

## VENDOR Port Jefferson Farmers Market – 2024 Season



**Sundays 10:00AM to 2:00PM (set-up 9am), January 7 through April 28, 2024 (INDOORS). Located at the Port Jefferson Village Center, Mayor Jeanne Garant Harbor front Park.**

The Port Jefferson Farmers Market is sponsored by the Port Jefferson Economic Development Council, and was created to pursue the following goals:

- ⤴ To expand the availability of foods that are fresh, artisanal, full-flavored, unique, healthy, and nutritious to the Port Jefferson residential community
- ⤴ To promote the productivity and sale of locally-grown farm products
- ⤴ To contribute to the vitality of the Village of Port Jefferson
- ⤴ To provide the opportunity for consumers to interact directly with growers and other producers to learn about their products and build relationships
- ⤴ To give growers and producers of local agricultural commodities and other farm-related products direct marketing opportunities to our residents, visitors, and local businesses.
- ⤴ To enhance the quality of life in and around Port Jefferson Village by providing an activity which fosters community and social interaction

### Market Rules

#### Fees

The fee for the 2024 winter season for a 6ft space for vendors is \$550.00. Winter Season Dates-January 7-April 28, 2024.

Vendors are expected to attend every week with the exception of any Sundays with Village approved events.

Failure to show up for two consecutive weeks (without prior notification) will give the Village the right to evoke your permit and reassign another vendor to your location.

Due to space limitations, we are unable to offer partial season spaces this season.

Fees are payable in advance, before the beginning of the season and there are no pro-rated fees or refunds.

#### Location:

Vendors will be assigned a location by our Farmers Market manager. 6ft table on the 2<sup>nd</sup> floor of the Village Center. The Market Manager and the Code Officer will instruct when and where to unload your vehicle and where to park your vehicle for the duration of the market. Spaces will be assigned based on the needs of each vendor and is at the discretion of Market Manager.

Please be sure to notify us of any special space requirements at the time of your application (e.g. additional parking

for vehicles). Spaces must have signage that clearly identifies the business name of the vendor and location.

### **Insurance**

A certificate of insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for Premises Liability, Products/Completed Operations which would apply to bodily injury or property damage for produce consumed and resulting in illness. The “Incorporated Village of Port Jefferson, 121 West Broadway, Port Jefferson, NY 11777” must be listed as additional insured and certificate holder on your policy. If you need assistance in obtaining such coverage, please notify us.

### **Setup**

**All setups must take place at 9:00AM (Village Center opens at 9am) and must be removed by 2:00PM on Sunday. Winter Farmers Market is from 10-2pm.**

**Any vendor on the 1<sup>st</sup> & 2<sup>nd</sup> floor is required to cover the carpet under their table to prevent any damage.**

### **Cleanup**

Each vendor is expected to clean his/her assigned spot at the end of each day and to keep it neat during the period that the market is open and to dump their trash in the dumpster behind the Village Center. Developing and keeping a good community image is key.

### **Products**

Items must be grown, gathered, produced and/or processed on Long Island, NY. Specific products may be deemed ineligible for sale by the Economic Development Council and/or the designated market manager(s) if they are not representative of items for sale at the Farmers Market. If there are questions regarding the sale of specific items, please contact us and/or provide detailed information with your application. Specific products may be granted an exception if produced off Long Island, if such product is unavailable from a Long Island producer, and product is still deemed to be “local” within NY state, or neighboring state.

### **Competition**

We strive to have a wide variety of products at the market from as many vendors as possible. Every attempt will be made to separate competing vendors in the market given that enough space is available to do so.

### **Additional Regulations**

All vendors are responsible to understand and comply with Department of Agriculture and Health Department rules and regulations regarding growing, handling, processing, sampling, and vending their products. Additionally, vendors are responsible for complying with any other applicable laws and regulations regarding their participation in the market.

**All vendors will require proper permits and licenses to be displayed in their table/booth.**

### **Permits/Licenses/ Certificates Required for Farmers Market Sellers**

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 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.

ie., bread (no breads containing fruits or vegetables), rolls, cookies, cakes, brownies, fudge, and double-crust fruit pies. (Quick breads 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.

**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.

**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

**Port Jefferson Farmers Market-WINTER – 2024 Vendor**



**Application**

APPLICATION FOR SEASONAL VENDORS PURSUANT TO VILLAGE CODE 250-55 INCORPORATED VILLAGE OF PORT JEFFERSON

Date: \_\_\_\_\_

Business name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name/address of owner:  
\_\_\_\_\_

If incorporated, names, and addresses of officers:  
\_\_\_\_\_  
\_\_\_\_\_

Types of goods being sold:  
\_\_\_\_\_  
\_\_\_\_\_

Space:  \$550.00/season Vendor  Dates unable to attend:  
\_\_\_\_\_

Type of vehicle (box truck, pickup, etc.): \_\_\_\_\_

You must park your vehicle in the metered parking system space.

I expressly acknowledge that the permission granted hereunder is freely revocable by the Village and in view of such fact, I expressly assume the risk of making any expenditure in connection with this.



Permission, even if such expenditures are substantial. Without limiting any indemnification obligations of myself or other waivers contained in this permission and as a material part of the consideration for this permission, I fully RELEASE, WAIVE AND DISCHARGE forever any and all claims, demands, rights, and causes of action against, and covenants not to sue, Village, its departments, commissions, officers, directors and employees, and all persons acting by, through or under each of them, under any present or future laws, statutes, or regulations, in the event that Village exercises its right to revoke or terminate this permission.

I understand and agree that neither the VILLAGE OF PORT JEFFERSON nor any of its officers, agents, volunteers or employees shall be held responsible or made the subject of any claim for damages or liability arising from personal injury, property damage or loss of any sort to me, my guests, my customers, or any other person or loss of any other sort arising out of or related to participation in programs at Village Farmers Market. I HEREBY AGREE TO FULLY RELEASE, INDEMNIFY AND HOLD HARMLESS THE VILLAGE OF PORT JEFFERSON, ITS OFFICERS, AGENTS, VOLUNTEERS AND EMPLOYEES FROM ANY SUCH CLAIM, LIABILITY OR LOSS.

I understand that I release and give permission for photos or depiction of my business and people to be used for Port Jefferson Farmers' Market promotion purposes.

I have read all the above and agree to all of the terms and rules of this agreement, and hereby make application to become a vendor at the Port Jefferson Farmers' Market for the year of 2024.

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SIGNATURE	TITLE	DATE
Please print name: _____		

**DEADLINE TO SUBMIT APPLICATION, PAYMENT AND INSURANCE IS January 1, 2024 TO ATTEND THE MARKET ON January 7<sup>th</sup>, 2024.**

You will only be able to register for the winter farmers market with a completed application, updated certificate of insurance & license.

Please deliver (application, certificate of insurance & license) to Renee Lemmerman at the Port Jefferson Village Center, 101-A East Broadway, Port Jefferson, NY 11777 -2<sup>nd</sup> floor Recreation Department (631-802-2160).

Payment can be made with a credit card or check only. NO CASH.