

KINGSTON FARMERS MARKET

RULES & REGULATIONS – OUTDOOR MARKET SEASON 2023

MARKET DATES AND TIMES: Every Saturday outdoors rain or shine from 9:00am to 1:00pm for a total of twenty-nine (29) weeks from May 6, 2023-November 18, 2023

MARKET LOCATION: Outdoors in the County Courthouse parking lot at 285 Wall St, Kingston, NY 12401

TENT PLACEMENT AND SPACE USE: Vendors are expected to to sell under a 10' x 10' tent and all products/displays must be within this 100 square foot area. **All tents must have 4 weights, one for each leg, and be used at every market.** The Board and Manager reserve the right to place, relocate, or otherwise shift the location of a vendor's booth at any time for any reason.

ATTENDANCE: Attendance is expected for all markets from May through November. If you are planning on missing a market, please notify the Manager (info@kingstonfarmersmarket.org) as soon as possible. Vendors are afforded **3 excused absences** during the market season. An excused absence is defined as notifying the market manager at least 24 hours in advance.

Not attending the market *without* notifying the market manager, or with notice less than 24 hours in advance, can result in being asked not to return for the remainder of the season. The market does not issue refunds for dates that vendors are absent, including pop up vendors.

LOAD-IN & OUT AND PARKING: Vendors are responsible for their own load in/out. Vehicles may enter the lot after 7:00am via the entrances on John St or Wall St and must move their vehicle by 8:40am sharp to a parking space. **Vendors are NOT allowed to drive their vehicles in the lot after 8:40.** If a vendor arrives after 8:40am, they are NOT allowed to bring their vehicle in the lot and must walk their materials in. All vendors must be fully set up with products ready to be sold and present at 9:00am. ***Multiple violations of these rules may result in ramifications.***

Vendors are expected to park in one of the free lots available in Uptown. We ask that vendors refrain from parking in the street as this takes away parking from customers.

Vendors may not break down their tent or tables nor leave the market before 1:00pm. **We ask that Vendors do not drive their vehicles into the market to load out until 1:10pm to allow all customers to be safely out of the area.**

WEATHER AND CANCELLATION: The market runs rain or shine. All vendors are required to attend the market in all weather - please be prepared for hot, cold, wet and windy weather. **All tents must have 4 weights (one for each leg) for every weather condition of the season.**

The market is canceled in only very extreme circumstances, but if it becomes necessary we will alert vendors about the possibility of a cancellation by Thursday evening, and we will officially cancel the market by Friday afternoon. Cancellation will be announced to vendors by email, and will also be posted on the market's social media pages.

In the event of a cancellation by market management, refunds will be issued to pop-up vendors only. KFM is not liable for unsellable merchandise in the case of a canceled market.

CLEAN UP AND TRASH: Vendors must leave their area as they found it with no produce, trash or any kind of liquid other than water on the ground. Clean ice from coolers with no other liquid or solids mixed in should be dumped in sewer grates and not on the ground. Ground must be swept and any liquid spills, particularly oil, must be cleaned.

Vendors are responsible to carry out their own trash: the dumpsters on the grounds may not be used. The KFM provides one trash can at their tent for use by customers, staff, volunteers and vendors for everyday handheld trash such as coffee cups or tissues — waste produced from vending should NOT be dumped here.

PETS: Vendors may not bring their pets or any animals to the market without special approval from the Operations Manager.

VENDOR SAFETY: We are committed to ensuring the safety of our vendors, their staff, market staff and customers and to upholding our **Code of Conduct**. If there is a safety issue at the market, immediately bring it to the attention of the Operations Manager.

PRODUCT AGREEMENT: Vendors must provide a specific list of all products they plan to sell. It is required to specify whether the crops or products are grown and/or made by you or obtained from another source, and where you obtain your ingredients from.

Some vendors' products may not be approved by the market for sale if there is already sufficient quantity available to meet customer demand, or because of another reason at the Board's discretion. Non-approved items presented for sale by a vendor will be asked to be removed from the market.

Vendors should bring approved products to the market in sufficient quantities to satisfy customer demand. If a vendor is unable to supply a product in sufficient quantity, KFM may add these products to other vendors' lists of approved products.

VENDOR FEES: Vendor fees are due upon the approval of the vendor application, and must be received by **Friday April 28, 2023**.

