

# **Ithaca Farmers' Market Member Guide**

**[Revised September 2008]**

For further information, write to:

Ithaca Farmers' Market  
P.O. Box 6575  
Ithaca, New York 14851

Or call the Market Office at 607-273-7109  
Cathy Koken, Market Manager at 607-387-6952

## **Prerequisites to Join the Ithaca Farmers' Market (IFM)**

**The 30 Mile Rule:** All products sold at market must be produced within a 30-mile radius of the market pavilion.

**Self-Grown/ self crafted:** All goods sold at market must be grown, prepared or crafted by the vendor( or their employees ) offering the item for sale. Purchasing items for resale at market or selling anything not grown, prepared or crafted by the vendor is strictly prohibited.

## **How to Apply to the IFM:**

- Anyone interested in selling at the IFM is invited to apply to become a vendor as long as they first comply with the two prerequisites stated above.
- Each prospective vendor should read the general information regarding market operations and the required standards for their intended category (Agriculture, Food, Artisan) before deciding to apply. (These are available online @ [www.ithacamarket.com](http://www.ithacamarket.com), Become a Vendor)
- The Market Manager (MM) forwards your application to the appropriate governing committee, i.e. Ag., Artisan, Food. For Food and Artisan, the applicant needs to schedule a jurying appointment with a committee member. For more information see appropriate guideline.
- Please be patient as this process can take 4 or more weeks to complete.

## **The Market Year/Selling Season:**

The selling season for the IFM is 9 months, from early April until late December:

- **Saturday Markets** at our Cayuga Inlet Pavilion begin the 1<sup>st</sup> Saturday of *April* & end the last Saturday before *Christmas*.
- **Sunday Markets** at our Cayuga Inlet Pavilion begin the 1<sup>st</sup> Sunday of *MAY* & end the last Sunday of *October*.
- **Tuesday Markets** downtown Ithaca at Dewitt Park, begin the 1<sup>st</sup> Tuesday of *May* & end the last Tuesday of *October*.

## **Vendor Categories & Privileges in Brief:**

### **Easy Entry (EE) Vendors:**

- EE is a low cost program that allows vendors to join and sell at the market for less, and experience the market before deciding to make a bigger commitment. (See Fee Schedules)
- EE is open to any Ag. Food, or Artisan vendor.
- EE vendors may sell on Sunday and/or Tuesdays. EE vendors may sell on Saturday if room is available and the MM grants permission.
- EE vendors may switch to associate vendor status if space is available.

### **Associate Vendors:**

- Open to any Ag. Food, or Artisan vendors, as space becomes available.
- May sell on any Sunday and/or Tuesday.
- May sell also on Saturdays under certain conditions.
- Have annual Work Hour Requirements based on the number of Saturday markets attended. \* See Work Hour Requirements\*

### **3. Full Members:**

- Full members may do any or all Sundays, Tuesdays & Saturdays.
- Have annual Work Hour Requirements based on the number of Saturday markets attended. \**See Work Hour Requirements\**
- Must buy a Membership Certificate in the IFM Corporation.
- May reserve a permanent booth if one is available.

**\*Please note:** Vendors may not apply for full membership initially. They may eventually become full members as space becomes available.

## **ANNUAL FEES AND DAILY FEES:**

### **ANNUAL REGISTRATION FEE for all Vendors:**

**Registration Fees** are payable in full before a vendor may sell at market:

- \$25.00 per year for Easy Entry vendors.
- \$100.00 per year for Full Members and Associate Vendors.
- Registration fees are not pro-rated.

**ONE TIME FEE for all Vendors jurying Product:**

Jury Fee: \$15.00. A one-time fee payable to the IFM for the application/jurying process.

For Artisan and Food any new product, medium or food introduced that differs significantly from your initial jurying must be juried before displaying and/or selling. There is no additional jury fee for this.

**DAILY SELLING FEES:**

<b>SATURDAYS</b>	Whole Stall	25.00	(Board Members-23.00)
	Half Stall	12.50	(Board Members-11.50)
	Circular End	21.00	(Board Members-19.00)
<b>SUNDAYS</b>	All Stalls	15.00	(Board Members- \$5)
<b>TUESDAYS</b>	With Parking	15.00	(Board Members-\$5)
	W/O Parking	12.00	(Board Members-\$5)

- The Daily Selling Fees must be paid before set-up each market day.
- The Daily Selling Fees are the same for all vendors (except Board Members).

