

Watertown Farm and Craft Market

2026

Rules and Regulations

Market Governance:

The Watertown Farm and Craft Market, a program of Cornell Cooperative Extension of Jefferson County (CCE Jefferson), serves residents and visitors of the Watertown area, with a focus on providing convenient access to local farm products, food, and craft vendors.

General Operations:

The Watertown Farm and Craft Market will operate for 20 weeks beginning the end of May (May 27, 2026) through the first week in October (October 7, 2026). The market, located at 245 Washington Street and the surrounding area, is open from 8AM – 2PM every Wednesday.

- Vendors must arrive between the hours of 6 – 7:30AM to set up in their designated area, predetermined by CCE Jefferson. Vendors must be completely set up and ready to sell at 8AM.
- Vendors arriving after 8AM must notify the Market Manager prior to the start of the market day. Vendors arriving late are subject to relocation and will receive a verbal warning on their first offense, a written warning on their second offense, and will be fined \$25 on each offense following.
- Vendors are not permitted to tear down and depart the market prior to the end of market day, 2PM, unless they are granted special permission by CCE Jefferson.
- Vendors that cannot attend a designated market day must notify the Market Manager of their absence no later than 7AM either by email, phone call, or text message on the day of the market. Any vendor that does not notify the Market Manager will be charged with an unexcused absence. After 3 unexcused absences the vendor is at risk of forfeiting their spot for the remainder of the season and is subject to dismissal from the remainder of the market season – no refund will be issued.
- Vendors must abide by City of Watertown guidelines for setup layout (see guidelines below).

City of Watertown Guidelines:

- All booths located on grass areas must put rubber matting down for all foot traffic to protect the area from erosion. A verbal warning of non-compliance will be given to the vendor followed by a written warning if a second offense occurs. Any further violations will result in the vendor being removed from the market for the remainder of the season – no refund will be given.

- Open-air food booths (non-food trucks) must place grease resistant matting under cooking grills to protect sidewalks and/or grass areas from grease damage. A verbal warning of non-compliance will be given to the vendor followed by a written warning if a second offense occurs. Any further violations will result in the vendor being removed from the market for the remainder of the season – no refund will be given.
- Vendors and/or workers may not use any curb parking within the immediate area of the market. This space is designated for market customers and will be monitored for compliance by the Watertown City Police Department.
- There are no pets allowed at the market, dogs or otherwise. Any vendor found with a pet at their booth will be required to leave the premises immediately and will not be allowed back for the remainder of the season. No animals may be brought to the Market for sale. **No pets allowed.**

Who May Sell at the Market:

Plant Sales

- Only one nursery license is required and must be posted in public view at the time of sale. **Please attach a copy of one of the licenses below with the market application.**
 - NYS Department of Agriculture and Markets Nursery Growers License, if engaged in the production of plant material intended for sale. A nursery grower is also permitted to purchase and resell plant material under this same license.
 - NYS Department of Agriculture and Markets Nursery Dealers License, if purchasing and reselling plant material only and the vendor is not involved in any growing of potted plant material.
- Valid NYS Sales Tax Certificate

Dealers (resellers of farm products)

- A maximum of three (3) produce/plant dealers will be allowed in the Market each year at the discretion of CCE Jefferson.
- All dealers need a dealer license from NYS Department of Agriculture & Markets. **Please attach a copy of this with the market application.**
- Dealers must include a copy of the DBA certificate and the sales tax # with this application.
- Dealers eligibility to participate in the NYS Agriculture and Markets, Farmers Market Nutrition Program (FMNP or WIC) will need to be verified by CCE Jefferson.

Producers (vendors who grow or produce 85% of their farm products at their farm)

- All producers must submit a crop plan for inspection by CCE Jefferson, regardless of their participation in Farmers' Market Nutrition Program (FMNP), prior to the start of the market season.

- Any producer who fails to do so will be deemed 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 the market are 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.
- Produce Farmers must provide their FMNP stamp number with the application.
- If production land is on leased or rented property, a copy of the lease/rental agreement must be provided with the Crop Plan. No sharecropping is permitted.

Fresh Produce

- No permits, licenses or certificates required, if raw, uncut, and unprocessed.

Eggs

- No permits, licenses or certificates required, for cleaned shell eggs maintained at 45°F or less.
- Eggs must be from farm owned hens (not purchased eggs).

