

ENY Farms! Farmers' Market Rules and Regulations 2017

KEEP THESE RULES FOR YOUR RECORDS.

These rules and regulations apply to all vendors and service providers participating in the East New York Farmers' Market. Please read them carefully. Sign and return page 12 to the market manager, to indicate that you have read and agree to comply with the rules and regulations.

The farmers' market is part of the East New York Farms! Project, a collaborative project whose mission is to **organize youth and adult residents to address food issues in their community by promoting local and regional sustainable agriculture and community-based economic development.** In addition to the farmers' market, and the vendors/growers involved in the market, the project includes a youth intern program, and a Community Supported Agriculture Program.

TABLE OF CONTENTS:

What does the ENY Farms! Project do?	Page 2
What are the roles of the staff, market management, and vendors?	Page 2
Where and when does the market happen?	Page 2
How do I register for the market?	Page 2-3
What does it cost to participate?	Page 3
How can I get a discount on market fees?	Page 3-4
How can I sell at the shared table?	Page 4
What can I sell?	
a. General	Page 5
b. Baked Goods	Page 5
c. Agricultural Products	Page 5-6
d. Meat Products, Dairy Products, Eggs & Other	Page 6-7
What certificates and permits do I need?	Page 7
Who can sell at my table?	Page 8
How are spaces assigned?	Page 8
What time can I arrive to set up? When do I leave?	Page 8-9
How should I display my products?	Page 9
What other rules are vendors expected to follow?	Page 9
Will I be inspected?	Page 9-10
What will happen if I fail to follow some of the rules?	Page 10-11
Vendor Indemnity Agreement – <u>SIGN THIS</u>	Page 12

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1) **What does the ENY Farms! Project do?**

- ◆ To improve community nutrition and food access by providing locally and regionally grown, fresh, nutritious fruits and vegetables to local families.
- ◆ To strengthen the local economy of East New York and regional rural communities by providing self-employment opportunities to local gardeners, arts & crafts, prepared food vendors, and regional farmers.
- ◆ To educate neighborhood youth about agriculture and food justice issues and provide them with paid internships through which they can work to improve the East NY community.
- ◆ To support the preservation of community gardens and farms in East NY and NY State through helping them generate income from selling their products.

2) **What are the roles of the staff and market management and members?**

- A. The farmers' market is sponsored by the United Community Centers (UCC). As sponsors, we will:
- ◆ Establish rules and regulations, adopting and amending as needed (in consultation with market vendors).
 - ◆ Collect registration fees, stall rental fees, and any fines.
 - ◆ Establish the operational schedule and participation requirements for the market.
 - ◆ Advertise and promote the market, with the help of the vendors.
 - ◆ Hire a market manager.
 - ◆ Maintain a general liability insurance policy for the market.
 - ◆ Hold quarterly vendor meetings for all vendors and establish other mechanisms to obtain input from participants.
- B. The **Market Manager** is responsible for the orderly and efficient conduct of the market, collecting and recording income and fees, enforcing the rules and regulations, and working with the project to carry out advertising and outreach plans.
- C. The **ENYF! Staff** is responsible for organizing and supervising the youth internship program, overseeing the Farmers Markets and helping local gardeners with agricultural issues.
- D. **Vendors** work with staff to plan the market by attending monthly meetings and carrying out plans. At meetings, vendors and staff address any market related concerns and vote on market decisions. Each registered vendor holds one vote. Vendors who would like to vote on market decisions must be present at the meeting when the vote is held.
- E. **General meetings are held the first Tuesday of each month from 6:30 pm to 8:00 pm, at UCC. All vendors are strongly encouraged to attend 3 meetings/year (we suggest one in the spring, summer, and the annual review meeting).**

3) **When and where does the market happen?**

- A. The Farmers' Market will operate:
- ◆ Location: Schenck Avenue, between New Lots and Livonia Avenues
 - ◆ Season: June 24, 2017 through November 25, 2017 (23 weeks)
 - ◆ Day of the week: Saturday
 - ◆ Hours: 9 am to 3 pm
- B. The Farm Stand will operate:
- ◆ Location: New Lots and Georgia Avenues
 - ◆ Season: July 5, 2017 through October 25, 2017 (17 weeks)
 - ◆ Day of the week: Wednesday
 - ◆ Hours: 3:30 pm to 6:30 pm

