

Lakewood NY Farmers' and Artisans' Market

Farmers Market Participation Rules and Regulations 2024

All Market vendors must apply and be accepted prior to setting up and vending. The Lakewood NY Farmers' and Artisans' Market Committee (LFAMC) will be responsible for selecting market participants.

The term "vendor", as used herein, is someone who brings to market **at least 75% of product(s) grown or produced directly** by the vendor; this includes wineries and breweries. The term "artisan", as used herein, means someone who makes and sells handmade items at the Market. Other vendors will be approved at the discretion of the committee. "Locally" is defined as products grown, raised or created in Western NY or Western PA.

MARKET PRODUCTS

1. All vendors must present copies of all appropriate licenses, permits and certificates to the LFAMC prior to the start of the market season.
2. Products offered for sale must be of the highest quality. If, in the opinion of the LFAMC, a vendor offers an inferior product, the vendor may be asked to withdraw the product(s)
3. Once approved to sell items of a specific product, a vendor may add products for sale should they fit within the approved category. For example, a vendor approved to sell vegetables can sell tomatoes, onions etc. and may then add asparagus, peppers etc. without approval. However, the vendor cannot add eggs, fruit bread, or cut flowers etc. without approval of the LFAMC.
4. Consumer inquiries regarding use of pesticide or other farm/production practices must be answered factually. The LFAMC reserves the right to limit vendor and artisan claims that cannot be verified.
5. The LFAMC reserves the right to schedule a farm visit at any time during the market season. Participating farms and the LFAMC must arrange the visit at a mutually convenient time if a visit is requested. Any farmer refusing a farm visit, barring emergency circumstances, will result in immediate dismissal from the Market.
6. Because of the complex Health Department regulations involving sampling, no sampling will be permitted at the Lakewood NY Farmers' and Artisans' Market.

PRICING

Pricing of all products sold at the Market is the responsibility of the individual vendor/artisan. Vendors and artisans are not permitted to give away products for free or at below-cost pricing, thus undercutting the potential sales of other vendors/artisans.

NON-PROFIT ORGANIZATIONS

Legitimate non-profit organizations are welcome to participate free of charge.

Educational and community group activities must be approved and booked with the LFAMC in advance and must not advocate any political party or candidate. Space will be made available on a first-come, first-serve basis and after vendors' spaces are assigned. Signature gathering and related political activity is prohibited at the Lakewood NY Farmers' and Artisans' Market and within 10 feet of its perimeter. This prohibition applies without regard to cause or content. Religious proselytizing is prohibited at the Market and within 10 feet of its perimeter.

MARKET OPERATIONS

1. The 2024 Lakewood NY Farmers' and Artisans' Market season will operate every Thursday 10am-2pm from June 20th until September 5th on Chautauqua Ave between Summit Street and Alta Way, Lakewood, NY 14750.
2. The market is open to all approved farms, bakeries, wineries, breweries, artists, crafters, non-profit organizations, relevant local businesses and local restaurateurs/caterers.
3. **All vendors must be ready to sell by 9:30 AM.** Vendors may set-up between 8:00AM and 9:30AM at the discretion of the vendor. It is the responsibility of the vendor to arrive on time to provide ample set-up time.
4. It is mandatory all vendors stay until the Market closes at 2 pm, unless all products have been sold or early departure has been approved by the LFAMC.
5. Vendors are not permitted to sell products after 2 pm and should not occupy their space no later than 1-hour post Market closure.
6. Vendors are required to notify the LFAMC no later than 12:00pm on Wednesday of their intended absence at

the Market, excluding absence due to emergency situations.

7. All persons working for vendors must be informed of their products as well as all Market rules and regulations. Vendors are responsible for violations or resolving issues that may occur in their absence.
8. Smoking within market boundaries and/or use of alcohol or illegal drugs is prohibited.
9. The LFAMC will only close the market due to weather when dangerous public conditions occur (i.e. severe thunderstorm/lightning).

VENDOR SPACE ALLOCATION

1. Market space is rented on a full season or daily basis.
2. Allocation of spaces are at the discretion of the LFAMC. Vendor seniority, product for sale, and full season vs. daily vendors are factored into space allocation.
3. Due to limited space, processed products and valued-added products will be added as space allows.
4. To limit competition, vendors of specific products will be approved for Market season on a first-come-first serve basis following the obtainment of a completed Market application. Approval of additional vendors is at the discretion of the LFAMC.

LIABILITY INSURANCE

All vendors are required to purchase their own liability insurance. All vendors must provide proof of liability insurance to the LFAMC prior to selling at the market.

VENDOR GUIDELINES

1. A participant in the FMNP may accept farmers' market checks only for locally grown fresh fruits and vegetables. A copy of vendor crop plans must be provided prior to participation in FMNP.
2. Flea market and garage sale items are not suitable for this venue and will not be permitted.
3. Vendors supply their own tables, chairs, stands, and/or canopy as needed. Tents must be properly weighted down to prevent tents from lifting in case of high winds. NOTHING is to be driven into the asphalt.
4. All vendors must dress appropriately for the Market.
5. All vendors must maintain a clean and presentable booth at all times. All spaces, including sidewalk, must be swept and free of debris at the close of Market.
6. Vendors are required to have a company banner or sign displayed stating the name of their business.
7. All products must be properly marked, priced and visible to customers upon Market opening.
8. Vendors are responsible for obtaining and visibly posting any and all necessary state and county permits & licenses that are legally required to operate their business, including NYS Sales Tax
9. Each vendor represents the integrity of the Lakewood NY Farmers' and Artisans' Market. Customers are the key to the success of the Market. Vendors are expected to be courteous at all times. Disagreements with customers, peer vendors or the LFAMC are to be handled in a respectful manner as to not disrupt the market.
10. Vendors are not allowed to sublet or let another business use their space
Please be cooperative and lend a hand if your vendor neighbors need help.

VENDOR FEES AND GUIDELINES

1. The 2024 fee structure is as follows:
 - a. Season (12 weeks) = \$100.00
 - b. Daily = \$10.00
2. Season vendor application fees must be paid when an agreement is submitted. Daily vendors must pay fees no later than 12:00 pm on market day.
3. It is expected that all vendors participate in market days mutually agreed upon. Vendors who do not alert the LFAMC of an absence are subject to violations.

VIOLATIONS

1. 1st violation: Overview of Lakewood NY Farmers' and Artisans' Market Regulations with LFAMC
2. 2nd violation: Warning letter on behalf of Lakewood NY Farmers' and Artisans' Market; one week market suspension
3. Indefinite suspension for remainder of season from Lakewood NY Farmers' and Artisans' Market
4. All vendors reserve the right to present exceptions to all above rules/regulations to the LFAMC. Changes as a result are subject to the discretion of the committee.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE

By signing below I confirm that I have read and agree to comply with the above “Rules and Regulations” of the Lakewood NY Farmers’ and Artisans’ Market. The information provided is correct and accurate.

Farm/Business Name: _____

Vendor Name: _____ Vendor Signature: _____

Date: _____

Representative from Farmer’s Market Committee:

Name: _____ Signature: _____

Date: _____

Please sign and return with your application to:

- Mail: Village of Lakewood 20 West Summit Street, Lakewood, NY 14750
- Email: sisson@lakewoodny.com

**Please refer all questions to Krysten Sisson at the Village Clerk's Office
Phone (716) 763-8557 Email: sisson@lakewoodny.com**