Honey and Maple Syrup

- No permits, licenses or certificates required, if single ingredient products.
- Article 20C License from NYS Department of Agriculture & Markets - if additional ingredients are added to the products, i.e. maple mustard, maple cotton candy, etc. **Please attach a copy of your 20-C license with the market application if you plan to sell these products.**

Baked Goods

- 20C Exemption from NYS Dept of Agriculture & Markets if home baked, nonhazardous, i.e., Bread (no bread containing fruit or vegetables), rolls, cookies, cakes, brownies, fudge & double crust fruit pies. (Quick bread is 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 food sales wholesale. (Requires a separate, commercial kitchen.)
- All other baked goods must come from a licensed NYS Department of Health facility.
- 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.
- If selling under the Home Processing Permit, a copy of the annual certified water potability test certificate (from Converse Lab) must be provided to CCE Jefferson along with the proof of compliance.

- All products must be properly wrapped and labeled.
- **Please attach a copy of your 20-C license with the market application if you plan to sell these products. If you are unsure if you need a license, please reach out to the market manager for clarification.**

Cider/Fruit Juice

- Article 20C License from NYS Dept of Agriculture & Markets for manufacturers/bottlers.
- All cider and fruit juices must be pasteurized, UV treated, or high pressure treated.

Mushrooms

- Cultivated mushrooms, sold whole or otherwise processed, require no license.
- Cultivated mushrooms, sliced, chopped, washed, and identified as ready to eat or any other processing requires an Article 20-C license. **Please attach a copy of your 20-C license with the market application if you plan to sell these products.**
- Wild foraged mushrooms may not be sold unless the vendor has been certified as an expert mushroom forager. This certification must be provided with the application for the market.

New York State Microbreweries

- Must obtain a permit from the NYS Liquor Authority:
<https://sla.ny.gov/permits-available-online>
- **A copy of the marketing permit (tasting permit) must be attached with the application.**
- Valid NYS Sales Tax Certificate

New York State Wines

- Farm Winery Permit issued by the NYS Liquor Authority. **Please attach a copy of the permit with the application.**
- Valid NYS Sales Tax Certificate

Processed Foods

- Home Processors are eligible for an Article 20-C Exemption from NYS Dept. of Agriculture & Markets, for non-hazardous foods only, including traditional fruit jams, jellies, and marmalades; candy (excluding chocolate); spices and herbs repacking only; and snack items such as popcorn, caramel corn, and peanut brittle. Information on registering as a Home Processor in New York can be found on the website, <http://www.agriculture.ny.gov/FS/consumer/processor.html> or by calling one of the Regional Offices.
- 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 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.
- Food processing (portioning, packaging, etc.) is not allowed at the farmers market.
- **Please attach a copy of your 20-C license with the market application if you plan to sell these products.**

Meats

- License is required if grinding or processing. A license is not required for cutting.
- Certain perishable meat products are permitted IF the products are: (1) processed at a USDA approved food processing facility; (2) prepackaged, labeled properly and properly handled; and (3) kept at required cold temperatures (40 degrees F) to prevent spoilage or contamination. Be prepared to satisfy all NYS inspection requirements.
- These products cannot be sold from a vehicle.
- **Please attach a copy of applicable licenses with the market application.**

Red Meat (Beef, lamb, goat)

- USDA slaughtered and/or processed must have USDA legend.
- Article 28D License required if warehousing for wholesale.
- Must be maintained at 0°F or below and sold frozen.

Poultry (Must be frozen)

1,000 Bird Limit For Producer/Grower

- Exempt from federal inspection
- Slaughter & processing occurs on producer/grower's own property
- Can use rented equipment
- Number of birds limited to 1,000 within one year
 - This means 1,000 chickens or 250 turkeys total in one year
- This number limit is per farm, not per individual on said farm
- In NYS, birds processed under this exemption can be sold in-state:
 - On-farm from a farm stand or farm store
 - At a farmer's market
- Can sell birds whole or in parts
- Must keep accurate, good records to verify you are complying with the exemption!
- Article 5A license is required if selling over 250 turkeys or 1000 birds of other species.

Exotic Meat (Must be frozen)

- Must be slaughtered at an Article 5A licensed establishment.
- Must be labeled “Processed at an NYSDAM facility”.
- Article 28 License required for warehousing for wholesale accounts, if not licensed under Article 5A.

