



GREATER WATERTOWN-NORTH COUNTRY CHAMBER OF COMMERCE

FARM & CRAFT MARKET 2024

RULES & REGULATIONS

Market Governance

The Watertown Farm and Craft Market, a program of the Greater Watertown – North Country Chamber of Commerce (GWNC Chamber), serves residents and visitors of the Watertown area and focuses on providing convenient access to local farm products, food, and craft vendors.

General Operations

The Watertown Farm and Craft Market operates for 20 weeks beginning the end of May (May 22, 2024). The market, located at 245 Washington Street and the surrounding area, is open from 7AM – 3PM every Wednesday.

Vendors must arrive between the hours of 5 – 7AM to set up in their designated area, predetermined by the GWNC Chamber. Vendors must abide by City of Watertown guidelines for setup layout (see guidelines below). Vendors are not permitted to sell products prior to 7AM and are not permitted to sell products after 3PM.

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.
- Only one vehicle is allowed per 10'x10' section if parking space is available within the booth (subject to availability). Vendors **must** park a minimum of 10 feet away from any tree located around their booth area. 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.

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- 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.
- Vendors arriving after 7AM 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, 3PM, unless granted special permission by the GWNC Chamber.
- Vendors that cannot attend a designated market day must notify the Market Manager of their absence **no later than 6:45AM** either by email, phone call, or text message 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.
- 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:

Nursery Products

- A vendor selling any live nursery products/plants must hold an applicable license with NYS Department of Agriculture & Market Division of Plant Industry 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.

Dealers: Dealers are resellers of farm products.

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- A maximum of three (3) produce/plant dealers will be allowed in the Market each year at the discretion of the Greater Watertown-North Country Chamber of Commerce. All dealers need a dealer license from NYS Department of Agriculture & Markets.
- Dealers must include a copy of the DBA certificate and the sales tax # with this application.
- Dealers may not be eligible to participate in the NYS Agriculture and Markets, Farmers Market Nutrition Program (FMNP or WIC). Check with the Chamber.

Producers: Producers are vendors who grow or produce 85% of their farm products at their farm.

- All producers must submit a crop plan for inspection by Chamber appointed representatives, 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 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 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 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.

Plant Sales

- Only one nursery license is required and must be posted in public view at the time of sale.
- NYS Department of Agriculture & 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 & 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

Eggs

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

Honey, 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.

Baked Goods

- 20C Exemption from NYS Dept of Agriculture & Markets if home baked, non-hazardous, ie. Bread (no bread containing fruits or vegetables), rolls, cookies, cakes, brownies, fudge & double crust fruit pies. (Quick breads are 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 sales at wholesale. (Requires a separate, commercial kitchen.)
- All other baked goods must come from a licensed NYS Department of Health facility.

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.
- Mushroom species picked in the wild shall be obtained from sources where each mushroom is individually inspected and found to be safe by an approved mushroom identification expert prior to sale. Consult with Cornell Small Farms Program for more information.

New York State Microbreweries

- Must obtain a no-fee permit from the NYS Liquor Authority:
<http://www.sla.ny.gov/system/files/BrewerOffPremisesPermit.pdf>

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New York State Wines

- Farm Winery Permit, issued by the NYS Liquor Authority
- 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 (repackaging 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 of 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.

Meats – License is required if grinding or processing. A license is not required for cutting.

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.

Chicken (Must be frozen)

- License is not required to sell 250 turkeys or 1000 birds of other species. *
- No license is required if USDA slaughtered.
- Article 28 License is required if warehousing for wholesale accounts.

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- Article 5A license is required if selling over 250 turkeys or 1000 birds of other species. *

*250 turkeys or 1000 birds of other species processed annually.

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 if 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 (If processed (fileted, etc.) - Must be frozen)

- 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.
- 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.

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.
- 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.

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

- No permits, licenses or certificates are required.

Fresh Cut/ Dried Flowers

- Valid NYS Sales Tax Permit

Crafts

- Valid NYS Sales Tax Permit

Wineries / Distilleries / Breweries

- A copy of your marketing permit (tasting permit) **must be attached with your application.**
- All wineries must hold a Farm Winery Permit, issued by the NYS Liquor Authority. **Please attach a copy of the permit with your application.**

Food Truck / Stand Vendors

- All licensed food vendors and vendors selling food 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 your application.**
- The number of allowed food truck vendors will be based on the needs of the Market each year at the discretion of the Greater Watertown-North Country Chamber of Commerce.

