GREATER WESTHAMPTON CHAMBER OF COMMERCE

Farmers Market Rules, Procedures & Operating Guidelines

Introduction

- 1. The mission of the farmers market will be to improve local food security, teach entrepreneurship skills, and support local farmers and businesses, while enriching the cultural heritage of the community.
- 2. The Market Manager is responsible for the orderly and efficient conduct of the market and for implementing and enforcing the Rules and Regulations.
 - The Market Manager will represent the market and its governing body during market days and community activities.
 - The Market Manager will assist the market's governing body in developing and implementing a market budget, establishing market policy, recruiting vendors, collecting fees, creating the operational schedule, and promoting the market through advertising and social media.

RULES AND PROCEDURES

Eligibility: Farmers, Growers, and Producers

Participation in the Market is for bona fide farmers, ranchers, growers, and producers who sell what they grow, raise, produce, or create on their farm, as well as local producers who make products that feature agricultural foods and materials approved by the Market.

Permits, Licenses, and Insurance

- 1. All vendors are responsible for obtaining and paying for any permits and licenses required by the state of New York for products sold.
- 2. All vendors must abide by all federal, state, and local health/food safety regulations.
- 3. Copies of applicable permits and licenses will be kept on file with the market management and must be kept up to date for the entire Market season.
- **4.** All vendors must provide proof of general liability coverage in the amount of \$1 million dollars and name the market, the property owner, and the market sponsor as additional insured. A current certificate must remain on file with the market.

Food Safety

Proper handling of food is a critical part of ensuring the safety of consumers.

- Vendors must abide by all applicable federal, state, and local health regulations.
- Vendors must maintain current permits and licenses that are applicable.

Market Commitment

 Vendors commit to the entire market season unless other scheduling is noted in the application and discussed with Market Management. A minimum attendance of 90% of market days noted in the application is required. Product availability and seasonality may limit a vendor's beginning and ending dates; therefore, a schedule will be developed before the start of the market season, documenting the vendor's commitment to the market.

2. Vendors who are not able to attend a market day should telephone or email the Chamber Office at least 24 hours in advance.

Office phone number (631) 288-3337

Office email info@whbcc.org

3. Not fulfilling a market commitment may result in suspension or termination from the market.

Conduct

1. Vendors are required to conduct themselves in a manner that contributes to a positive shopping experience for market customers.

Unsuitable language, such as crude jokes, and engaging in inappropriate behavior is prohibited.

Vendors should not leave their booths unattended during market hours.

Market Management expects market vendors to be honest and to conduct themselves in a courteous and friendly manner with other vendors.

- 2. Vendors are responsible for the actions of their representatives, employees, or agents.
- 3. Vendors are responsible for the actions of their children. All children must be supervised at all times when present at the Market.
- 4. Vendors shall not be permitted to bring any pets unless the pet is a certified service animal.
- 5. The Vendor is responsible for the actions of their service animal.
- 6. Vendors are not permitted to share or deliver products with/for other vendors.
- 7. Vendors may not sublet space to other vendors.

Fees paid for Market space is non-refundable.

Smoking

Smoking is prohibited at the Market.

Weapons

Firearms or other dangerous weapons are prohibited at the Market.

Attire

Vendors must always wear appropriate attire and shoes.

Inappropriate attire includes crop tops and clothing with overt commercial, religious or political messages on them.

Disputes

- All complaints and/or concerns, whether from a vendor or customer, should be reported to Market Management and submitted in writing. Market Management will address issues as appropriate.
 - If Market Management is unable to resolve a complaint, a written follow-up may be made to the Market's governing body. The governing body will address the complaint at the next regularly scheduled meeting.
 - If the complaint is immediate, the Market Management may ask for a special meeting of the Market's governing body to address the complaint.
- The decisions of the governing body are final.

Non-compliance of the Market's Rules, Procedures and Operating Guidelines

- 1. All Market spaces will be assigned by the Farmers Market Committee.
- Market management reserves the right to dismiss any vendor and/or remove any product being sold that does not adhere to the rules and procedures, and operating guidelines.
- 3. Violations of the rules of the Market may result in warnings, dismissal from the Market, or both without refund of your season entry fee.

First offense: Verbal warning

Second Offense: Written Warning

- Third offense: Suspension from the market

Fourth offense: Termination from the market

4. All vendors are subject to a ninety (90) day at-will probationary period commencing on the first day of selling in the Market.