Processed Meats (Shelf stable processed meats (dry, fermented sausage) only)

- Article 20C license from the NYS Dept. of Agriculture & Markets.

Fish / Seafood

- Vendors selling fish/seafood must sell processed or filet items completely frozen. **Vendors must provide the following documentation as appropriate with the market application:**
 - Article 20C License from NYS Dept of Agriculture & Market if fish is pan-ready.
 - NYS DEC hatchery permit required if selling protected freshwater species.
 - NYS DEC permit required if re-selling any protected freshwater species.
 - NYS DEC Food Fish License to catch and sell marine fish.
 - NYS DEC Food Fish and Crustacean Dealers & Shippers License to resell marine fish purchased from a licensed fisherman.
 - No permit, license or certificate is required if a freshwater fisherman is selling only whole, non-protected species.

Dairy

Cheese & Other Dairy Products (such as yogurt, butter, sour cream)

- For producers, Part II Permit, issued by the NYS Dept. of Agriculture & Markets Division of Milk Control and Dairy Services. **Please provide a copy of your permit with the market application.**
- If cut and wrap cheese, need Part II Permit issued by Division of Milk Control and Dairy Services unless part of a food establishment regulated by Division of Food Safety, in which case just need Article 20C License.
- Certain perishable products such as dairy (including hard and soft cheeses) are permitted IF the products are: (1) processed at a USDA approved food processing facility; (2) prepackaged, labeled properly and properly handled; and (3) kept at required cold temperatures (40 degrees F) to prevent spoilage or contamination. Be prepared to satisfy all NYS inspection requirements.
- These products cannot be sold from a vehicle.

Milk and Fluid Milk Products (such as 2%, 1% and non-fat milk)

- Milk must be pasteurized.
- Producer must have Part II Permit issued by Division of Milk Control and Dairy Services. **Please provide a copy of your permit with the market application.**

- Producer and any distributor must have a Milk Dealers' license issued by Division of Milk Control and Dairy Services unless the amount handled is less than 3000 pounds per month.

Grains and Legumes (prepackaged – cannot be packed on site)

- No permits, licenses or certificates are required.

Commercial Feed

- 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, please include this with the market application.**

All Food Vendors/Food Trucks

- All licensed food vendors must hold product liability insurance. This applies to 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 the application.**
- The number of allowed food truck vendors will be based on the needs of the Market each year at the discretion of CCE Jefferson.
- 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 the regulations of the City of Watertown. Any violations of this rule may mean termination from participation in the Farm & Craft 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.
- All vendors 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 used to distribute 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 CCE Jefferson prior to offering the item for sale. If CCE Jefferson has reasonable doubt as to whether an item is by our definition “handcrafted” by the vendor, CCE Jefferson will require the items be removed from the vendor’s table immediately.
- Valid NYS Sales Tax Permit required.
- No antiques are permitted

Guidelines for Selling:

- 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 products individually and indicate whether 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, CCE Jefferson must be notified for review prior to selling goods from the new category. If a vendor wishes to sell an item(s) which was not included in their original application, CCE Jefferson must approve the addition before the product can be added.
- CCE Jefferson will determine eligibility of all products to be sold at the Market. CCE Jefferson has final authority concerning the eligibility of all vendors and their products. All decisions made by CCE Jefferson are final.
- Each exhibitor will be allowed space of approximately 10'X10'. Additional display space may be reserved if space is available – additional fees will apply.
- No weapons are allowed on site.
- Smoking or vaping is not allowed within your booth or tent. If you must smoke or vape, please use a designated area, away from the market.
- All vendors are responsible for securing, maintaining, and posting in their booth all required certificates, permits, and/or licenses. vendors should be able to provide required documentation upon request.
- 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 Farm & Craft Market hours.
- Out of courtesy for customers, all vendors are required to post prices of products in areas visible to the customer.
- 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.
- The use of electronic scales for weight measurement of goods for sale is permitted and must be certified by NYS Weights & Measures.

Insurance

- All applicants must review and comply with the insurance requirements outlined in the market application. Submission of the application constitutes acknowledgement of these terms and conditions and an agreement to maintain specified coverage levels, documentation, and policy conditions throughout the market season. Failure to meet the listed insurance requirements may result in delays, denial, or termination of the agreement.

