

VIRGIL FARMERS' MARKET RULES

The Virgil Farmers' Market is held at **the Hollenbeck's Cider Mill on Rte. 392**
Saturdays from 9 am until noon-ish

Mission: The Virgil Farmers' Market, a *Community Farmers' Market*, is organized to offer a venue where local farmers, food producers, artists, and crafters can sell their goods to community residents.

Fees: There will no fees to start with, but fees may be assessed at a future date if expenses warrant.

Market Manager: Chris Applegate, 1751 Van Donsel Rd. (Virgil), 607-835-6205, chrisapplegate39@gmail.com

Membership Rules

1. In order to sell at this market, vendors must complete an application that lists the products they will have for sale. Applications are available at the Virgil Town Hall.
2. The application will list all applicable tax & permit certificate numbers.
3. At this time, there is no commitment to be present at every market day.
4. Everything offered for sale must be grown, produced, or handmade by the vendor. Goods must be grown or produced within a 30 mile radius of Virgil, NY.
*By special permission of the management, fresh produce (at less than 20% of the vendor's offerings) may be procured for sale from local sources other than the farmer's own in order to provide a diversity of nutritious food at the market but only if such offerings don't compete with what another vendor is growing themselves and offering for sale.
5. Items permitted for sale include: vegetables, fruit, herbs, grains & dried beans, cheese, dairy products, eggs, meats, processed foods, jams and jellies, prepared foods, fruit juices, wine, cider, baked goods, maple products, honey, plants, flowers, nursery products, herbal products, soaps/lotions, fiber, original arts and crafts.
6. Items offered for sale must be of good quality and condition **and be in compliance with relevant state and federal rules and regulations pertaining to the sale of the product being offered.**
7. Recognized safe agricultural practices and safe food handling practices must be complied with at all times for the safety of our customers.
8. Vendors are strongly encouraged to purchase general and product liability insurance.
9. Each vendor will have a sales area equivalent to 2 six foot tables. Sites will be filled, under the direction of Market staff, on a first come/first served basis.
10. Vendors should be set up and ready to sell by 8:45. Each vendor should stay until closing time if possible.
11. Vendors are required to keep their market space neat and clear of litter, obstacles, and debris. Each sales area will be cleaned up within 45 minutes after market.
12. Vendors must display sign indicating their name and address.
13. Goods must be clearly labeled and priced.
14. Vendors who are eligible to accept Farmers' Market Nutrition Program coupons (FMNP) or EBT tokens must display the sign provided to program participants and are required to follow the applicable rules.
15. Vendors are responsible for bringing all sales equipment including tables, tents, awnings (if applicable) and other equipment. There is no electricity or running water available to the vendors. Please be sure to bring a secure cash box and sufficient petty cash to provide change.
16. Vendors accept all responsibility and liability for any damaged goods or materials.

17. Vendors are not allowed to bring dogs to the market. Children are welcome and must be closely supervised as it is a high traffic area.
18. Vendors are expected to treat customers in a courteous and non-discriminatory manner at all times.
19. There is no soliciting allowed by political, religious, or other special cause groups or individuals without permission.
20. Vendors who break these market rules will receive a warning from management and membership will be revoked if the situation is not corrected after the third offence notification.
21. Report all problems or suggestions to the Market Management.
22. The Market Management reserves and right to inspect all vendor farms or worksites at least once a year or as needed.
23. Applicable Local, State and Federal regulations must be followed at all times.

FARMERS' MARKET REGULATIONS

Applicable Local, State and Federal regulations must be followed at all times.

Sales Tax: Members selling taxable items must display their Certificate of Authority at market.

Taxable items include: non-edible plants, flowers, crafts, prepared ready-to-eat foods. No exemptions for non-profits selling taxable items if other vendors have taxable sales. Questions: (800) 225-5829, www.tax.state.ny.us.

Selling Produce: No special licenses or sales tax are required. Produce must be sold free of debris in clean containers. If you are washing produce, it is a good idea to have your water tested annually. Follow good hand washing protocols. Produce cannot be designated as “certified organic” unless you have certification, but you can indicate that you don’t use chemicals and follow organic protocols. Bulk displays are not subject to grading, labeling or packaging. Produce sold by weight must use a certified scales. Some produce is subject to USDA grade and quality standards: potatoes, apples, lettuce, and grapes. Grade, quantity of contents, name and address of producer is required on closed packages. NYS Ag & Markets enforces quality, grades, and standards. Questions: (518) 457-2090.

Prepared Food: Members selling prepared foods (ready to eat foods) must do so in compliance with Cortland County Health Department regulations or the Department of Agriculture and Markets. Food must be prepared in a Health Dept. permitted kitchen or a facility licensed by Ag & Markets, whichever applies. Vendors should provide their own hand-washing equipment at market. Observe all applicable labeling requirements (see below). ***Permits must be posted in order to sell.***

Baked Goods and Minimally Processed Foods: Foods eligible for sales under NYS Home Processing 20C exemption include: breads, double crust fruit pies, fudge, brownies, cakes, cookies; jams, jellies, marmalades, candy (no chocolate), dried herbs and spices, popcorn, peanut brittle, caramel corn. Note: quick breads with vegetables or fruit in them are considered potentially hazardous and are not permissible with out a license. **A home processing exemption is obtained when your application is accepted by NYS Ag & Markets, Syracuse division. Your home kitchen may be inspected and a certified water test is required unless you are on a municipal water system.**

Baked goods: must be individually packaged or protected with a transparent tray cover. All ingredients must be included on the label in descending order and include the name and address of the producer and the

quantity. Many people have life-threatening food allergies, so please follow precise labeling procedures. Also note that not all baked goods are allowed for food safety reasons. See the list above.

Cheese and Dairy: Products must be prepared in a licensed processing facility. Cheese and butter must be prepackaged, labeled, and held below 41 degrees°. Eggs must be washed, candled, and vended at 45 degrees° or less. Fluid milk products must be packaged, in properly labeled, commercial containers at a facility with a permit from the Department of AG and Markets, Division of Milk Control.

Meats and Poultry: Meats sold at market must be frozen solid, wrapped, and USDA approved and stamped, or tagged. Poultry sold at market is exempt from inspection for producers with 1000 or fewer chickens or turkeys/ducks/geese-packages but must be sold whole, and market labeled exempt from inspection. Questions: call Ag & Markets at 518-457-5382.

Plants: Members selling live plants must display their NYS nursery license. Cut flowers do not require a nursery license. All non-food plants are taxable.

Honey & Maple: exempt from licensing if you do not add ingredients or repack. Production facilities must be clean and sanitary. If you make specialty honey or maple products, you will need an Article 20-C license. Maple syrup must be identified by grade.

Wine: Must be produced from local or regional fruit and have a NYS Winery license. No alcohol may be sampled or sold to individuals under the age of 21.

Crafts: Must be locally made. No flea market items are allowed.

Scales: Members selling by weight must have their scales approved and sealed annually by the Bureau of Weights and Measures in the county they reside.

Containers: Members selling by volume are required to use standard size containers such as pint, quart, ½ peck, peck, ½ bushel, and bushel.

Food Labeling: all packed foods including canned jams, jellies, baked goods, etc. must include a label that includes the following: product name, name and address of producer, ingredients in descending order by volume and net contents. Questions: (518) 457-1762.

*We are currently able to accept **FMNP Coupons, Senior Coupons and some WIC Coupons**. Contact Market Manager to find out how your farm can qualify to accept these checks.