



This region is made up of doers, growers, and makers.

The pillar that is, and will always remain, the foundation of the Schroon Lake Farmers Market is to expand and ensure access to local and quality food for all, to promote our farmers, and to support our community.

2024 SUMMER SEASON

LOCATION Schroon Lake Town Pavilion | 29 Leland Avenue, Schroon Lake, NY 12870

As the Market takes place in the Pavilion, Vendors are not required to set-up tents.

DATES June 15 - September 7, 2024 | 13 week Market season

TIME Saturdays, 9am - 1pm | Vendors must be set up to sell by 8:45am

VENDOR FEE \$125 for a 10-foot space | A 20-foot space is twice the fee (\$250).

Payment is due upon acceptance as a SLFM Vendor.

By April 1 submit the following by email or mail:

- Filled out application
- Signed Vendor agreement
- Photos of your product, if available

You will receive email notification about your acceptance as a Vendor.

Once accepted as a Vendor please submit the following by email or mail:

- Booth fee must be paid at this time - check or cash are accepted.
Checks payable to Schroon Lake Farmers Market
- Copy of required documentation (see permit/license/certificate requirements pages)
If not available at this time, all pending documentation must be sent as soon as possible and prior to May 31.
- Proof of liability coverage | all SLFM Vendors must have individual insurance coverage with a minimum of \$1,000,000 liability coverage. Certificate of Insurance - Additional Insured: Honeypine LLC, DBA Schroon Lake Farmers Market on a “primary and noncontributory basis”
- Email your logo. This will be advertised on the SLFM website and social media promotions.

The Market will supply Vendors with promotional marketing (social media posts, poster documents to print, etc) for your use.

Please send submissions or reach out with questions to below:
Schroon Lake Farmers Market | Alexis Conners, Market Manager
P.O. Box 121, Schroon Lake, NY 12870
schroonlakefarmersmarket@gmail.com
585-944-0097

VENDOR APPLICATION

Return this application by April 1, 2024

BY MAIL | Schroon Lake Farmers Market P.O. Box 121, Schroon Lake, NY 12870

OR BY EMAIL | schroonlakefarmersmarket@gmail.com

NAME _____

PHONE _____

BUSINESS NAME _____

EMAIL _____

MAILING ADDRESS _____

WEBSITE _____

SOCIAL MEDIA @ _____

PRIMARY BOOTH WORKER (if different than above)

NAME _____

EMAIL _____

PHONE _____

WHAT DO YOU PLAN TO SELL? Share any details! I.e. what makes your product special, where do you source ingredients. Please share photos of product if you have them.

WILL YOUR BOOTH NEED ELECTRIC? _____

PLEASE FILL OUT BELOW WHERE APPLICABLE:

NYS TAX ID # _____

GROWERS LICENSE # _____

20C LICENSE # _____

20C EXEMPTION # _____

AG & MARKET MILK CONTROL PERMIT # _____

FARM BREWERY PERMIT # _____

FARM WINERY PERMIT # _____

DO YOU ACCEPT SNAP/FMNP?

OTHER MARKETS YOU ATTEND:

LET US KNOW ANYTHING ELSE!

RULES & REGULATIONS

The Market shall be known as the Schroon Lake Farmers Market, SLFM.

Market season schedule (dates & times), location and booth pricing will be set annually. Products shall only be sold during designated Market hours.

Market is held in a covered space and will take place rain or shine at the times and dates agreed upon unless canceled for safety reasons. The Market Manager will notify Vendors of cancellation as soon as possible, via phone and email.

The Vendor booth will be assigned by the Market Manager, with the goal of maximizing Market space while maintaining a variety of products. Vendor booths will remain as assigned for the length of the market.

Set-up may begin at 8am Market days; Vendors must complete set-up and be ready to sell by 8:45am. Vendors are responsible for take-down and clean-up of their booth after each Market period. This must be complete by 1:45pm.

Vendors must occupy their booth and sell for the entire duration of each Market day. Vendors may not vacate or take down their booth before the close of the Market.