NYS Workers' Compensation and Disability Certificates:

- If you have employees, for both NYS Workers' Compensation and Disability Certificates, use the following entity for requesting proof of coverage: Cornell Cooperative Extension of Jefferson County, 203 North Hamilton St. Watertown NY 13601
- If you do NOT have employees, you must have a signed Certificate of Attestation of Exemption (CE-200) from New York State found on the NY Business Express website. Returning vendors should use existing account login.

EBT Credit/Debit Redemption

EBT = Electronic Balance Transfer (SNAP)

- Vendors participating in the Electronic Benefit Transfer (EBT) wireless program should turn their tokens in at the end of the market day no later than 2:00 pm to the CCE Jefferson booth where they will be counted and recorded. Holding tokens until the end of the season is not permitted.
- CCE Jefferson is in the process of transitioning the SNAP EBT tokens to reflect the change in management of the SNAP EBT reader and token system. During this transition period CCE Jefferson will accept Chamber Tokens as well as CCE Jefferson tokens for SNAP EBT through the end of the 2026 market season. After the 2026 market season CCE Jefferson will only accept CCE Jefferson tokens.
- The \$1 tokens can be used exclusively for EBT qualified purchases. No change is to be administered.
- Reimbursement of tokens will be issued in the form of a check every other week starting after two weeks into the season.
- Each qualified vendor will be provided with signage to advertise that tokens are accepted.

Stall Fees and Assignment

- Each booth must be run and occupied by a sole vendor. Shared booths are not permitted. Subletting of booth space is not permitted.
- Annual Application Fee is **\$50**. This fee is due by **April 25, 2026**.
- Full-Season Booth Fee: **\$320** per season per 10' x 10' space. Vendors must pay at least 50% of their seasonal fees by **May 29, 2026**. The balance of the seasonal fee must be paid no later than **July 31, 2026**. If fees are not paid by the specified dates, the space will no longer be reserved - No Exceptions.
- Pop-Up Booth Fee: Pop up vendor fee is due by April 25th, 2026, for the number of dates that you will be at the market. The annual fee for a pop-up vendor is \$50 i.e., you signed up for three dates to be at the market – 3 x \$50 = \$150 due by April 25th, 2026. If you apply later than the cutoff date you will be required to pay the annual fee two

weeks before you are scheduled to be at the market once your application has been approved.

- Electrical Use Fee: **\$50** per season. All vendors requiring electricity must pay this fee. This fee will be added to the vendor's overall total.
- Vendor booth space is designated and assigned by the Market Manager. Special consideration will be given to returning vendors. Vendor booth assignment is subject to change.

Vendor Removal, Termination, and Waiver of Recourse

- The Market Manager, acting on behalf of the market, reserves the sole and absolute right, at any time and in its sole discretion, to require any Vendor to immediately cease operations and vacate the markets, with or without cause and with or without prior notice.
- The Vendor expressly acknowledges and agrees that participation in the market is a revocable license and not a right, and that the Market Manager's decision to remove or terminate a Vendor shall be final, binding, and non-appealable. The Vendor agrees that such action may be taken without warning, hearing, or explanation, and that immediate compliance is required.
- In the event of removal or termination for any reason, the Vendor shall not be entitled to any refund, reimbursement, or compensation of fees paid, including but not limited to booth fees, application fees, utility fees, or any other charges, and the Vendor expressly waives any claim for lost profits, lost business opportunity, or other damages.
- The Vendor expressly waives any and all claims, demands, causes of action, or legal recourse against the CCE Jefferson, the City of Watertown, the Market Manager, and the City's and CCE Jefferson's officers, directors, employees, volunteers, agents, and representatives arising out of or related to such removal or termination, except where such waiver is prohibited by applicable New York law.
- The Vendor shall indemnify, defend, and hold harmless the City of Watertown, CCE Jefferson, the Market Manager, and their officers, directors, employees, volunteers, agents, and representatives from and against any and all claims, liabilities, damages, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or related to the Vendor's removal or termination, the Vendor's activities at the Market, or the Vendor's failure to comply with this Agreement.

Acknowledgement of Rules and Regulations:

I, _____, have read the rules and regulations for the Watertown Farm & Craft Market. I understand that if I violate any rules or regulations during the market season, I am subject to monetary fines depending on the severity of the violation and, if determined, may be removed for the season for misconduct by CCE Jefferson. I agree to respect all parties involved in the Watertown Farm & Craft Market and agree to follow all rules and regulations for the 2026 market season.

Signature of Applicant Date

Printed Name of Applicant

Name of Business