Full Season vendor fees (every Saturday for a total of 29 dates) are \$650 per season for the first 10'x10' space, and \$475 for each additional 10'x10' space and/or for a vehicle. If you would like to park your truck or other vehicle at your market space please include the request in your application and we will let you know if there is room.

Rotating vendor fees (every other Saturday for a total of 14 or 15 dates) are \$350 per season.

Pop-up vendor fees are \$50 per 10'x10' space per Saturday attended. Pop-up vendors will not be permitted to bring a truck or other vehicle beyond their 10'x10' space.

Check should be sent to:

Kingston Farmers Market, P.O. Box 3794, Kingston, NY 12402

Payments can also be made via **Paypal** as a donation to info@kingstonfarmersmarket.org or by **Venmo** @kingstonfarmersmarket

To participate in the payment plan, please submit 2 checks at once each with half of your fee due, one with current date and one dated August 1, 2023.

All payments must include the name of your business and the season that you are paying for.

Vendors who have any outstanding balance from previous markets will not be allowed to participate in the market.

INSURANCE AND LICENSING: DUE APRIL 28, 2023. Upon acceptance, vendors must provide all necessary licenses. Vendors selling prepared foods must submit a copy of their 20-c or home kitchen exemption, and vendors selling ready-to-eat hot food must apply for a Temporary Food Service Permit from Ulster County Dept of Health. Please inquire with the Market Manager if you are unsure of what you need.

All vendors must have \$1,000,000 in general liability coverage with two separate certificate holders listed as additional insureds:

Kingston Farmers Market

PO Box 3794

Kingston, NY 12402

County of Ulster

PO Box 1800/244 Fair St

Kingston, NY 12402

Copies must be sent to: info@kingstonfarmersmarket.org or Kingston Farmers Market, PO Box 3794, Kingston, NY 12401 by April 28, 2023.

CREDIT CARDS: The market does not offer a credit/debit card redemption program, and we recommend that vendors accept credit/debit card payments. Mobile credit card readers should be able to access cell phone networks. There are a couple of ATMs on the same block as the market.

SNAP/EBT, BENEFITS AND COUPONS: The market accepts SNAP (EBT/Food stamps) and provides customers with different benefit programs to stretch their buying power. We expect vendors to accept these forms of currency as applicable to their products. The market reimburses vendors monthly via check for most of the currencies, but some must be reimbursed directly through the state.

SNAP Wooden tokens: The market distributes wooden tokens worth \$1 SNAP dollar. *All vendors* should accept these as payment *except* vendors selling alcohol, restaurant style foods, hot drinks and coffee, vitamins and medicine, or non-food items. These will be collected and reimbursed by the market.

Double-Up Silver tokens: During summer months the market gives out silver tokens worth \$2 that can be accepted *only by fresh vegetable and fruit growers*. These will be collected and reimbursed by the market.

POP Bucks: The market distributes \$2 paper coupons to children as part of a healthy eating program, they can be accepted *only by fresh vegetable and fruit growers*. These will be collected and reimbursed by the market.

Solidarity Dollars: The market distributes \$1 green paper currency that should be accepted by *all vendors* including non-food, alcohol and crafts. These will be collected and reimbursed by the market.

FreshConnect Coupons: During Spring and Fall, the market distributes \$2 FreshConnect paper coupons from NYS. These paper coupons can and should be accepted for all SNAP eligible items, but are the responsibility of the vendors to redeem

via mail. The form for reimbursement can be found here:

<https://www.agriculture.ny.gov/system/files/documents/2019/03/fcc-redemptionform.pdf>

WIC/FMNP Checks: These are \$5 large paper checks sent to seniors and veterans and should be accepted *only by fresh vegetable and fruit growers* who are signed up to be part of the program. These are the responsibility of the vendor to redeem from NY State via mail, not by the market.

SOCIAL MEDIA/PROMOTION: We post often on Facebook and Instagram and we encourage you to do the same. Please like us on Facebook (Kingston NY Farmers Market) and tag any photos you take! We're also on instagram (@kingstonfarmersmarket and #kingstonfarmersmarket).

CONTACT: If you have questions or concerns, please contact Alexis Nigro, Operations Manager at 908-463-6632 or info@kingstonfarmersmarket.org.

Thank you!

The Kingston Farmers Market