It is expected that the person submitting the Vendor application will be the person running their Market booth each week. If there is a designated alternate person (i.e. an employee) who will be running the booth for the season, the Vendor is responsible for submitting said employee's information (name, relation to business, phone number, email) to the Market Manager prior to the start of the Market season. It is requested that the same person runs a Vendor's booth each week; this helps Vendors build a relationship with the Market Manager and customers. Please notify the Market Manager with changes and contact information as soon as possible.

Each Vendor is required to sell items produced directly by the Vendor, the Vendor's family, or the Vendor's employees. SLFM prides themselves on supporting and sourcing local and fresh. Exceptions to this rule must be approved by the Market Manager.

Local is defined by 70 mile radius, if products that would improve market selection are not readily or easily available within that radius by a sole vendor the Market will consider local resellers or from vendors within an expanded radius (100 miles).

If a farm has a product that would improve market selection but are unable to attend SLFM due to scheduling conflict, lack of additional staff, or other personal reasons then SLFM would consider a current SLFM vendor to sell their product on their behalf at their own table. The vendor booth that resells for another farm would be charged an additional \$50 fee.

Baker's products must be made from scratch. Fully pre-made or pre-baked products purchased from elsewhere are not allowed.

Product pricing is fully up to the Vendor, keeping in mind reasonable rates and area pricing. Reasonable rates and pricing for the Schroon Lake community are what will attract Market shoppers and maintain fair access to all communities and demographics.

RULES & REGULATIONS CONTINUED

The Vendor is responsible for all licenses, seals, permits, sales tax information and other required documentation for the sale of any item. Permits and sales tax numbers should be brought to the Market for inspectors to see. The Vendor is responsible for their own NYS sales tax and reporting requirements.

Vendor is responsible for maintaining necessary safe storage temperatures of product (eggs, dairy, meat, ready-to-eat items etc.) for the entirety of the Market hours on a given Market day.

All Vendors must abide by health and safety regulations. The Market Manager has the right to enforce any regulations such as deemed food safe.

The Market takes place under the Town Pavilion meaning Vendors are not required to set up tents.

Each Vendor will be responsible for all equipment and needs for the set-up of their own booth area. It is a priority to make booth as welcoming and customer friendly as possible. The Market Manager has the right to request removal or change of any set-up that seems dangerous or compromising to Market flow.

Vendors must have legible printed signage clearly displaying their name, their products, and product pricing.

If a vendor accepts SNAP this must be clearly and well advertised.

Vendors must attend all 13 weeks of the Market season. No Vendor shall have the right to sublease, sell, or transfer their Market booth. If a Vendor misses two back-to-back Market weeks, or 4 total Market weeks the Market Manager has the right to re-evaluate the Vendor's participation in the SLFM. If a vendor is removed for the Market Season due to missed weeks, the Market Manager may find a new Vendor to fill the respective booth. Exceptions will be made only under extenuating circumstances and will be decided and approved by the Market Manager.

The Market Manager must be notified as soon as possible if a Vendor is unable to attend a Market day. If possible, the Market Manager may add an additional Vendor to supplement.

Season booth fee is to be paid upon acceptance as a SLFM vendor and is non-refundable.

Day vendors will pay a 1 time \$20 fee for each day they attend.

To further enhance the Market, the Market Manager may invite (or include) an organization that serves the area community in a supportive or entertaining way. These single-week, non-season Vendors (local organizations, nonprofit groups, musicians, etc.) will be assigned to a space by the Market Manager as space permits.

Non-profits are exempt from market day fees.

Non-profit groups must display a sign or banner of their group and be transparent about the cause any money raised is going towards or their organization's goals and community objectives. Signage must be legible and printed (not handwritten). Their presence at the Market is for the purposes of

RULES & REGULATIONS CONTINUED

education and outreach. If hosting a fundraiser or selling products, the purpose of the money being raised must be clear.

Vendors are responsible for their children staying on-site during Market hours.

Vendors are to conduct themselves, in language and appearance, in a respectful manner.

There will be no inter-Vendor confrontation. Vendors may submit any written complaints to the Market Manager.

A Vendor or Market customer may submit to the Market Manager a written complaint against a Vendor where there is reason to believe a violation of Market rules. The identity of the complainant will not be revealed to any Vendors. The Market Manager will conduct an initial investigation of the specific complaint. The investigation will include an attempt to obtain detailed information from the complainant, the alleged violator and other witnesses before a determination is made that a violation occurred.