4) **How do I register for the market?**

- A. Market registration and participation is limited to bona-fide growers, crafts persons, producers of homemade products, service providers or other vendors approved by the East New York Farmers Market. Bona-fide growers must be regional producers from the states of Connecticut, New Jersey, New York, and Pennsylvania.
- B. Each vendor must attend a vendor orientation, complete registration forms, and pay the registration fee prior to the first Saturday they participate.
- C. The market manager reviews and approves vendor applications. Decisions are made based on if the vendor has all necessary permits and the product mix available at the market.
- D. Required forms are **the General Application, Crop Plan (for growers) and Product Specifications (for all other vendors)**. The market manager can answer any questions about the forms. The urban agriculture coordinator can help growers complete the crop plan.

5) **What does it cost to participate?**

- A. **A one-time registration fee of \$10 will be charged to new vendors only, and must be paid when the application is submitted.**
- B. Fees listed below apply to each market day per 10'x10' space.
- C. **Space fees (to be paid by the end of each market day):**
 - Farmers - \$40 per space
 - Gardeners and vendors - \$18 per space

Fees are payable in cash or check made payable to the 'United Community Centers'. FMNP coupons will not be accepted as payment for fees. *Discounted rates may apply - section 6.*
- D. New vendors are obligated to pay for the first three weeks of fees in advance and commit to selling for three weeks.
- E. Vendors who pay for the entire season in advance will receive a 10% discount.
- F. Fees are NOT reimbursable, unless it is a rebate as described in section 6.

Equipment rental fees (to be paid by the end of each market day):

- G. **TO RENT EQUIPMENT YOU MUST RESERVE IT AHEAD OF TIME**
 - Farmers** are responsible for their own tables and tents, and are only provided by ENY Farms! in emergency situations (if available), at a cost of \$10 each per tent or table for the first day, and \$25/tent, \$15/table afterwards.
 - Gardeners** may rent one tent and one table for \$2 each. A half sized table is \$1. Additional tents and tables will be charged at the vendor rate.
 - Vendors** may rent tents and tables at a cost of \$6 per table, \$6 per tent, or \$10 for both. A half sized table is \$3.
- H. **Non-profits** providing information or free services to the market are fee-exempt, but are encouraged to pay for their space and/or equipment to help support the market when possible. Organizations wanting to sell a product or service to customers at the market are considered vendors to which all fees apply. The market manager will determine a \$20 or \$10 fee on the basis of the scale of the organization, and equipment will be available to them for the same rental fees as craft vendors.
- I. **No equipment, furniture, and display devices provided free or leased by the East New York Farmers' Market may be removed from the market site or damaged. If equipment is lost or damaged, the farmers' market will charge the vendor for the cost of replacing the item.**

6) **How can I get a discount on market fees?**

- A. The market is able to charge low market fees because it relies on vendors to help with running the market, rather than employing additional staff to run the market. To continue to

- make the low fees possible, vendors are strongly encouraged to attend market meetings and to volunteer with the market.
- B.** Vendors who contribute to the ENY Farms! Farmers' Market in the following 2 ways will receive the discounted rates for space fees:
- Vendors who attend 5 member and/or vendor meetings during the time period between the last market day of the last season and the last market day of the present season.
 - Vendors who volunteer a minimum of 5 hours a year to the project during the same time period in any of the following capacities: advertising the market or handing out flyers, organizing market events, media appearances, tabling at events, attending funder visits, interviewing candidates for the youth program or staff positions, and other tasks that are essential to the success of the market. NOTE: Gardeners must keep track of their own hours and report them to the Urban Agriculture Coordinator or Market Manager. Vendors will report their volunteer hours to the Market Manager.
 - Vendors can exchange up to 2 of their required meetings for extra volunteer hours, at a rate of 10 extra hours of volunteering for each meeting not attended. Vendors wishing to make this exchange should inform the Urban Agriculture Coordinator.
- C.** Vendors will receive the discounted rates after these obligations are completed.
- D.** Vendors who have completed the obligations after the market season has begun will receive a refund for any fees (space and equipment only) paid in excess of the discounted rates. This refund does not apply to share table fees paid.