**OTHER DAILY FEES:**

- Trash Fee-** \$2.00 payable per day.

Applies to all vendors using disposable containers for food, or drinks. The market mandates vendors to use recyclable, compostable and/or reusable containers and utensils whenever possible.

- **Electrical Fee-** \$2.00 payable per day.  
This fee applies to any and all vendors using power or lighting. Each vendor, regardless of vendor type, is permitted 4 amp continuous draw per booth.

*Any electricity use should not interfere with other vendors or the market image (aesthetic).*

- **Credit Card Fee-**\$1.00 payable per day.

**FINES:** A \$50.00 FINE MAY BE IMPOSED WHEN:

- **RESERVED STALL VENDORS FAILS TO NOTIFY THE MM OF THEIR ABSENCE, AFTER THURSDAY AT MIDNIGHT PRIOR TO THE NEXT SATURDAY MARKET.**
- Vendors do not arrive, set up or pay on time.

**PAYMENT PROCEDURE for BOOTH/TRASH/ELECTRICAL USAGE FEES:**

**All vendors** are responsible for paying daily fees before setting up, no later than 8:45 am on Saturdays or 9:45 am on Sundays.  
**On Saturday and Sunday:** daily fees are paid at the market office by removing your vendor envelope from the file box, placing a check or the correct cash/change in it, then placing the envelope in the second box. Vendor envelopes are alphabetized by the last name of the vendor, not the business name.

**On Tuesdays** at Dewitt Park: the MM collects the fees from each vendor.

**WORK HOUR PROGRAM:**

There is an enormous amount of work to be done each year to maintain the different facets of the IFM. We have only one paid employee, the Market Manager, so we depend on our membership to get the majority of the necessary work done.

There are a limited amount of work hour jobs available each year. Vendors may get a head start on their annual work hour requirements over the winter months. Please contact the Market Manager or the Committee Chairs then or early in the season for work hour assignments.

- Full Members and Associates Vendors are required to fulfill a certain number of work hours each year.
- The number of work hours required is based on the number of **Saturday** markets attended. See chart below for specifics.
- You are required to pay non-working fees for any work hours you're unable to fulfill to help cover the cost of getting important market work done. Currently, non-working fees are calculated at \$18.00 per hour.
- Easy Entry vendors do not have any work hour requirements.

**WORK HOUR REQUIREMENTS:**

<b>Markets Attended</b>	<b>Work Hours Required</b>	<b>Non-Working Fee</b>
<b>1-5</b>	<b>5 hours</b>	<b>\$90.00</b>
<b>6-10</b>	<b>10 hours</b>	<b>\$180.00</b>
<b>11-15</b>	<b>15 hours</b>	<b>\$270.00</b>
<b>10 or more</b>	<b>20 hours</b>	<b>\$360.00</b>

**WORK HOUR PROGRAM-(CONTINUED)**

- All full Members and Associates Vendors must complete work hour requirements by December 31<sup>st</sup> of each year or pay non-working fees.

- Future market participation is prohibited until all work hours are completed or all fees are paid in full.
- Members and Vendors who work more than their required work hours may bank the extra hours and apply them to future years work hour requirements.
- It is the sole responsibility of the members/vendors to find, receive approval from the market manager and record their work hours.
- The member or vendor should record work hours on the sheet provided for them in their folder at the market office or provide a detailed separate record of their own. Work hour logs must be kept in market folder.
- No buying of extra hours, or selling, trading, giving or loaning of any work hours is permitted.
- Easy Entry Vendors are exempt from work hours and non-working fees.
- Board members get two work hours for each board meeting attended.