If it can be determined that a violation has occurred, the Market Manager will proceed as follows:
First violation: Vendor receives written notification and explanation of disciplinary procedures.

Second violation: Vendor must pay a \$25 fee to the Market.

Third violation: Vendors must pay a \$50 fee and must present a plan or proof of remediation for future weeks. The Vendor will be able to present a rebuttal to the Market Manager. The Manager will either dismiss the charges, suspend the Vendor for a period of time, or cancel the Vendors right to sell for the season. During the disciplinary periods of the second and third violation the Market Manager has the right to fill empty Vendor booths.

Vendors will be subject to inspection at any time during the Market season. If, as a result of such inspection, a Vendor is found in violation of these rules and regulations, the Vendor will be held responsible for all fees and costs incurred during said inspection.

In case of necessary farm inspections (to ensure products grown and conditions) a 3rd party, unbiased farmer will assist the Market manager in an on-site inspection of the farm in question.

No dogs are allowed, per the Town of Schroon's policy for town property usage.

No bikes, scooters, skateboards etc. are to be used within the Market area.

The Market shall carry public Liability Insurance for the Market area. The insurance includes Property Damage and Bodily Injury coverage to protect Honeyvine, LLC DBA Schroon Lake Farmers Market.

The Manager and the Vendors are responsible for creating a safe, enjoyable space for all customers. The Market Manager is responsible for enforcing all rules and regulations. Vendors must abide by the Manager's decisions.

PERMITS/LICENSE/CERTIFICATE REQUIREMENTS

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 below always.
- 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.

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 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.

Baked Goods

- 20C Exemption from NYS Dept of Agriculture & Markets if home baked, non-hazardous; ie. Bread (no breads containing fruits or vegetables), rolls, cookies, cakes, brownies, fudge & double crust fruit pies. (Quickbreads are considered potentially hazardous and cannot be made 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.

Cheese & Other Dairy

- 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 & Fluid Milk Products

- 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 3000 pounds per month.

Grains and Legumes | prepackaged only, cannot be packed on site

- No permits, licenses or certificates are required.

PERMITS/LICENSE/CERTIFICATE REQUIREMENTS CONTINUED

Meat | 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 or below if sold fresh.

Chicken

- License not required to sell 250 turkeys or 1000 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 1000 birds of other species.*

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

Processed Meats

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

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.

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.

New York State Wines

- Farm Winery Permit, issued by the NYS Liquor Authority.
- Valid NYS Sales Tax Certificate.

Fresh Cut/ Dried Flowers

- Valid NYS Sales Tax Permit.

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.

Crafts

- Valid NYS Sales Tax Permit.

For additional information, call:

NYS Dept. of Agriculture; Markets, Division of Food Safety: 518-457-5459

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

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



Schroon Lake Farmers Market Vendor Agreement

By initialing below I agree that I have read and agree to abide by the Rules & Regulations of the Schroon Lake Farmers Market (SLFM) and any applicable Local, State and Federal Laws and Ordinances when selling at the Schroon Lake Farmers Market.

I agree to hold harmless the Market and Manager from any legal or financial liability in case of accidents or incidents at the Market.

I acknowledge that the primary purpose of the SLFM is to assist small, regional farmers and producers such as myself. I further acknowledge that it will be impossible to achieve this goal if SLFM, its officers and affiliated entities, are subjected to costly and time-consuming litigation. If I have a difference of opinion or difference interpretation of the rules and regulations governing SLFM, I will attempt to rectify any and all differences or disagreements by discussing same with the appropriate individuals at SLFM. If I am unable to resolve any disputes or differences through these efforts, and I am required to resort to litigation against SLFM, its officers and affiliated entities, I acknowledge and agree that in the event that I am unsuccessful in my litigation, I will be responsible for reimbursing SLFM for all costs, disbursements, expenses, and fees, including reasonable attorney fees incurred by them in the course of its defense of the litigation.

Unless otherwise specified in SLFM Rules and Policies, any violations of this agreement may result in suspension or termination as a Vendor.

This agreement applies to the current SLFM season only and in no way implies acceptance to SLFM in the future.

NAME

INITIAL

DATE
