

# Rules and Regulations for Governing the Hammond Farmers' and Artisans' Market (FAAM)

Rules and Regulations for Governing the Hammond Farmers' and Artisans' Market is a preliminary document that is subject to revision as needed.

1. The Hammond Farmers' and Artisan's Market will be referred to as the "FAAM" in this document. FAAM will be held at the Hammond Museum (on Route 37 just north of the village of Hammond, NY) Wednesday, rain or shine, from 3:30 pm- 7 pm during the growing season.
2. The use of the Market is restricted to legitimate growers, craftsperson, producers of homemade products or other vendors and/or products as approved by the FAAM Board of Directors.
3. Farmers and growers should make up 60% of the total number of vendors. Other vendors will be limited to 40% or less of the total number of vendors.
4. All vendors will be required to submit an application to sell. Applications may be obtained by contacting a board member or a member of the Business and Economic Development Group. Applications will be reviewed by the FAAM board. There will be a set application deadline each season to be determined by the board. Later applicants are also subject to review by the FAAM manager with any questions to be seconded by a Board member before applicant is allowed to sell at the Market. Applications are considered on a first-come first-served basis (space may be limited). The Board reserves the right to reject any application.
5.
  - A. The FAAM manager will be responsible for assigning each vendor a space to set up.
  - B. Each vendor will be responsible for all the equipment and supplies for the set-up of their own booth (i.e. table, scale, bags, signs, etc.)
  - C. Each vendor must have a sign giving the name and address of the vendor and the farm or business name when appropriate.
  - D. Vendors are encouraged to keep their area and themselves as clean and tidy as possible.
  - E. Smoking is not permitted in vendor tents or near the vending area.
  - F. Vendors are asked to use the FAAM facilities and not those of the museum.
  - G. An adult (over 21) must supervise vendors under the age of 16.
6. The Board of Directors will establish vendor fees annually. Vendors may choose to pay a seasonal fee or pay by the week. All fees must be paid before an applicant may set up. Fees collected will be used for . operation and promotion of FAAM as determined by the Board.
7. Local not-for-profit, non-political organizations may also arrange to use a space on a day-day basis for education displays (at no cost) after board approval.
8.
  - A. All vendors bringing in fruit purchased from a farm other than their own must be able to provide verification in the form of a name, phone number of grower, point of purchase and point of growth. This information must be present when purchased fruit is present.
  - B. Fruits from outside St. Lawrence County must be clearly marked with the town where the fruit was grown. These labels must be placed directly on the item in the display.
  - C. Vegetables, melons, bedding plants, houseplants and cut flowers may only be sold at FAAM if the vendor grew them.
9.
  - A. At least 50% of all products sold by each vendor at FAAM must be grown by that person, his/her immediate family, and/or individuals that are partners in the same farm business.
  - B. Agricultural products which are wild harvested on the vendor's owned, rented or shared land are acceptable to be included in the 50% rule mentioned above.
  - C. Vegetables must be 100% homegrown. No commercially grown vegetables will be allowed.
  - D. The FAAM manager may determine that a vendor meets the 50/50 rule when selling value added agricultural products as part of their vegetable sales.
  - E. Only quality products may be offered for sale. Poor quality produce is damaging to both the vendor and the market.

10. A. All licenses, seals, permits, sales tax information and other requirements for the sale of any items shall be the responsibility of the vendor. Vendors selling baked goods and nursery stock must have a copies of the current licenses on file, one for the FAAM manager and one for the board of directors. These licenses must also be posted in the vendor's booth on FAAM days.

B. All vendors that sell baked goods must hold a valid 20-C Ag & Markets Exemption. All baked goods must be made in a kitchen that meets all Ag & Market regulations. These items must be labeled and handled as per Ag and Markets requirements. Bakers with a commercial or other type of license/exemption are not eligible to sell at FAAM. Persons wishing to sell foods other than baked goods must also hold a valid 20-C Ag & Markets Exemption, NYS Health Department license or other license as appropriate. All foods should be prepared in the kitchen of the vendor.

11. All non-foodstuff sold at FAAM must be designed and created by the vendor. Commercial duplications, printing and /or items assembled from kits may not be sold. Products should be handmade and reflect the skills of the crafts person. All craft items in question must be approved by the Board of Directors.

12. The FAAM manage will supervise FAAM and report any violation of rules to the Board.

13. A. All persons selling at FAAM must abide by all the rules and regulations. The Board of Directors has the right to revoke the privileges of any vendor who, in the opinion of the Board of Directors, has violated the rules and regulations governing FAAM.

B. If a vendor violates a rule the FAAM manager and the Board of Directors must be informed. The manager, along with a member of the Board shall send a written notice of the violation to the vendor in question. The vendor may present evidence in his favor. If applicable, a farm inspection may be undertaken to determine the facts. If the Board determines that a violation has occurred, that vendor may be given a warning. The Board may also bar them from selling at FAAM for one week. If a second violation of the same rule occurs the vendor will be barred for the remainder of the season. This will not be carried over to the next season.

14. The above rules and regulations are to be enforced by the Board of Directors, who is responsible for the overall management of FAAM. All complaints will be made in writing and a hard copy will be submitted in one of three ways. a.) Mailed through USPS to a Board member or the Market manager. b.) Handed to a Board member or the Market manager in person. c.) Brought to a scheduled Board meeting. Any complaint filed with one member of the Board will be distributed to the entire Board within a 2-week period. The Board will respond to all complaints in a timely manner and will keep the complainant(s) updated on the progress.

15. Members of the Board of Directors reserve the right to visit any farm or establishment, with advance notice if possible, as often as needed throughout the year. Visits will only be made with a representative present, unless otherwise permitted. Farmers or producers must provide any help necessary to thoroughly document products and conditions present at the visit.