## **THE IFM LABOR SYSTEM:**

### **COMMITTEES:**

The Board of Directors may designate one or more committees, each of which shall consist of three or more members, with a chairperson designated for each committee. The following is a list of committees at the IFM:

Budget and Finance  
Personnel  
Advertising  
Artisan  
Food  
Agriculture

Building and Grounds  
Governance  
Reserved Stalls  
Member Relations  
Information Technology (IT)

Adhoc Committees are formed and dissolved as needed

*Feel free to contact the committee chair about work hour assignments.*

## **PROCEDURE FOR STARTING AND ENDING** **EACH SEASON AT MARKET:**

### **NOTIFY THE MARKET MANAGER (MM):**

On any given market day throughout the early, mid and late seasons at the market there are a varying number of stalls available for rent. Reserved Stallholders have to notify the MM of the start and end of their season and of any absences. This information is crucial to the MM in order to assign any available stalls to Associate and EE Vendors before market starts each day.

#### **1. Saturday reserved Stall holders (Full Members Only):**

- **When beginning Saturdays:** All Reserved stall holders are required to call the MM before the first Saturday in April to inform her of their actual or proposed starting date.
- **When Ending Saturdays:** All Reserved stall holders are required to notify the MM of their last Saturday at market.

#### **2. Tuesday Reserved Stall holders (Full Members and Associate Vendors Only)**

- **When beginning Tuesdays:** All reserved stall holders are required to call the MM before the first Tuesday market in May to inform her of their actual or proposed starting date.
- **When ending Tuesdays:** All reserved stall holders are required to notify the MM of their last Tuesday Market.

3. **Sunday** reserved stall holders (Full Members and Associates Vendors Only)
  - **When beginning Sundays:** All reserved stall holders are required to call the MM before the first Sunday market to inform her of their actual or proposed starting date.
  - **When Ending Sundays:** All reserved stallholders are required to notify the MM of their last Sunday Market.
  
4. **For vendors** without reserved stalls, you are not required to notify the MM of the beginning or end of your market season, but it would be extremely helpful to do so.
  
5. **Easy Entry Vendors** may not reserve stalls on any market day. They are assigned each day by the MM.

## **DAILY OPERATING PROCEDURES & POLICIES:**

**ROLE OF THE MARKET MANAGER:** The Market Manager (MM) is an employee of the IFM, and is responsible, in part, for relaying and implementing the following policies and procedures in order to insure the systematic and efficient operation of the market.

### **DAILY SELLING HOURS:**

Tuesdays at Dewitt Park	9am-2pm
Saturdays at Steamboat Landing	9am-3pm
Sundays at Steamboat Landing	10am-3pm

**All vendors** are required to stay until the end of each market day.

- Only vendors who sell out of product are allowed to leave before the end of market day and should inform the MM when this occurs. This should be a rare occurrence.
- Any vendor who needs to leave early should notify the MM before hand.

### **DAILY SET UP HOURS:**

The Market Manager (MM) is on site each market day to manage the orderly and fair distribution of any available spaces or stalls.

On Tuesdays the MM is at Dewitt Park by 8:15 am

On Saturdays the MM is on site by 7:00 am

On Sundays the MM is on site by 8:30 am

**Set UP:** arrive early enough so you are ready to sell at the start of each market day- this is best for our customers and for you.

**In case of unavoidable lateness or absence, please call the market phone at 273-7109:**

By 7:30 am Saturdays and Tuesdays or

By 8:30 am on Sundays

**For Reserved Stall Holders:**

Failure to notify the MM of lateness or absence may result in a \$10.00 fine, payable before attending next market.

Failure to notify the MM of your absence three or more times in one season may result in the loss of your reserved stall.

## **DAILY SET-UP**

### **SATURDAY SET UP:**

**Reserved stall holders** (Full Members Only) must arrive no later than 8:45 am in order to keep their stall for that day.

**Associate vendors** who have been assigned a booth to sell on Saturday must arrive no later than 8:45 in order to keep their stall for that day..

**Easy entry vendors** may be permitted to sell on Saturdays during early and late season at the discretion of the Market Manager. EE vendors may not reserve stalls on any day or season at market and are assigned stalls by the MM.

### **SUNDAY SET UP:**

**Reserved stall** (Full Members and Associates Only) must arrive no later than 9:45 am in order to keep their stalls for the day.

**Easy Entry** vendors without reserved stalls must arrive and sign in by 8:30 am in order to participate in the Stall Lottery.

### **TUESDAY SET UP:**

**Reserved space holders** (Full Members and Associates Only) must arrive by 8:30 am in order to secure their space for the day.

**Associate** (without a reserved space) and **Easy Entry vendors** must arrive by 8 am and are assigned spaces by the MM.