7) How can I sell at the shared table?

- A.** Gardeners or urban farmers may choose to sell their produce at the shared table. This table is staffed by youth interns from the East New York Farms! Project.
- B.** Gardeners or urban farmers who drop off at the shared table receive payment only for produce that is sold that day. Gardeners may come to the market at the end of the day if they would like to take back unsold produce, or it will be donated to our local food pantry.
- C.** Urban Farmers and Gardeners are expected to promote the market on their own time.
- D.** 90% of profits earned at the Share Table that gardener receive will go to the individual gardener.
- E.** 10% of profits earned at the Shared Table that gardeners receive will go to ENYF! for selling the produce.

For more information, see our guide "Selling at the Share Table"

8) What can I sell?

A. General

1. The sale of illegal items and counterfeit goods is NOT allowed.
2. All items that appear on the Product Specification and/or Crop Plan form will be approved or disapproved for selling at the market when registration is completed, at the market management's discretion. All vendors are encouraged to present new and unique items to the market.
 - a. Only items listed on the crop plan and approved by the market management can be sold at the market.
 - b. Items attempted to be sold that were not previously approved will be asked to be removed from the display immediately, and a \$10 fine will be imposed as described in 17C.

- c. Items may be added to the crop plan and/or product specification form after the market season has begun only if the vendor receives prior written permission (at least one week ahead of time) from the market manager to sell the item.

3. Willful and/or significant price undercutting is not allowed. As necessary, the market manager may set price floors for goods.

B. Baked Goods

1. Baked goods must be handmade from scratch by the vendor. No commercial mixes may be used.
2. Baked goods must have a protective covering or be wrapped. Baked goods requiring refrigeration are not permitted. Single crust pies or cream fillings are not allowed when sold by vendors with a home processing license. Single crust pies or cream fillings may be sold by commercial processors.

C. Agricultural Products

1. No genetically modified produce or other crops may be offered for sale. Products grown from seeds, seedlings, bulbs, rootstock, transplants, tubers, or grafts which are the product of cell fusion, micro-encapsulation, macro-encapsulation, or recombinant DNA technology (including gene deletion, gene doubling, introducing a foreign gene, and changing the position of genes when achieved by recombinant DNA technology) may not be offered for sale.
2. All growers are required to file a crop plan at the beginning of each season. The plan must show all products being grown or produced, and square footage under production for each item (for gardeners), or row feet or acreage under production for each item (for farmers). Crop plans and all allowed products to be offered for sale will be approved prior to the market beginning by the market management, who will make decisions as necessary to balance product availability by different farmers and gardeners at the market. Growers wishing to add items should follow the guidelines in section 7.A.2.c above.
3. In the case of products in which gardeners specialize, including collard greens, kale, and callaloo, farmers are asked not to sell these items until urban gardeners have sold out. If this is the case, it is **only** the case for gardeners who have their products at the market when the market opens. Farmers will not be asked to remove products once they have been allowed to sell them, even if a gardener brings additional supplies. In all cases, this balance is at the discretion of the market manager.
4. For farmers, all non-carried agricultural products must be produced on land the producer owns or rents.
 - a. Rented land must be local (within 25 miles of) to the producer's farm.
 - b. For annual crops, rented land must be fallow at the inception of the lease.
 - c. Producers must submit lease or written agreements and map indicating the location of rented land along with their application.
 - d. Producers and/or their employees must perform all work associated with production of the crop(s) with the producer's equipment. During inspections, they must provide proof that they perform such work, including, but not limited to, seed receipts, payroll records, and spray records.
5. Gardeners and farmers are required to produce minimally 75% by volume, of the fruits and vegetables offered for sale at the market on EVERY MARKET DAY during the season.
6. Guidelines for Carrying Produce or other Agricultural Items:

Rules and Regulations

- a. Produce or other agricultural items are considered “carried” when it is purchased from a nearby farmer and re-sold at the market (within 25 miles of your operation). Farmers must specifically apply to market management to “carry” produce.
 - b. Carried items offered for sale must be regional and its source identified on the Crop Plan. Its source, including farm name and town and contact information must be provided to the market management.
 - c. The purpose of carried items is only to significantly improve selection at the market (such as by adding a product not available at the market), or where volume is considered by the market to be decidedly insufficient to meet customer demand (such as when gardeners bring other gardeners’ collard greens in the fall). The market manager may also take into account the volume of produce carried when deciding whether to allow it or not. Carrying is not meant to extend the season for a particular vegetable or fruit.
 - d. Producers cannot carry items that other producers are growing/producing for market at any time. The market manager will attempt to let producers who are planning to carry items know before the beginning of the season whether they may carry an item.
 - e. Carrying agricultural items is subject to the approval of the market manager, and approval may be revoked at any time if a producer is found who is willing to come to the market and sell an item directly.
 - f. Like farmers, gardeners should also inform the market manager when they are selling produce or other agricultural items for other local gardeners, should identify this on signage at the market (including farm name and town). All data from these sales must be reported to the market manager.
7. Products cannot be advertised as organic, unless they have been certified by a USDA accredited certifying agency and display their certificate/logo.
 8. Agricultural products should be free of visible defects, disease, and insect problems, and should meet standards of quality, freshness and grade. The market manager is responsible for maintaining the overall quality of the market, and may remove produce that (s)he determines is of unfit quality.

D. Meat Products

1. Poultry and Fowl: Producers may sell meat that is 100% from poultry and fowl they raise from day-old chicks.
2. Red meat: Producers may sell meat that is 100% from animals they raise from weaning.
3. Processing;
 - a. Animals may be slaughtered, cut, and wrapped off farm, if the meat is from the producer’s animals.
 - b. Meat may be processed off-farm, if only meat from the producer’s animals are used.

E. Dairy Products:

1. Milk: Producers may sell milk from herds they manage and milk.
2. Other Dairy Products: Cheese and other dairy products must be made by the producer. At least 60% of the milk or cream must come from the producer’s herd.

F. Eggs and Egg Products: Producers may sell eggs from their poultry or fowl.

- G. Other products:** The market welcomes other agricultural products, such as plant materials (house plants, seedlings, and flowers), cut flowers, honey and honey products, maple syrup and other items. These products will be reviewed on a case-by-case basis, with the goal of providing an outlet for producers (or temporarily as carried items as described in Section 7C5).

9) What certificates and permits do I need?

- A.** All applicable laws and regulations must be adhered to when selling at the farmers' market. The vendor is solely responsible for following these laws. However, the following information is provided for your benefit.
- B. Vendors selling any taxable items must file for a Certificate of Authority with the NYS Department of Taxation and Finance. Call 800-462-8100 for information and forms.** Vendors selling taxable items must have a valid NYS Certificate of Authority at the farmers' market. Vendors are responsible for keeping track of their own sales, and for paying their sales tax to the state if applicable. Taxable items include candy, prepared foods, cut flowers, nursery products (including vegetables and herb seedlings), Christmas trees, wreaths, ornamental gourds, wine, art and hand crafted items. Sales tax is NOT charged on fruits, vegetables, cider, juice, honey, maple sugar, maple cream, baked goods, egg and egg products, or fresh cut herbs.
- C. Vendors selling foods processed or prepared at home need a Home Processor's Exemption. This can be obtained by calling Supervisor David Leprofrer, NY Agriculture and Markets' Division of Food Safety & Inspection, at (718)722-2876**
- D.** Vendors selling food prepared on site at the market must have either
1. **A Temporary Food Service Establishment (Street Fair) Permit.** You can get this by calling (212) 487-4104 or 4105, or speaking with the Market Manager
 2. A Mobile Vendors License. The waiting list for these licenses is very long, so if you do not already have one, it may take up to 2 years to get one.
- E.** Vendors selling nursery or greenhouse plants must have a valid **NYS Nursery License**. You do not need a license to sell houseplants.
- F. Insurance:** The ENY Farmers' Market has general liability insurance. Individual vendors are encouraged to obtain general and product liability insurance to protect themselves.
- G. Farmers Market Nutrition Program Coupons:** Our market has been approved to participate in the Farmers Market Nutrition Program (FMNP), which gives federal money to provide healthy, nutritious produce to qualifying women, infants, children, and senior citizens. Gardeners and Farmers wanting to accept FMNP coupons from customers must complete and sign a NYS Dept. of Agriculture & Markets Farmer Participation Agreement
- H. Health Bucks:** Follows the same conditions as FMNP coupons and are only for fruits and vegetables. Vendors must be registered with FMNP in order to accept and redeem Health Bucks.
- I. FreshConnect Checks:** FreshConnect Checks (or Coupons) are \$2 incentive checks provided for every \$5 in SNAP dollars spent at a participating FreshConnect Farmers' Market. FreshConnect Checks can be used similarly as EBT.
- J. EBT/Food Stamps:** All vendors selling Food Stamp eligible foods (including breads and cereals, fruits and vegetables, meats, fish, and poultry, dairy products, and seeds and plants which produce food for the household to eat) can accept Food Stamps through our central market terminal. Vendors will accept wooden tokens Food Stamp tokens from customers and redeem them for cash by the end of the day. The market management will be unable to reimburse vendors for tokens submitted after the last day of the market. Food Stamp/EBT non-eligible foods include hot foods and any non-food items, such as pet foods, toiletries, and

