

2021 Rules & Regulations, Application

Mission: The Montour Falls Farmers Market is focused on spreading awareness of community organizations and resources while providing engaging entertainment and supplying local products in support of farmers and makers.

Fees: A \$25 application fee is due before your first market. A \$5 daily fee is due by the start of each market day.

Conduct & General Regulations

- Vendors are expected to treat customers and other vendors with courtesy and respect. No racial, ethnic, religious or gender discrimination is permitted at the market.
- ***Vendors are required to comply with all NYS regulations regarding COVID-19. NYS Department of Agriculture regulations are listed below. This document will be updated if these regulations change. Please check the Farmers' Market website or the NYS Dept. of Ag website frequently to be sure you are following the latest regulations. Your [COVID-19 Safety Plan](#) must be available at Market.***
- Vendors must abide by all state regulations pertaining to the sale and manufacture of their products with required certificates prominently displayed. Items offered for sale must be of good quality and condition.
- Sales by weight must use scales approved and checked annually by the Bureau of Weights and Measures.
- Your farm or business is required to carry commercial general liability insurance. A Certificate of Insurance naming Village of Montour Falls (Fireman's Field State Route 224; PO Box 203, Montour Falls, NY 14865. Phone: (607) 535-7367 as the certificate holder must be provided to the market manager before attending. Contact the New York State Farmers Market Federation for information about market insurance for small farms (<https://www.nyfarmersmarket.com/insurance>).
- The seller must produce a minimum of 50% of goods offered with up to 50% purchased from other local producers. We encourage you to coordinate with other farmers / vendors in order to provide our community a variety of products and offer flexibility between vendors.
- Vendors sharing space: each participant is required to fill out the application and pay the \$25. Daily fees may be split or be as agreed upon by the vendors. All products in the shared space must be clearly identifiable to each separate business.
- Vendors wishing to add products not listed on their application must contact the Market Manager prior to market day.
- Covered and uncovered space is available. Space registration is available. Vendors are responsible for cleaning up their areas after each market.
- Vendors are responsible for bringing all sales equipment, including tables, chairs and tents. Prices and your business name must be prominently displayed.
- Vendors are required to list any employees who will staff their booths on the application and inform the market manager of new employees. You are responsible for making sure your employees understand and abide by these rules.
- Setup begins at 3:00 p.m. You may park on the strip to unload but will need to park in the grass parking area before market starts. Please be set up and ready for sales by 4pm sharp.
- Dogs must be leashed and under control of the owner.
- **Eligible Vendors are required to accept FMNP coupons and (SNAP). Ask the manager for information or refer to NYS Ag & Markets and/or the NYS Farmers' Market Coalition.**
- Please notify Jess of any planned/sudden absences, if you are running late, or with any questions or concerns. Call or text (607) 742-6798.
- Please contact Jess with promotional information or requests at market14865@gmail.com or by phone.
- Vendors are encouraged to shop with your neighbors and tip the musicians.

COVID-19 REGULATIONS & GUIDANCE

- [In order to do business at outdoor markets, farmers' markets, or stands a business must have an updated COVID-19 Safety Plan in place and available for inspection by state or local officials.](#)
- Do not permit customers to spend an excessive amount of time near the booth or table.
- On-site sampling is not permitted. Pre-packaged samples may be provided to consumers for off-site consumption or at designated dining areas that conform to NY Forward food services guidance.
- Limit the number of customers permitted at the table at one time, allowing for proper social distancing.
- Set up display tables in a manner that allows for social distancing between consumers (e.g., do not create close or confined spaces with displays in a manner where social distancing cannot be maintained).
- Frequently clean and sanitize surfaces and other frequently touched points of contact, including point of sale terminals.
- Frequently wash hands with soap and water or use hand sanitizer containing at least 60% alcohol if soap and water are not available.
- Gloves are recommended while handling products at the market.
- Pre-package raw agricultural products, such as apples, potatoes, onions, etc. to the greatest extent possible. All other foods, such as bread and baked goods, must be sold pre-packaged. Please refer to existing food labeling laws.
- Be knowledgeable about the Food Safety at Farmers Markets Guidelines.
- Frequently check the Department of Agriculture and Market's website for updates and additional resources.
- Do not allow customers to place personal objects, such as reusable bags, money, purses, or cell phones, on vendor tables.
- Employers must provide essential workers with masks free of charge to wear when interacting with the public in accordance with Executive Order 202.16.
- Interim guidance for Farmers' Markets:
<https://agriculture.ny.gov/system/files/documents/2020/08/interimguidancefarmersmarkets.pdf>
- Safety Plan Template:
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf
- COVID-19 Guidance and Resources for the Ag Community
- https://agriculture.ny.gov/system/files/documents/2020/07/covid19_resourceguide.pdf
- CDC: Considerations for outdoor Farmers' Markets
<https://www.cdc.gov/coronavirus/2019-ncov/community/outdoor-farmers-markets.html>

Montour Falls Farmers Market (MFFM): 2021 Vendor Application

Business Name _____ Website _____

Contact _____ Phone _____

Email _____

Address _____

- I plan on attending all market days Yes _____ No, only certain market days (explain) _____

Products: At least 50% must be produced by the seller; 50% may be purchased from other local producers.

Agriculture:

Vegetables and fruit (please list all)

Meat, dairy, and eggs (please list all)

Other (please list all)

Crafts: (please list all)

Prepared foods: (please list all)

Address of inspected kitchen _____

Sales tax ID# _____ Ag & Market license# _____ Home processing# _____

Winery license# _____ Insurance carrier and policy # _____

- I have read and agree to abide by the market regulations, COVID-19 regulations, and have provided proof of insurance listing the Village of Montour Falls as a certificate holder.

Signature _____ Date _____

Email application to: market14865@gmail.com

or mail to: Montour Falls Farmers' Market % Jessica Westlake

PO Box 203

Montour Falls, NY 14865