Baked Goods

- 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 portability test certificate (from Converse Lab) must be provided to the Chamber along with the proof of compliance.
- All products must be properly wrapped and labeled.

Meat, Dairy, & Eggs

- 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, labeled properly and properly handled; and (3) kept at required

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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.
- All eggs must be from a processed NYS 5A facility or on-farm if less than 2,000 birds per year.
- No cutting, grinding, or processing is permitted at the market level.

Fish / Seafood

- Vendors selling fish/seafood must sell processed or filet items completely frozen. Vendors must provide the following documentation as appropriate to the product line.
 - 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.

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.**

All Food Vendors

- 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.
- The following prepared foods and baked goods are permitted at the Farm & Craft Market.
 - Bakery items (bread, fruit pies, dry cakes & cookies)
 - 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 F or less)

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- Honey & maple products
- Cider (properly refrigerated at 45 degrees F or less)
- Wine, Beer, and Spirits
- 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 (i.e. keeping curd on ice in a cooler is **not** permissible).
- Items deemed acceptable by the GWNC Chamber of Commerce.
- 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 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 the Chamber** prior to offering the item for sale. If the Chamber has reasonable doubt as to whether an item is by our definition “handcrafted” by the vendor, the Chamber will require the items be removed from the vendor’s table immediately.

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, 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 were not included in their original application, the Chamber must approve the addition before the product can be added.
- The Greater Watertown-North Country Chamber of Commerce Farm & Craft Market will determine eligibility of all products to be sold at the Market. The Chamber has final authority concerning the eligibility of all vendors and their products. All decisions rendered by the Greater Watertown-North Country Chamber are final.
- The applicant may only offer for sale:
 - Farm products, plants, flowers, prepared foods, baked goods

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○ 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 – 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 and maintaining all required certificates, permits, and/or licenses.
- 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

- **Two separate Liability Insurance Certificates** should be included naming the following as additional insured:
 - Liability Insurance naming the Greater Watertown-North Country Chamber of Commerce
 - Liability Insurance naming the City of Watertown

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 each occurrence, two million dollars general aggregate.***

- 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: NYS Office of General Services
 - 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

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NY Business Express website. Returning vendors should use existing account login.

EBT/CREDIT/DEBIT Redemption

EBT ~ Electronic Balance Transfer (NY Food Stamps)

- Vendors participating in the Earned Benefits Transfer (EBT) wireless program should turn their tokens in at the end of the market day no later than 2:00 pm to the Chamber booth where they will be counted and recorded. Holding tokens until the end of the season is not permitted.
- Please be sure that you are **only accepting GWNC Market Tokens**. The Chamber will NOT reimburse for tokens vendors take with any other stamp on them. It is up to the Vendor to be sure they are taking the correct 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 signage to advertise 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.
- Non-GWNC Chamber Member Fee: **\$50** – fee waived for vendors that are Chamber members in good standing. This fee is due by **April 12, 2024**.
- Full-Season Booth Fee: **\$320** per season per 10'X10' space. Vendors must pay at least 50% of their seasonal fees by **May 3, 2024**. The balance of the seasonal fee must be paid no later than **June 26, 2024**. If fees are not paid by the specified dates, the space will no longer be reserved - **No Exceptions**.
- Pop-Up Booth Fee: **\$50** per week per 10'X10' space. Vendors will not be eligible to participate in the Market until approval by the Chamber is granted. Please allow at least 2 weeks for review and verification from the time of submission.
- Electrical Use Fee: **\$40** 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.

Compliance

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- Any Vendor exhibiting unprofessional or inappropriate behavior directed at the public, market vendors, or Chamber staff, 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, customers, or Chamber staff. 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. Persons wanting to formalize a complaint will be given a paper document to fill out and submit to the Market Manager upon completion. All complaints and questions will be handled by the Chamber outside of market hours.

Acknowledgement of Rules and Regulations:

I, _____, have read the rules and regulations for the 2024 Watertown Farm & Craft Market season. 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 the GWNC Chamber. I agree to respect all parties involved in the Watertown Farm & Craft Market and agree to follow all rules and regulations for the 2024 market season.

Signature of Applicant

Date

Printed Name of Applicant

Name of Business