household supplies, vitamins and medicines. Alcoholic and tobacco items are also not eligible.

- K. WIC Vegetables & Fruit Coupons:** Are now acceptable for use in farmers' markets. Only vendors who are registered and have participated in training can accept these coupons for qualifying fruits and vegetables only (white potatoes and some herbs are not permitted). Each vendor is responsible for following the rules and regulations associated with the WIC Program.

10) Who can sell at my table?

- A. All spaces must be staffed during all market hours.
- B. Vendors may decide their staffing arrangement each week in accordance with the following agreed-upon arrangements:
 - ◆ Vendors may represent themselves at the market.
 - ◆ Vendors may hire an individual to staff the space
 - ◆ Vendors may assign a friend or relative to staff the space.
- C. If someone other than the registered vendor staffs the space, the person(s) are accountable to the rules and regulations. He/she/they must also be introduced to the market manager as being responsible to the market and for your merchandise.
- D. In the event that the employee of a vendor fails to comply with the rules of vendor conduct, that vendor is responsible for payment of any fines relating to his/her employee's misconduct. It is up to the discretion of the vendor to decide whether these fines shall be reimbursed to the vendor by the employee.
- E. Youth are available to assist vendors for short periods of time during the market day, mainly for set up and takedown. We will partner youth with vendors for part of the day when we have sufficient youth in attendance.. Requests will be accommodated on the basis of availability given current market responsibilities.

11) How are spaces assigned?

- A. Our current market insurance coverage permits up to 24 vendors participating on any given Saturday. It is important to confirm your attendance with the market manager. Priority will be given to growers, and to vendors who come regularly.
- B. The market manager assigns all spaces each week using a map, and vendors should see the manager upon arriving at the market to receive or confirm their space assignment. Late vendors risk losing their space. Vendors who are frequently absent or who do not come to the market regularly may forfeit their space to other, more regular vendors
- C. Vendors must notify the market manager as soon as possible if they will be absent or late. The market manager is then free to set up another vendor in that space or reserve the space.
- D. Vendors owe a fine for unannounced absences (see section 15C).
- E. The market manager will assign spaces on the basis of seniority at the market. If a vendor consistently participates, he/she will be assigned a permanent space for the duration of the season and every effort will be made to keep him or her in that space. If vendors do not confirm their attendance in advance as described above, then the market manager may not be able to accommodate a vendor in his or her regular spot, or at all. It may at times be necessary to move a vendor from their usual space.

Rules and Regulations

- F.** It is the responsibility of each vendor to ensure that they have spoken to the market manager at least once during each market day to check that all fees are paid, pass along important announcements, and report sales information. The market manager will make rounds at the market once during the day to facilitate this process. All vendors that arrive after the opening of the market or leave early must check in with market manager when doing so.
- G.** Vendors are permitted to partner and share a space provided that each vendor has completed registration and set-up does not exceed the 10'x10' space allotted. They should tell the market manager of their intent to share when they reserve their space. Each vendor is responsible for his/her share of the space fee. If a vendor registers for a full space and later decides to share, he or she can choose to charge the other vendor for a portion of the space.