*\*STALLS UNOCCUPIED BY THE TIMES NOTED FOR EACH PARTICULAR DAY WILL BE REASSIGNED FOR THE DAY BY THE MM. THE DISPLACED VENDOR MAY SELL IN ANOTHER AVAILABLE STALL AS ASSIGNED BY THE MM. YOU MAY ALSO BE FINED FOR LATENESS.*

## **THE POINT SYSTEM:**

The Point System is essentially a tracking system that qualifies each vendor's participation at market in terms of years at market and markets attended. It was developed in order to:

- Keep track of each member's annual market participation.
- Make the weekly stall lottery and annual stall auction more equitable.
- Only Full Members and Associate Vendors participate in the Point system.
- Easy entry vendors do not accrue points because of their reduced fees and no work hours are required for them.

### **How Points are accrued:**

1. Five points are earned for each year at market.
2. One point is earned for each Saturday, Sunday, and Tuesday market attended the previous year.

*Example: The member/vendor has been at market for 4 years; attended 15 Saturday, 15 Sunday and 4 Tuesday markets last year.*

Total points earned:  $4 \times 5 = 20 + 15 + 15 + 4 = 54$ .

**RESERVED STALLS:** Stalls may be reserved on a permanent or temporary basis and different rules apply to both.

**BASIC RULES FOR RESERVED STALLS:**

- Only full Members are allowed to permanently reserve stalls on Saturdays.
- Full Members are also allowed to reserve stalls on Sundays (their same Saturday stall or a different one) and on Tuesdays on a temporary, year-to-year basis.
- Associate Vendors are allowed to reserve on Sundays and Tuesdays on a temporary, year-to-year basis.
- Easy entry Vendors are not permitted to reserve stalls on any market day and are assigned a stall by the MM.
- Reserved stalls are assigned on priority basis giving first choice to holders of that stall during the previous season. To retain their reserved stall, vendors must have completed their application and paid their fees before January 1<sup>st</sup> of the market year in question.
- Reserved Stall holders that participate in the stall lottery early in the season must return to their reserved stalls by the second Saturday of May, or as the market attendance increases early in the season. The decision shall at the discretion of the market manager.

**SATURDAY RESERVED STALLS: Full Members Only**

Any available reservable stalls for Saturdays are auctioned off each March before the start of the market season according to the Point System.

Full Members are allowed to bid and keep a reserved stall when

- They are a member in “good standing”, i.e. all fees and work hours are paid and/or up to date.
- They attend a minimum of **15 Saturday markets** each season. Failure to comply with this minimum may result in the forfeiture of their stall.
- **Exception:** If a vendor fails to meet the 15 minimum requirement, they have the right to appeal to the board for special needs. If the

board grants their special need, they may be required to make up the missed markets and pay a fine equal to two times the daily selling fee for markets missed in the previous year.

- They comply with the rules of the IFM regarding maintaining a full membership.
- Corner Stalls: all corner stalls are to be used by agriculture vendors only. See Ag. Guidelines for corner stall regulations.

Reserved stall food vendors who use more than 12 amps of the 110-voltage service are required to install their own breaker directly into the circuit box located in the office by a licensed electrician at the vendors cost. Full Members may add permanent improvements or build into their stalls according to Building and Grounds guidelines.

### **SUNDAY RESERVED STALLS: Full Members and Associate Vendors**

**Full Members** may reserve their same Saturday stall for Sunday when:

- They notify the MM of their intention to do Sunday markets by May 1<sup>st</sup>.
- Full Members must commit to at least 12 Sunday markets in order to reserve their Saturday stall, for Sunday.
- Full Members may reserve a different stall on Sundays.
- Full members without a Saturday reserved stall may reserve a stall on Sundays. They are given stalls according to the Point system, pg. 13.
- Associate Vendors may reserve a stall on Sundays, based on the point system.
- No renovations or alterations are allowed on stalls reserved for Sundays or during any temporary use.
- Easy Entry vendors are excluded from reserving a stall on any market day and are assigned stalls by the MM.
- Sunday reserved stalls are reservable for only one season.

