2022

Rules and Regulations

The East Hampton Farmers Market is supported by the Village of East Hampton, its community members, including the Village Police Department and our customers. The market will provide access to locally grown fruits, vegetables, and other farm products, while creating a sense of community within the Village of East Hampton. This project will be undertaken in cooperation with the Village of East Hampton, N.Y. State Dept. of Agriculture, The NYS Farmers Market Federation and Cornell Cooperative Extension.

MISSION STATEMENT

The mission of the East Hampton Farmers Market is to:

- Provide opportunity for local farmers, fishers, and food producers to sell their wares directly to the consumer.
- Provide homegrown and homemade fresh nutritious foods to the community
- Foster social gathering, community activity and education for the purpose of sustaining the growth of local agriculture and entrepreneurship.
- Support the farmer and in that way preserving farmland for the next generation

LOCATION AND SCHEDULE

The market is in Herrick Park adjacent to the Reutershan parking lot, in center of The Village of East Hampton.
The 2022 schedule is as follows:

<table>
<thead>
<tr>
<th>Season</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Sundays</td>
<td>10am - 2pm</td>
<td>April 3 through May 8</td>
</tr>
<tr>
<td>Summer</td>
<td>Fridays</td>
<td>10am – 1pm</td>
<td>May 13 through Sept 9</td>
</tr>
<tr>
<td>Fall</td>
<td>Sundays</td>
<td>10am – 2pm</td>
<td>September 11 - November 27</td>
</tr>
</tbody>
</table>

The market operates rain or shine except in circumstances of hazardous weather.

FEES

Vendors may participate in any or all the market seasons. When completing the application vendors will indicate the seasons they will participate in and the tent spaces they are purchasing.

<table>
<thead>
<tr>
<th>MARKET</th>
<th>TENT 10’ x 10’</th>
<th>TENT 5’ x 5’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fees are paid in full seasonally before the beginning of the first market. Checks get made out to East Hampton Farmers Market LLC and sent to POB 937 Sag Harbor, NY 11963 or through the Market’s Venmo account @EHFM11937

ALLOWABLE PRODUCTS

- All agricultural products may be sold at the market, including but not limited to locally grown fruits and vegetables, dairy products, meats, flowers, plants, honey products, maple products, NYS wines sold by a farm winery, eggs, herbs, soap, and related herbal products.
- Vendors may, on a limited basis, supplement their product line with additional Long Island products with prior approval of the Market Manager.
- Bought items for resell may not represent more than 25% of the display.
- If an item is not produced by the vendor, origin labeling is mandatory.
- IF AN ITEM IS NOT LABELED IT IS ASSUMED TO BE GROWN BY THE VENDOR.
- The organic term may only be used if the items are certified organic by an outside organization. The term “naturally grown” may be used otherwise.
- All applicable food safety regulations, both state and local, and COVID must be adhered to.
- Also please note, we are a Farmers Market and not a crafts fair. Arts and crafts items, or merchandise, is not to be sold.

ATTENDANCE

- Vendor attendance is critical to the success of the market. Vendors must come to every market they have signed up for.
- Vendors must stay through the end of the market day even if they had sold out of their product.
- If a vendor must miss a market, they must notify the market manager no later than four hours before market time via call or text to 631-871-8185
• The market operates rain or shine except in circumstances of hazardous weather. In the event of a weather advisory, the market manager will let the vendors know by text at 5:00 AM the morning of the market whether the market will be open or closed.

VENDOR SETUP, TENTS, AND PARKING

• Spaces are assigned by the market manager.
• Tents must be professional quality. Eurmax, E-ZUP and many other vendors make professional-grade tents. Lightweight “backyard” and “beach” tents are not allowed. This is a safety issue. Vendors with inappropriate tents will be asked to leave and return when properly equipped.
• All vendors must have on hand at every market, in case of wind, tent weights for each tent leg and ample ties to secure tents and tables.
• **Bungie cords are only allowed for the purpose of hanging banners. They cannot be used to secure tents or other items. This is a safety issue and will be enforced.**
• All tent spaces must be clean, and any refuse removed at the end of each market day.
• Vendors may arrive as early as two hours before the opening of the market.
• A vendor must be in their space, with their car parked and ready to sell by the opening of the market.
• Vendor parking is designated by the Village to maximize customer convenience. Failure to park in designated areas can result in a parking ticket.

