

Jamestown Public Market

Farmers Market Participation Rules and Regulations

The Jamestown Public Market is a registered market with the State of New York Department of Agriculture and Markets. The Market meets and exceeds requirements from the state for locally produced products and foods. All products sold must be attached to the Market application/crop plan.

All Market vendors must apply and be accepted prior to setting up and vending. The Market Manager will be responsible for selecting market participants.

The term “vendor”, as used herein, is someone who brings to market **at least 75% product grown or produced directly** by the vendor; this includes wineries and breweries. The term “artisan”, as used herein, means someone who makes and sells handmade items at the Market. Other vendors will be approved at the discretion of the manager. “Locally” is defined as products grown, raised or created in Western NY or Western PA.

MARKET PRODUCTS

1. The following is a list of products that may be sold or offered at the Market:
 - a. Fruits and vegetables; microgreens; sprouts grown by vendor
 - b. Meat Products, 100% of product from animals raised by vendor
 - c. Fish, 100 % raised or caught by vendor
 - d. Cider or fruit juice, produced and bottled utilizing fruit grown by vendor
 - e. Dried fruits and vegetables, utilizing fruit grown by vendor
 - f. Honey and Bee products, produced and packaged by vendor
 - g. Milk, product of animals raised by vendor
 - h. Cheese and other dairy products, preference given to vendors using milk produced locally. Subject to review by Market.
 - i. Eggs, 100% from fowl owned by vendor
 - j. Poultry, 100% of product from animals raised by vendor
 - k. Mushrooms, grown and cultivated by vendor
 - l. Grain products (pancake mix, granola or other grain products) consisting of grain collected and blended/mixed by vendor
 - m. Maple Products, processed from vendor owned sugarbush
 - n. Baked goods (excluding custard, cream, pumpkin pies) produced in the home by vendor
 - o. Field and greenhouse plants, flowers, cut flowers or herbs grown by vendor
 - p. Animal Products, such as wool, yarn, feathers, or fleece, any animal products must be produced from animals owned by the vendor or locally raised. Subject to review by Market.
 - q. Crafts, high quality items designed and produced by the artisan
 - r. Ready to eat prepared foods, high quality food items prepared by the vendor
 - s. Dried teas, herbs or spices, prepared and packaged by the vendor
 - t. Wine, produced and bottled locally
 - u. Beer, brewed and bottled locally
 - v. Confections, made by the vendor, including no commercially prepared mixes or content
 - w. Services or on-site educational opportunities, such as cooking demonstrations, children’s activities, or non-profit representation
2. All vendors must present copies of all appropriate licenses, permits and certificates to Market Manager prior to start of market season (See Attached).
3. All vendors selling alcoholic beverages must enforce age restrictions on the sale of bottles or sampling and must provide proof of tasting permit from the State Liquor Authority.

4. Vendors offering for sale baked goods, teas, dried herbs, popcorn, caramel corn, fruit jams or jellies, or candy (excluding chocolate) must provide proof of registration as a Home Processor in New York.
5. Vendors who wish to sell baked goods must obtain a 20C license for all fruit breads.
6. All food vendors, including those selling baked goods, must provide a copy of their Chautauqua County Health Department Health Permit confirming an inspected kitchen.
7. Vendors offering samples of their product must utilize gloves or provide approved sample materials (cups, toothpicks etc.)
8. Products offered for sale must be of the highest quality. If, in the opinion of the Market Manager, a vendor offers inferior product, the vendor may be asked to withdraw the product(s)
9. All vendors are approved to sell one or more of the above products. Once approved to sell items of a specific product, a vendor may add products for sale should they fit within the approved category. For example, a vendor approved to sell vegetables can sell tomatoes, onions etc. and may then add asparagus, peppers etc. without approval. However, the vendor cannot add eggs, fruit bread, or cut flowers etc. without approval of the Market Manager.
10. Consumer inquiries regarding use of pesticide or other farm/production practices must be answered factually. The Market Manager reserves the right to limit vendor and artisan claims that cannot be verified.
11. The Market Manager reserves the right to schedule a farm visit at any time during the market season. Participating farms and the Market Manager must arrange the visit at a mutually convenient time if a visit is requested. Any farmer refusing a farm visit, barring emergency circumstances, will result in immediate dismissal from the Market.

PRICING

1. Pricing of all products sold at Market is the responsibility of the individual vendor/artisan. This is a competitive market; we recommend prices keep in spirit of cooperation among vendors and the spirit of community for which the market is established.

