

Guidelines for Easy Entry Applicants

(Sunday/Tuesday Markets Only)

IMPORTANT: before filling out this application, please be sure you meet these criteria:

******You intend to sell only those items that you grow, bake, or make yourself******

******You live and work within a 30 mile radius of the Market Pavilion******

MEMBERSHIP INFORMATION:

1. Applicants wanting to sell craft or food items must go through the jury process and be Accepted by the craft or food committee before selling at the market.
2. Your application will be processed when the application fee is received.
3. If you will be selling taxable items you must have a sales tax certificate before selling at the Market. The IFM is required to report to the state all vendors selling taxable items at market each month. Taxable items include flowers, plants, crafts, and ready-to-eat foods.

PRODUCTS SOLD:

1. Please list all products by category.
2. Nursery includes all plants.
3. Prepared foods are ready-to-eat, such as hot foods or juice by the cup.
4. Processed foods include cheese, vinegar, wine, and juice or cider by the bottle.

APPLICATION FEES:

1. A \$25.00 application fee for selling for a year (refundable if you are not accepted or don't sell).
2. A \$15.00 jury fee that is non-refundable.
3. Please make out the two checks separately!
4. Make all checks payable to the Ithaca Farmers Market.

VENDOR RESPONSIBILITIES - Please read Carefully!!!!!!

1. The vendor application must be approved before the vendor may sell at the market.
2. Each vendor is solely responsible for all permits, licenses, and sales taxes required for his/her products.
3. Each vendor is responsible for following all local, state, and federal laws regarding his/her products.
4. The IFM will assume no liability for loss or injury caused by products sold by any individual vendor.
5. The IFM has the right to inspect your facility to ascertain adherence to its criteria.
6. Each vendor will abide by the by-laws and rules and regulations of the IFM. They include, but may not be limited to the following:

Arrival and Payment Requirements

Sunday market opens at 10:00 A.M. Vendors must arrive no later than 9:45 and pay the daily selling fee by 10:00 A.M. Failure to arrive or pay on time may result in a \$10.00 fee.

Each vendor will have a payment envelope in the market office box. Please put your money/check in the envelope and place it in the lid of the box. Do NOT refile it! Please bring correct change with you! Stall fees are \$10.00 for a full Sunday stall or \$6.00 for a half stall.

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Tuesday market opens at 9 A.M.. vendors must arrive by 8:45. The market manager collects the daily selling fee on Tuesday. Tuesday fees are \$7.00 for a space with parking or \$4.00 for a space without parking.

If you know you will be late, a prior phone call to the market manager will alleviate fines, providing this is a rare, unavoidable occurrence and is not repeated.

Bounced Checks

A \$10.00 fee is charged for all bounced checks.

Signs

Vendors must have a sign clearly showing the name and address of the vendor's business. The sign must be at least 8" x 18" with 1" lettering. Failure to post your sign may result in a \$10.00 fine.

Vendor Cleanup

All vendors are required to clean their stalls of litter and debris after market. You are also required to take turns with other vendors to sweep the wooden floor in your stall area.

IF YOU HIRE OTHERS to work for you at market, they are responsible for following all market rules and regulations!

STATE & LOCAL REGULATIONS

Food and beverage vendors must post their health permit in their stall. Failure to do so will result in a \$10.00 fine, and failure to have it on hand may result in your not being allowed to sell that day. At Tuesday market have permits with you ready to produce if a health inspector requests to see it. Fire permits need not be displayed but must be available if a member of the fire dept. requests to see it.

Vendors selling taxable items must display the NYS certificate of authority.

Vendors selling plants must display the NYS nursery license.

Vendors selling wine must display your farm winery license. Purchasers must be at least 18 years old.

Vendors selling agricultural products by weight must have scales approved annually by the Thompsons County sealer of weights and measures. Vendors selling agricultural products by volume must use standard size containers such as pint, quart, ½ peck, peck, ½ bushel, and bushel.

Reminders - Food stamps can be used for any food products and food bearing plants, but cannot be used for restaurant-type foods that are generally eaten at market. Turn in food stamps to the market manager for reimbursement. Remember, only give change in food stamp dollars, not in cash! The market manager has a supply of \$1.00 food stamps in the office for change.

WIC Farmers market nutrition program: The IFM participates in the WIC coupon program for fresh fruits and vegetables. Sign up with the market manager to participate in this program. No change can be given back for WIC coupons at all!