## **TUESDAY RESERVED STALLS: Full Members and Associate Vendors**

- Any full Member or associate Vendor may reserve a space for Tuesday market at Dewitt Park. Spaces are awarded by the point system with Full Members having first choice.
- The reserved space fee for Tuesday is \$45.00.

## **THE STALL LOTTERY:**

The number of stalls available each market day varies depending on how many vendors with reserved stalls attend market on any particular day. The Stall Lottery uses the Point System to assign any remaining booths to Full Members without a reserved stall and Associate vendors.

### **SATURDAY LOTTERY PROCEDURE:**

- The Lottery is divided into two categories, Agriculture and Artisan/Food.
- On Thursday between the hours of 7am and midnight anyone without a reserved stall calls the market phone at 273-7109.
- In each category Ag., Artisan or Food, the vendors are ranked according to the time their call was received on Thursdays with consideration given to points first.
- Ag vendors are given priority in the stall selection and choose their stalls first.

### **SUNDAY LOTTERY PROCEDURE;**

Full Members without a reserved stall, Associate Members without a reserved stall and Easy Entry Members should arrive by 8am to sign in. To participate in the Sunday lottery you must sign in under the appropriate category i.e., Ag. or Artisan/Food. Booth selection is based again on the point system and agriculture vendors are called first.

### **TUESDAY LOTTERY PROCEDURES:**

Full Members and Associate Members without a reserved space, and Easy Entry vendors must arrive by 8 am in order to secure a space for the day.

## **DETAILS OF EACH VENDOR CATEGORY**

## **1. FULL MEMBERSHIP:**

### **The 60/40 Membership Rule:**

- The market membership must be comprised of at least 60% Agriculture vendors. The remaining 40% is divided between Artisan and Food Vendors.
- The BOD determines and monitors the percentages in each vendor category and decides when new memberships may be awarded.
- The 60/40 rule applies to the balance between Ag. Full Memberships and Non-Ag. Full Memberships
- Maintaining a majority of Ag. members is also important to our status as a farmer's market in NYS and allows us to apply for special grants.
  - Full member status is offered when the BOD determines there is room and asks the appropriate committee to nominate a vendor.

### **General Rules Regarding Full Membership**

- Each full membership in good standing is allowed one vote for referendums and elections.
- Members in good standing are up to date on all fees and work hours owed.
- The bylaws may be amended by a two-thirds vote of the members present at a meeting to amend bylaws
- Must buy one Certificate of Membership in the IFM Corporation for \$300.00, payable over three years.
- Membership is not transferable or assignable.
- Members who resign are liable for unpaid obligations.
- The Board may suspend or expel members in violation of the Bylaws or Rules and Regulations after appropriate review.

### **Market/Selling Days:**

- Full Members are allowed to sell on any or all market days.
- Full Members may reserve stalls on all market days (see rules regarding reserved stalls).
- Full Members are not required to attend Sunday market following a Saturday attendance.

### **Full Members and reserved stalls:**

Each membership is limited to one reserved space. A second space may be rented as needed on a daily basis, space permitting.

All corner spaces are to be reserved by Ag. Vendors only. (See Ag. Guidelines for corner stall regulations.)

Members with reserved corner stalls for Saturday market awarded after January 1<sup>st</sup> 2004, must in order to keep their reserved stall, meet the following requirements:

- Must attend at least 25 Saturday markets per season.
- Must be interviewed annually by the Agriculture Committee, and demonstrate to the committee's satisfaction that their business be able to fully utilize the space allotted to a corner stall, and produce a bountiful display for at least 15 Saturday markets per season. The application must be submitted by March 13<sup>th</sup> of each season.
- Members with corner stalls awarded after January 1<sup>st</sup>, 2004 who are unable to meet these requirements, but who still meet all other requirements of the market for a regular reserved stall will be moved to the unreservable stall of their choice.
- In the event of a member being moved from their corner stall to an unreservable stall, the market stall vacated by the new corner stall will be designated as a new unreservable stall.
  
- In the event that the new corner stall owner is not vacating a stall, the next vacated reserved stall shall be designated as unreservable.
  
- Full members may build permanent structures in their Saturday reserved booths according to Building and Grounds guidelines. (See B&G rules).
- Are given priority in booth assignment on other market days according to the Point System.