VENDOR INSURANCE AND PERMIT REQUIREMENTS

• All vendors must provide proof of general liability coverage in the amount of $1 million dollars and name the following as additionally insured:
  ○ The East Hampton Market LLC, address POB 937 Sag Harbor, NY 11963
  ○ Kate Plumb, 33 Richards Drive, Sag Harbor, NY, 11963
  ○ The Village of East Hampton, 86 Main Street NY 11937
• A current insurance certificate must remain on file with the market manager.
• All insurance forms should be sent to POB 937 Sag Harbor, NY 11963 or emailed to kateplumb23@gmail.com
• Farmers market insurance can be difficult and expensive to obtain from companies not specializing in it. While not an endorsement, many of our vendors have signed up with web based [https://www.campbellriskmanagement.com/](https://www.campbellriskmanagement.com/) A google search for “Farmers Market Insurance” is also a good place to start.
• Vendors are responsible for the actions of their representatives, employees, or agents.
• Vendors must have all applicable permits. The end of this document contains a list of permits, licenses, and certificates that may be required of vendors. A copy of all/any applicable licenses, certifications and permits must be sent to the manager at the start of the season.

VENDOR SELECTION

• Upon favorable review of the initial application vendors are required to submit samples of their products.
Final selection is determined by review and vote from existing vendors participating in vendor selection.

SELLING GUIDELINES

- All vendors must have a sign clearly showing the farm/business name and location.
- Each vendor will be responsible for all equipment and supplies for the setup of a tent.
- Displays should be constructed in such a way that they do not block customer walkways nor pose any other hazard to customers.
- Vendors who provide samples and/or products that will result in waste material, such as cups, rinds, and corn cobs, must remove the waste material.
- Vendors are required to keep their market space neat and clear of obstacles, litter, and debris.
- No smoking, vaping, alcoholic beverages (except for wine tasting), or firearms are permitted in the market.
- During market hours Vendors must also not smoke or vape within 50 yards of the market.
- All products offered for sale must be of good quality and condition. The market manager reserves the right to direct any inferior goods be removed from display.

COMPLIANCE & COMPLAINTS

- To assure the overall quality of the market these rules and regulations are enforced.
- Attendance is mandatory. Missing two markets in any season is grounds for removal.
- There is also a zero tolerance for unexcused absence. If you are going to miss a market notify the manager via phone or text to 631-871-8185.
- Violations of the rules of the market is grounds for dismissal from the market.
- All vendor complaints must be addressed to the market manager.
- All complaints will be reviewed by the market manager, to resolve the issue. If the manager is unable to resolve the complaint, then a written follow up may be made to the market’s oversight committee.
- Expulsion from the market is done by a simple majority vote of the vendors that cast such a vote.
APPENDIX A. Permits, Licenses and Certificates

The following is a checklist that will help you to understand the permits, licenses, and certificates that are required of sellers of various products commonly found in farmers markets. This checklist is not exhaustive but is a general guideline. Please consult the inspection agencies listed at the end for further assistance.

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
- 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 Dept. 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; i.e., bread (no breads containing fruits or vegetables), rolls, cookies, cakes, brownies, fudge, and double-crust fruit pies. (Quickbreads are considered potentially hazardous and cannot be done under 20C Exemptions.) No Internet sales or advertising allowed.
- 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 or UV treated

New York State Wines
- Farm Winery Permit, issued by the NYS Liquor Authority
- Valid NYS Sales Tax Certificate

**Processed Foods**
- 20C 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.
- 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.
- Anyone wishing to sell CBD products must acquire an “Industrial Hemp Research Partner Authorization” license from NYS Dept of Ag and Markets.

**Meats**—License is required if grinding or processing. 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 if sold frozen. 40°F if sold fresh.

**Chicken**
- License not required to sell 250 turkeys or 1,000 birds of other species.*
- No license required if USDA slaughtered.
- Article 28 License if warehousing for wholesale accounts.
- Article 5A license required if selling over 250 turkeys or 1,000 birds of other species.*
  * 250 turkeys or 1,000 birds of other species processed annually.

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

**Fish**
- No permit, license, or certificate is required if a freshwater fisherman is selling only whole, non-protected species.
- 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

**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 amount handled is less than 3,000 pounds per month.

**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.

**For additional information, call:**

NYS Dept. of Agriculture & Markets, Division of Food Safety:
Albany Region: 518-457-5459
Syracuse Region: 315-487-0852
Rochester Region: 585-427-2273
Buffalo Region: 716-847-3185
New York City: 718-722-2876

NYS Dept. of Agriculture & Markets, Division of Milk Control & Dairy Services: 518-457-1772

NYS Dept. of Agriculture & Markets, Division of Plant Industry: 518-457-2087

NYS Dept. of Environmental Conservation, Permitting Office: 631-444-0471
Compiled by the Farmers’ Market Federation of New York, 2009