MARKET OPERATIONS

1. The 2023 Jamestown Public Market season will operate every Saturday between June 10 and October 28, 2023 from 10 AM to 2 PM. Daily responsibilities will be carried out by the Market Manager or designated volunteer.
2. Market is open to all approved farm, bakeries, wineries, breweries, artists, crafters, non-profit organizations, relevant local businesses and local restaurateurs/caterers. Market vendors, past or potential, are required to attend one information meeting in the spring, pre-market season, presented by the Market Manager. Participants are encouraged to attend this meeting in order to discuss the upcoming market season, rule changes, address concerns etc. If vendors cannot attend the group meeting, they must schedule an appointment at their convenience with market staff prior to being accepted into the market
3. All vendors must be ready to sell by approximately 10 AM. Vendors may set-up between 8AM and 10 AM at the discretion of the vendor. It is the responsibility of the vendor to arrive on time to provide ample set-up time.
4. It is mandatory all vendors stay until the Market closes at 2 pm, unless all product has been sold or early departure has been approved by the Market Manager.
5. Vendors are not permitted to sell product after 2 pm and should not occupy their space no later than 1-hour post Market closure.
6. Vendors are required to notify the Market Manager no later than one week prior to market day (Seasonal Vendors) or 7:00 AM market day (Daily Vendors) of their intended absence at the Market, excluding absence due to emergency situations.
7. **ATTENDANCE:** Consistency and reliability play an important part in the success of any business. Excessive absences, with or without notice, may result in termination of participation in the market.

(Emergency Situations non applicable.)"

8. All persons working for vendors must be informed of their products as well as all Market rules and regulations. Vendors are responsible for violations or resolving issues that may occur in their absence.
9. Smoking is prohibited in and around the market by all market vendors and customers

VENDOR SPACE ALLOCATION

1. Market space is rented on a full season or daily basis.
2. Allocation of spaces are at the discretion of the Market Manager. Vendor seniority, product for sale, and full season vs. daily vendors are factored into space allocation.
3. Due to limited space, processed products and valued-added products will be added as space allows.
4. To limit competition, vendors of specific products will be approved for Market season on a first- come-first serve basis following the obtainment of a completed Market application. Approval of additional vendors is at the discretion of the Market Manager.
5. Specific vendors are permitted one vehicle in the Market venue at no additional cost. This is based upon need for electricity and seniority. Any additional vehicles brought to the Market will be parked in another location at the owners' expense. One parking space will be reserved for each vendor next to the Market.

VENDOR GUIDELINES

1. A participant in the FMNP may accept farmers' market checks only for locally grown fresh fruits and vegetables. A copy of vendor crop plans must be provided prior to participation in FMNP.
2. In accordance with the 75% Grow Rule, we ask that all non-NYS produce is properly labeled or signage provided to inform customers
3. Vendors supply their own tables, chairs, stands, electrical cords, and/or canopy as needed. Please advise no later than 1-week ahead of scheduled Market day(s) if electricity is required for your operation.
4. All vendors must maintain a clean and presentable booth at all times. All spaces, including sidewalk, must be swept and free of debris at the close of Market. Signs must not be placed within customer walkways or pose a hazard to market visitors
5. All vendors must provide visible signage distinguishing their farm or business as mandated by NYS Agriculture and Markets, as well as those participating in SNAP/DUFB/FMNP/WIC.
6. All products must be properly marked, priced and visible to customers upon Market opening.
7. Each vendor represents the integrity of the Jamestown Public Market. Customers are the key to the success of the Market. Vendors are expected to be courteous at all times. Disagreements with customers, peer vendors or the Market Manager are to be handled in a respectful manner as to not disrupt the market.

VENDOR FEES AND GUIDELINES

1. The 2023 fee structure is as follows
 - a) Season (21 weeks) = \$245
 - b) Daily = \$15.00
2. Season vendor fees must be paid when an agreement is submitted. Daily vendors must pay fees no later than 12 PM market day.
3. It is expected that all vendors participate in market days mutually agreed upon. Vendors who do not alert the Market Manager of an absence are subject to violations.

VIOLATIONS

1. 1st violation: Overview of Jamestown Public Market Rules and Regulations with Market Director
2. 2nd violation: Warning letter on behalf of Jamestown Public Market; one week market suspension

3. 3rd violation: Indefinite suspension from Jamestown Public Market
4. All vendors reserve the right to present exceptions to all above rules/regulations to the Jamestown Public Market Advisory Committee. Changes as a result are subject to the discretion of the committee.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE

By signing below I confirm that I have read and agree to comply with the above “Rules and Regulations” of the Jamestown Public Market. The information provided is correct and accurate.

Farm/Business Name

Vendor Signature

Date

Market Manger Signature

Date

St Luke’s Episcopal Church

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