12) When can I arrive to set up? When do I leave? (Regarding our Saturday market)

- A.** Vendors may set up beginning at 8:00 am, 1 hour prior to opening.
- B.** Absolutely no selling is permitted until the market manager announces the market is open.
- C.** Vendors arriving after 9:00 am may forfeit their reserved space to other vendors. The market manager reserves the right to turn away vendors who arrive at the market late or unreserved.
- D.** Vendors are strongly encouraged to stay until the market closes. If the vendor sells out, or in case of emergency, he/she must notify the market manager before leaving.
- E.** The market closes at 3:00 pm. Vendors may continue to serve customers already in the market.
- F.** Vendors must have their market sites dismantled, packed up and cleaned within 30 minutes of market closure. Vendors are responsible for cleaning the area around their table and for picking up any items of garbage resulting from their stand.
- G.** The market donates unsold produce to local food pantries. Producers wishing to donate produce may leave it with the United Community Centers Farm table at closing time.

13) How should I display my products?

- A. Vendors must clearly post a business name and product prices.**
- B.** Vendors selling by volume must use standard size containers, such as pint, quart, etc
- C.** Vendors selling by weight must have approved scales.
- D.** Vendors must organize their merchandise and display only within the space rented.
- E.** No merchandise is to be displayed in any way that makes it a potential safety hazard.
- F.** No vendor shall block, obstruct or unreasonably interfere with the free flow of pedestrian traffic within the farmers' market.
- G.** All vehicle engines must be turned off during the market.
- H.** Vendors are responsible for keeping their space clean and disposing of trash in receptacles provided by the market management. Those who generate a large amount of trash should bring their own garbage bags for disposal at their stand.
- I.** Vendors who display or handout materials from other non-profit groups or organizations must display signage that clearly states that "This solicitation is not affiliated with the ENY Farms! Project." You may be asked to remove materials if they are determined to be not in keeping with the mission and objectives of the market and UCC.
- J.** The market is committed to providing high quality produce and other goods for sale. The market manager reserves the right to ask vendors to remove items that do not meet quality standards
- K.** The market management may review your merchandise display and reserves the right to remove or modify your display to be in compliance with this agreement.

14) What other rules are vendors expected to follow?

- A. Vendors are required to report the gross income earned at the end of each market day. They should be prepared to differentiate income between Cash, WIC FMNP, Senior FMNP, Health Bucks and EBT on the forms provided by the market manager.** Vendors selling both agricultural products and crafts/prepared foods must report their income SEPARATELY for each category. Farmers may make arrangements to turn in their income one week later at the absolute latest.
- B.** No smoking, alcoholic beverages or firearms are permitted at the market.
- C.** The use of profanity is strictly prohibited, particularly when dealing with customers.
- D.** Friends or family visiting a vendors' table should not disrupt market activities.
- E.** Portable stereos, TVs, car stereos, and radios may not be used by vendors during the market.
- F.** Coats, pocketbooks and other personal belongings should be stored out of sight. The East New York Farmers Market is not responsible for any lost or stolen merchandise
- G.** Vendors should be prepared with small bills and coins as change for their customers.

15) Will I be inspected?

- A.** The market manager, or any other representative of the market, has the right and responsibility to inspect a farm or business, to verify production and compliance with the rules and regulations. This includes all farms, fields, or facilities involved in the production and storage of products displayed for sale. In general, urban producers will have their growing site(s) visited by ENYF staff, while regional farmers will have their farms visited by personnel hired by the ENY Farmers Market to carry out such inspections, or by East New York Farms! Staff/partners.
- B.** As part of inspections, the market representatives should have access to the necessary documentation:
 - 1. Market representatives may thoroughly document the products that growers display for sale at market and list on their crop plan/product list, including by inventories and price checks. Growers must help in this process as necessary.
 - 2. The owner must provide any help necessary to thoroughly document products and conditions recorded at inspection.
 - 3. Producers must keep records and documentation that fully disclose activities and transactions of the operation, in sufficient detail as to be readily understood. These must be made available to the market personnel or representative during inspections.
 - 4. Market representatives may take photographs to assist in the documentation of inspections.
- C.** Inspections will be made only with the owner, or his/her representative present, unless permission is otherwise given. The owner must provide any help necessary to thoroughly document products and conditions recorded at inspection. Results of the inspection will be delivered to the governing body of the market, the market staff and vendors, at the next Market Meeting, who will make the final determination of any violations. The vendor may appeal in writing to the Farmers Market, within two weeks of receiving written notice of violation.