Reasons to disallow participation

1. Efforts will be made to accommodate those vendors who apply; however, a farmer, grower, producer, etc. may not be allowed to participate in the market due to:

Prior performance; insufficient space; business location; product **mix**; duplication of products; not submitting the required licenses, permits, or insurance on time; late arrivals, early closures, or absence without proper notice; and refusal to adhere to the market guidelines.

The Farmers Market Committee may amend these rules at any time.

OPERATIONS

Hours of Operation

- 1. The Market is held every Saturday, from 9:00 a.m. to 1:00 p.m. from May to November.
- 2. The Market is located at The Village Green, located between Mill and Beach Roads in Westhampton Beach.
 - Vendors may arrive as early as 8:00 a.m. to begin setting up.
 - All vendors must have all their tents, tables, and merchandise in their spots by 8:30 a.m. and be fully set up by 8:45 a.m. to ensure that all is in order for the Market to open at 9:00 a.m.
 - For the safety of our customers, latecomers may be relocated or denied admission to set up their space at the sole discretion of Market Management.
 - Vendors may leave early only under extenuating circumstances and with the permission of the Market Manager.
 - No selling is allowed before the opening bell is sounded to announce the official opening time.
 - No selling after the closing bell is sounded. Failure to abide by the bell system can lead to dismissal from the market.
 - All vendors must remain at the Market until the Market officially closes at 1:00 p.m. Vendors will be allowed 15 minutes after the Market closes to complete sales transactions initiated before the 1:·00 p.m. closing.

Product Unloading and Loading

- Beach Road Unloading/Loading
 - Vendors are to temporarily park in an available space, unload products and equipment, and move their vehicles to a parking lot.
 - Vehicles are not to be left in a temporary space while the vendor is setting up their booth.
 - At the end of the Market day the vendor is to bring their products and equipment to the temporary space area before moving their vehicle there for loading.
- 2. Mill Road Unloading/Loading
 - Unloading/Loading is prohibited on Mill Road in any area that is designated as a no parking/no standing zone.
 - Double parking is prohibited.
 - Vendors may wheel their product across the street from the public parking lot.

Safety of Equipment

- 1. Vendors are responsible for performing safety and serviceability checks of all equipment and appliances before use at the Market.
- 2. Weights must be available to secure tents; staking of tents is prohibited.

Clean Up

Vendors are responsible for maintaining their space in a clean and sanitary manner with attention to public safety and respect for the use of this public space by others following the end of the Market Day.

 Vendors are responsible for removing all trash and waste within and around their space.

Inclement Weather

The Market is outdoors and open rain or shine.

Participation on market days with severe or inclement weather is at the discretion of the vendor. Vendors MUST notify the Market Management of your decision not to participate 48 hours ahead of time.

If Market management cancels the Market, vendors will be notified of the closure as soon as possible by email or phone.

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Vendors are responsible for all equipment and supplies for the setting up of their booth.

Displays are to be constructed in a manner that they do not block customer walkways or pose other hazards to customers.

Signage

All vendors are required to display signs that state the name of their farm/business and location. Prices of products sold must be legible for customers to see on a price list or on individual packaging.

Parking

1. Parking on Beach Road is prohibited without a Parking Permit.

Vendor vehicles are to be parked in the Public Parking Lots.

Double parking and parking in "no parking/standing areas" is prohibited.

2. Parking is prohibited on Mill Road.

Vendor vehicles are to be parked in the Public Parking Lots in any space except spaces that are restricted for bank/business-specific use.

Security

Every effort will be made by the Chamber of Commerce to make the Market a safe environment for vendors and customers.

However, it will be the responsibility of the vendors to take every precaution to safeguard all valuables and cash during Market hours.

Suspicious activity should be reported immediately to Market Management and/or the Westhampton Beach Village Police Department.



Date

Please sign below to acknowledge your receipt of The Greater Westhampton Chamber of Commerce Farmers Market Rules, Procedures, and Guidelines and return the signed copy to the Market Manager. Thank you!
I acknowledge receipt of The Greater Westhampton Chamber of Commerce Farmers Market Rules, Procedures, and Guidelines and agree to comply with all rules and procedures outlined.
Vendor Name
Company Name
Signature