Reilly, Market Manager Greater Sackets Harbor Chamber of Commerce, 315-681-7577 or [trusteereilly@sacketsharbor-ny.gov](mailto:trusteereilly@sacketsharbor-ny.gov)

**GREATER SACKETS HARBOR CHAMBER OF COMMERCE  
SUMMER MARKET 2017  
RULES & REGULATIONS**

For specific rules and regulations, please refer to the section appropriate to each product in addition to the section for All Vendors

Signature Page .....	Page 5
General Rules for All Vendors .....	Page 6-8
Producers and Dealers of Farm Products .....	Page 8-10
Food & Prepared Food Vendors .....	Page 10-11
Crafters .....	Page 11
EBT/CREDIT/DEBIT Redemption .....	Page 11
<b>APPENDIX:</b>	
-Farmers' Market Nutrition Program (FMNP) RULES AND PROCEDURES FOR FARMERS (FMC-5)	
-Farmers' Market Nutrition Program (FMNP) FARMER PARTICIPATION AGREEMENT (FMC-6)	
-Farmers' Market Nutrition Program (FMNP) CROP PLAN (FMC-12)	

**All Vendors**

The Summer Market vendors must set up between the hours of 7:30AM and 9:00AM. If Reserved Vendors are not set up by that time, the space will become available and may be re-assigned by the Chamber for that day. Vendors arriving after 9:00AM will not be allowed to participate in that day's market and their spot will be used for another vendor or non-profit.

The Summer Market operates as an activity of the Greater Sackets Harbor Chamber of Commerce. All Summer Market participants must abide by all of the rules and regulations as indicated by the Chamber.

The Greater Sackets Harbor Chamber of Commerce is an equal opportunity organization and expects all vendors participating in the Summer Market to demonstrate appropriate conduct with patrons, other vendors and Chamber staff and volunteers. Discrimination of any type will not be tolerated. Professional and cordial conduct is expected toward all patrons, vendors, Chamber staff and volunteers. Any Vendor exhibiting unprofessional or inappropriate behavior directed at the public, market vendors, or Chamber staff or volunteers, 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, patrons or Chamber staff or volunteers. 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.

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. No warnings will be given for this offense, nor excuses allowed.

No weapons are allowed on site during market hours.

Smoking is not allowed within your booth or tent. If you must smoke, please step away from your sales area.

All vendors are responsible for securing and maintaining any and all required certificates, permits, and/or licenses. Vendors selling any edible product must submit with application a copy of their Certificate of Liability Insurance naming the Greater Sackets Harbor Chamber of Commerce and Village of Sackets Harbor as additional insured.

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 Summer Market hours.

There will be no rain dates. The Summer Market will operate rain or shine. All vendors are asked to remain set up during open hours of the market. The Market will not operate on Federal Holidays. Unreserved Vendors must notify Chamber staff immediately upon their arrival, prior to 9:00 AM and receive their booth assignment. The weekly \$40 fee must be paid at that time, if not previously submitted.

Reserved Vendors must notify Molly Reilly at 315-681-7577 (Saturdays before 8:45AM) if unable to attend or if expected to be late to the market on any given week. You can also e-mail communications to Molly Reilly, Market Manager, [trusteereilly@sacketsharbor-ny.gov](mailto:trusteereilly@sacketsharbor-ny.gov). Contact must be made as soon as you are aware you will be late or unable to show for the day. If Molly Reilly has not heard from you by 8:45AM on the day of the market, you will be charged for an unexcused absence. After three unexcused absences, the vendor will forfeit his/her spot for the remainder of the season, and no refund will be issued.

All booths must remain within their assigned space, unless approved by the Chamber.

Booths must be attended at all times.

All booths located on the grass areas must have rubber matting 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 to three instances, vendor will not be allowed to continue participating in the market.

Food booths must place indoor/outdoor carpet or grease resistant matting under cooking grills to protect sidewalk or grass areas from grease.

Vendors may unload their products and equipment using the Visitor Center parking lot, the public parking spaces on Bayard Street and the loading zone on West Main Street between Bayard St. and Ray St. between 7:30AM-9:00AM only. During Summer Market operation hours, vendors are asked to park in the Seaway Discovery Building lot on Ray St. or in the Public Parking lot on West Main St. (between Ambrose and Bayard St.- back access through Barn Alley). Parking rules are important to allow for patron access.

When unloading their products and equipment, Vendors should be directed by Chamber staff, volunteers or another person providing an on-foot-guide. Vehicles should not be moved during the Summer Market hours of operation. Please use extra caution when moving vehicles in all areas of the Summer Market.

Vendors may not break down their booths or leave the Market before 1:00PM while the Market is still operating.

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.

Participants are expected to keep their area clean during the day and to remove all trash and debris upon departure.

All lost and found items are to be turned over to the Chamber booth.

Children brought to the Market must be supervised at all times. No animals may be brought to the Market for sale. No pets are allowed.

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.