16) What will happen if I fail to follow some of the rules?

- A.** The following violations will result in fines:

Violation

Fine

Rules and Regulations

Uninformed absence	\$5
Non-compliance to vendor conduct	\$5
Failure to tie canopy down	\$10
Failure to clean up	\$10
Failure to submit income data	\$5
Failure to notify market manager when arriving late or leaving early	\$5
No Prices Posted	\$2
No farm/business sign posted	\$2
Selling non-permitted items/produce*	\$10 per product
*or one-day suspension in some cases	
Late Payment of Daily Fee	\$5
Products violating health and safety of customers	Expulsion
Returned check	\$35

- B.** The first violation of these rules, particularly in regards to vendor conduct will result in a verbal warning from the market manager and a written record of violation. All further instances will result in a fine.
- C.** Repeated violations will result in a written letter from the market manager to the vendor, a fine, and/or a one-day suspension from the market.
- D.** Producers must pay any fines at the time of the violation.
- E.** Violations that continue after a letter is received will result in a doubling of fines and may result in written corrective action by the market management, which may include action up to and including the decision to ban the vendor from participating in the farmers' market.
- F.** Violations will remain on the vendor's record for 1 year from they were issued.
- G.** Because of the public nature of the market, and the market manager's many responsibilities on market days, it may not always be possible or appropriate for the market manager to discuss violations with a vendor during the market. If this situation occurs, the vendor must follow the directions of the market manager to correct the violation and/or pay the fine. The vendor can set a time to discuss the issue further at a mutually agreed-upon time, such as after the market closes.
- H.** Vendors may appeal a decision with the Market Management by submitting a letter within a month of receiving written or verbal notice of the infraction. The vendor will then be asked to attend a Market Meeting at which time a vote and a decision will be made with the market staff abstaining from the vote.
- I.** Copies of all written letters between the market manager and the vendor will be kept in the vendor's file for future reference.
- J.** Vendor complaints against management can be made in writing to the market's manager and by appealing at the next Market Meeting to address the grievance

Vendor Compliance and Indemnity Agreement

I, the undersigned, have read and understand the rules and regulations of the East New York Farmers' Market. I agree to follow all rules and procedures outlined in the rules and regulations, and pay all applicable fees, as a participant of the East New York Farmers' Market.

I understand that market fees and fines, length of the market season and hours of operation, are determined by market management, and may be altered by the market management (at which time I will be notified in writing). Even if I do not agree with the change, I will abide by it.

I further understand that failure to comply with the rules and regulations, or directions of the market management could lead to being barred from vending at the East New York Farmers' Market.

I also understand that I am allowed to sell at the market at the discretion of UCC, who must take into account the overall good and goals of the market. This permission can be revoked for any reason.

As a vendor wishing to rent a space and sell at the East New York Farmers' Market, I agree to SAVE, HOLD HARMLESS, AND INDEMNIFY the East New York Farmers' Market, United Community Centers, and its employees and associates from any and all damages to a person or property onsite, leased by me from the market, when such damages, or liability, arise out of any acts of my own, or of my employees or associates, onsite.

These rules and regulations apply to all vendors and service providers participating in the East New York Farmers' Market. Please read them carefully. KEEP THESE RULES FOR YOUR RECORDS. Sign and return the general application form to indicate that you have read and agree to comply with the rules and regulations, to the market manager, along with all other applicable forms.

Vendor signature: _____ Date: _____

KEEP THESE RULES FOR YOUR RECORDS- PLEASE TEAR OFF ONLY THIS SHEET AND RETURN IT TO US.