### **Owner Attendance Requirement:**

- The owner/principal must be present for the entire selling day at a minimum of 25% of all of the markets at which their business sells.
- Members who hire others to work in their places are required to inform such workers that they must follow all IFM rules and regulations.

Members will be held accountable for any fines due if regulations are not followed.

- Fines are payable before the vendor may sell again.

**Retaining or Changing Your reserved Stall:**

Priority is given to the reserved stall holder of the space from the previous season. Members must complete their application and pay all fees and complete all work hours on or before January 1 of each new market year.

Special Needs applications are available - see Market Manager

**Annual Reservable Saturday Stall auction:**

- Each year the BOD will determine the number of available reservable Saturday stalls on or before the March BOD meeting.
- Notification of newly reservable stalls will be through the official IFM newsletter, two weeks prior to the auction and will include a pictorial floor plan of the pavilion clearly showing space numbers, vendors names and types, i.e., ag, craft, food, the new reserved stalls plus the unreserved stalls.
- Eight unreservable stalls are maintained on Saturdays each year for members who only sell for a few weeks each season and or for associate vendors. These stalls plus any unused reserved stalls for that day are assigned by the MM on a weekly basis according to the Point System.
- Members wanting a new or different stall will meet at the IFM pavilion at the specified date and time. They will be given a card stating the number of points they have to bid with and booths will be awarded to the bidder with the highest number of points.
- In case of a tie, a booth will be awarded to the member with the highest number of work hours for the previous season.
- High bidders who win one space may bid on and win another but will relinquish the first booth won in the stall auction.
- See Ag. Guidelines for corner stall regulations

**Sharing Reserved Spaces**

On a day-to-day basis the MM may allow or direct booth sharing.

**Active Member status:**

An active membership is defined as a member who attends a minimum of 5 markets each season and whose fees and work hours are up to date. Full members with or without a reserved stall must attend at least 5 Saturday markets per season to maintain their active status.

**Inactive Membership :**

An inactive membership is defined as a member who has not attended for one year without BOD approved Leave of Absence. (12/8/04)

Inactive members who hold a Lifetime Certificate of Membership may return to active status only on a first come first serve basis.

If there is no opening for an ag, artisan or food membership, a returning Certificate holder may become active only by following the attendance rules that apply to new vendors.

All Certificate holders are entitled to receive the market newsletter and vote in the general election as long as all fees and work hours are paid to date.

Inactive members are not required to pay the annual registration fee.

Inactive members are not eligible to vote in membership meetings or corporate elections. (12/8/04)

Inactive members who retain their Lifetime Certificate of Membership do not have to repurchase the Certificate should they reapply and be accepted for full membership. (12/8/04) Returning members will not be given preferential treatment over other applicants or current vendors.

(12/8/04)

### **Leave of Absence:**

All cases of Leave of Absence require members to fill out a Special Needs form, and shall be for one year.

The BOD decides each Leave of Absence on a case-by-case basis.

The market member shall be required to pay the yearly fee and reserved space fee for the year of Leave of Absence.

Upon return the member may resume the original space.

Upon return from an unapproved leave of absence, points are based on years of membership only, not previous active year market attendance points.

Upon return from an approved leave of absence, if the member chooses to bid on a new reserved stall they may use points accrued during their last year of participation before the Leave of Absence.

## **2. ASSOCIATE VENDORS:**

Associate vendors must comply with the same rules as Full Members but:

- Are not Certificate holders
- May not vote in election or on referendums.
- May not reserve stalls on Saturday

Must attend 5 Saturday or Sunday market days to maintain their Associate status (9/9/2008)

### **Market/Selling Days:**

- Associates are allowed to sell on Saturdays, Sundays, and Tuesdays.
- May reserve a stall on Sunday or Tuesday at the discretion of the Market Manager. No permanent stall alterations are permitted.
- **Work hours are owed each season based on how many Saturday markets are attended.**

### **3.EASY ENTRY VENDORS:**

The Easy Entry Program, open to Ag., Artisan, and Food vendors is a low cost simplified vendor program.

- EE vendors sell on Sundays and Tuesdays, space permitting
- Do not participate in the Point System and do not have work hours.
- May apply for associate status or Full Membership if available
- Easy Entry vendors may be permitted by the Market Manager, on an annual basis, to sell on Saturdays during early and late season. EE vendors may not reserve stalls on any day or season at market, and are assigned stalls by the MM.