The use of electronic scales for weight measurement of goods for sale is permitted, and must be certified by NYS Weights & Measures.

Only one vendor is permitted for each booth. Items made, produced, or grown by a person other than the vendor CANNOT be sold at that vendor's booth.

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 100% 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 Sackets Harbor Chamber of Commerce. Dealers must include a copy of



the DBA certificate and the sales tax number with this application. Dealers may not participate in the NYS Agriculture and Markets, Farmers Market Nutrition Program (FMNP or WIC).

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.

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.

All Crop Plans must also include the row-feet of production for each fruit and/or vegetable, and the approximate period of time that each will be available for sale. 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.

Upon receipt of the Crop Plan, the Greater Watertown Farm Market Committee will inspect (by appointment) each vendor prior to May 20, 2017.

In order for a producer to participate in the NYS Agriculture and Markets, Farmers Market Nutrition Program (FMNP), and to accept Farmers Market Checks, Women, Infants and Children (WIC), they must adhere to the following rules:

1. You must be a bona fide farmer who grows and harvests 100% of the fresh fruits and vegetables that are to be sold to customers purchasing produce with Farm Market Checks. No share cropping is permitted.
2. You must provide a copy of the FMNP Farmer Participant Agreement (FMC-6) to the Chamber of Commerce, to certify eligibility for the NYS Department of Agriculture and Markets. Agreement available upon request. Remember that FMC-6 allows farmer participants to list all farmers’ markets in which they will participate.
3. Prior to certification, you must also provide a Crop Plan to the Chamber of Commerce, by May 5, 2017. Crop plans must meet all requirements as outlined above. Failure to meet this deadline may delay your ability to accept and redeem Farm Market Checks.

After approved inspection, the Committee will countersign the Participant Agreement to certify eligibility. The Participant Agreement will be forwarded by the Chamber to the NYS Department of Agriculture and Markets, and the Crop Plan will be kept on file with the Chamber.

You may accept and redeem Farm Market Checks only after you have received your 2017 FMNP stamp, sign, and card from the NYS Department of Agriculture and Markets.

You must display the FMNP sign “We Gladly Accept NYS Farmers Market Checks” at your market stand at all times.

You may only accept Farm Market Checks for the items approved on the Crop Plan.

In addition to the above list of rules, you must adhere to all of the rules and procedures of the NYS Department of Agriculture and Markets Farmers' Market Nutrition Program ([http://www.agriculture.ny.gov/AP/agsservices/fmnp/FMC-4\\_Market\\_Rules\\_Procedures.pdf](http://www.agriculture.ny.gov/AP/agsservices/fmnp/FMC-4_Market_Rules_Procedures.pdf) and [http://www.agriculture.ny.gov/AP/agsservices/fmnp/FMC-5\\_Farmer\\_Rules\\_Procedures.pdf](http://www.agriculture.ny.gov/AP/agsservices/fmnp/FMC-5_Farmer_Rules_Procedures.pdf)).

Failure to adhere to the Greater Sackets Harbor Chamber of Commerce Summer Market and NYS Department of Agriculture and Markets Rules and Procedures may result in disqualification from the Farm Market Nutrition Program.

### **Food & Prepared Food Vendors**

All licensed food vendors and vendors selling food must hold product liability insurance. Please attach a certificate of liability insurance naming the Greater Sackets Harbor Chamber of Commerce, and the Village of Sackets Harbor, as additional insured. 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.*

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 which can be obtained through NYS Ag & Markets, at 315-487-0852. If selling under the Home Processing Permit, a copy of the annual certified water potability test certificate (from Converse Lab) must be provided to the Chamber along with the proof of compliance.

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 and properly handled; and (3) kept at required cold temperatures (45 degrees F) to prevent spoilage or contamination. Be prepared to satisfy all NYS inspection requirements. Products cannot be sold from a vehicle, no exceptions.

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.

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 Village of Sackets Harbor. Any violations of this rule may mean termination from participation in the Greater Sackets Harbor Chamber of Commerce Summer Market.

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.

The following prepared foods and baked goods are permitted at the Greater Sackets Harbor Chamber of Commerce Summer 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 45 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)

Meat and dairy products are permitted ONLY if all requirements listed below are met. Proper documentation must be submitted with the initial application.

1. Processed at an approved food processing facility
2. Prepackaged and labeled properly
3. Kept at required cold temperatures (45 degrees F) to prevent spoilage or contamination – cannot be sold from a vehicle, no exceptions

All prepared foods, processed foods and baked goods must be homemade with proper wrap and labels that describe ingredients.

All persons must use plastic gloves when handling cooked foods or baked goods.

Vendors must abide by all New York State Department of Health laws and regulations of NYS Department of Ag and Markets.

Bags distributed by vendors to be used for distributing 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**

TO BE PROVIDED AT A FUTURE DATE. WILL BE IN COMPLIANCE WITH NYS AGRICULTURE AND MARKETS BEST PRACTICES.

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