WELCOME TO
THE HERKIMER COUNTY COMMUNITY COLLEGE
FALL FEST FARMER'S MARKET

Coordinator: Jan Fuhrer
Herkimer Co. College Foundation
100 Reservoir Road, Herkimer, NY 13350
315 866-0300 x8269
Email: fuhrerjm@herkimer.edu

Market Location: HCCC Campus

Date & Time: Saturday, October 4th noon - 3 p.m.
Set-up time—11 a.m.
Tear-down—not before 3 p.m.

This packet contains:
Vendor application, Market Rules and Regulations
Listing of permits/licenses/certificates required for market vendors

* Completed application must be accompanied with copies of all permits, licenses, insurance and the vendor fee and submitted by August 1, 2014.
Your acceptance will be confirmed by September 1, 2014.
2014 HCCC FALL FEST Farmers Market

Application

Business Name ____________________________________________

Contact Name __________________________________________

Telephone ( ) ____________ Email __________________________

Street Address __________________________________________

City __________________ Zip _______________________________

NYS Sales Tax # (if applicable) ____________________________

Product: Please list what you intend to sell, as detailed as possible please

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10' x 10' outdoor booth space, for Saturday, October 4, 2014 from 12-3 p.m., only.

Fee: $25 Make check payable to: Herkimer County College Foundation

I have read, understood and agree to abide and comply with Market Rules and Regulations. All information in this application is true and complete. I agree to abide by any applicable local, state and federal laws and regulations. I agree to indemnify and hold harmless HCCC, Herkimer County College Foundation, and its volunteers, employees and staff for any losses and damages however incurred.

Vendor Signature: __________________________ Date ____________

Please forward your application to:

HCCC FALL FEST Farmers Market
c/o Herkimer County College Foundation
100 Reservoir Road
Herkimer, NY 13350
HCCC FALL FEST Farmers Market

Rules and Regulations

1. Vendors offering food items, a **minimum of 50% of all items must be raised, baked, prepared and/or made by the vendor.** If you will be accepting FMNP checks, all items from outside of NYS must be labeled where they are from (i.e.: PA peaches, NC potatoes etc.) **You must also adhere to all FMNP standards.** Use signage to clearly display products, pricing and promotions.

2. All vendors must submit a completed application, agree to abide by market rules, and receive approval from Market coordinator prior to Market start date. **Applications must be accompanied by copies of licenses, permits and insurance and submitted by August 1, 2014.**

3. Vendors must display: farm/company name and where they are from (i.e. Little Falls), NYS sales tax certificate, if appropriate, FMNP/WIC certificates.

4. Vendors are responsible for all necessary equipment for their booth.

5. All items being sold must be in accordance with: Article 14 of the Agriculture Market Laws of the Dept. of NYS, Dept. of Taxation, and Herkimer County Dept. of Health.

6. Vendors are required to use good judgment and take proper actions if dangerous weather conditions threaten.

7. Booth locations will be assigned by Market coordinator; please do not take any location other than assigned location.

8. All set-ups should be completed by **11:30 am and taken down by 4 pm.** Each vendor is responsible to have their assigned area clean of any trash before leaving. All vendors must have a **canopy, with weights.**

9. Vendors will be courteous and respectful to all customers, volunteers and fellow vendors. Shouting, offensive language or abusive behavior will result in immediate dismal and denial of further market participation. **HCCC is a smoke free zone.**

10. Violation of any market rules and regulations will result in denial of further market attendance.
Market Managers’ Checklist
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

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; i.e. bread, rolls, cookies, cakes, brownies, fudge & double crust fruit pies. (Quickbreads are considered potentially hazardous and cannot be done under 20C Exemptions.)
☐ 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 wholesale 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 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 – only one license is required. No cutting, grinding or processing is permitted at the market level.

Beef
- USDA slaughtered, as evidenced by package stamp
- No license required if sold frozen and maintained at 0 degrees or colder
- Article 28 License from NYS Dept. of Agriculture & Markets, if sold fresh. Must be maintained at 40 degrees F.

Chicken
- No license required if NYS Article 5A Exempt.
- No license required if USDA slaughtered and sold frozen.
- Article 28 License from NYS Dept. of Agriculture & Markets, if sold fresh, and maintained at 41 degrees F.
- Article 5A license from NYS Dept of Agriculture & Markets, if a slaughterhouse and a retailer.

Exotic Meat
- Slaughtered under Article 5A license from NYS Dept. of Agriculture & Markets.
- No license required if sold frozen and maintained at 0 degrees or colder.
- Article 28 License from NYS Dept. of Agriculture & Markets, if sold fresh, and maintained at 40 degrees F., 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 3000 pounds per month

**Grains and Legumes**

- No permits, licenses or certificates are required.

**Fresh Cut/ Dried Flowers**

- Valid NYS Sales Tax Permit

**Crafts**

- 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:
Albany: 518-457-1772

NYS Dept. of Agriculture & Markets, Division of Plant Industry:
Albany: 518-457-2087

NYS Dept. of Environmental Conservation, Permitting Office: 631-444-0471

Compiled by the Farmers’ Market Federation of New York, 2005