## **OTHER MARKET GUIDELINES AND MARKET REGULATIONS:**

**Pricing Products:** should be priced clearly and displayed in a manner that does not mislead customers.

**No Price Fixing:** As a guide, produce sold at the market should be priced at a reasonable level---no price fixing.

**Food Donations:** Produce and food vendors are encourage to donate items left at the end of the market day to the needy, i.e. Loaves and Fishes, and the Soup Kitchen. These groups pick up donated foods and produce at the end of market.

**Crafts Created by Children:** Vendor's children 16 and under who wish to sell crafts or food at the market will be appropriately reviewed. We wish to encourage young market vendors to gain experience in sales and communication skills as well as growth in fine craftsmanship. The same application procedure applies.

**Artisan Application and Jury Process:** All craftspeople applying to the market must fill out the required applications and pay their fees in advance. Separate checks are required to be submitted a \$15.00 non-refundable jurying fee, and a check for the application fee. The application fee will be refunded only if the applicant's crafts are not approved for sale at the market. Considerations in reviewing craft items will include: originality of design, skill in execution, and compatibility with the general atmosphere of the market. The committee will review all material and recommend its approval for sale at market. The committee will contact the applicant after the Board of Director's decision.

**Food Jurying:** All vendors including Enhanced Ag. Vendors who sell food must complete the food application and have their product(s) juried. Separate checks are required to be submitted, a \$15.00 non-refundable jurying fee, and a check for the application fee. The application fee will be refunded only it the applicant's food product is not approved for sale at the market. The committee will contact the applicants

**Signs:** Vendors must post a sign clearly showing their name and location. You may be fined \$10.00 for not displaying a sign. (See B&G guidelines for signage regulations)

**Tables/Displays:** Members are required to bring their own tables, displays, racks, etc. Customers should easily be able to access the goods on display. Displays should be constructed in such a way that they do not pose a hazard to customers. Tables or other displays may not protrude into the isle more than 18 inches.

**Litter:** Each vendor is required to keep their stand area neat, clear of obstacles, litter, and debris.

**Clean-up After Market:** At the end of market, each vendor must clean their space of debris and litter and take bags of refuse with them.

**Courtesy and Non Discrimination:** Vendors are expected to treat customers in a courteous manner, and no discrimination is permitted at the market.

**Non-affiliation:** Vendors who display or hand out materials from other non-profit groups or organizations must clearly state that such solicitation is not affiliated with the IFM.

**No solicitations:** No soliciting by political, religious, or other “special” cause groups or individuals is permitted at the market.

**Dog Policy:** Vendors may not bring their dogs to market on Saturday: exceptions may be granted under special circumstances as approved by the MM. Dogs on leashes are permitted on Sunday during market hours.

**No Amplification:** No amplified music is permitted at the market except as approved by the BOD, the MM or the Music Committee. Musicians may have an open guitar case to accept donations, and may sell cassettes and CD’s of their music.

**Safety Labeling:** All applicable safety and labeling laws must be adhered to.

**Non-Profit Organizations:** Legitimate non-profit organizations may use a stall at market once during the season too distribute information, educate the public, and if desired, obtain signatures on petitions. They must contact the MM of their desire to use a space prior to the day they wish to attend. They may not a) be aggressive, b) sell anything, c) solicit donations, d) accept donations. They may not advertise their presence at the Market without prior approval. Non-profit organizations that do not follow these guidelines will not be allowed to return to the market. Non-profit organizations who wish to use a stall more than once during the season must make their request in writing to the BOD. The non-profit must arrive by 9am and leave at 3pm, availability depending. They will be assigned a stall by the MM.

**Tax certificate:** Members selling taxable items must display a valid NYS Certificate of Authority. You must file a Certificate of Registration with the NYS Sales Tax Bureau. Call 1-800-225-8100.

**Organically Grown:** Members selling “organically grown” products labeled or advertised as organically grown are required by law to comply with the National Organic Program (NOP). Certified vendors must display their certificate.

**Farm Inspection:** The board reserves the right to inspect the farm, growing, and storage areas of the agriculturist.

**Nursery License:** Members selling nursery and greenhouse crops must display a valid NYS Nursery License.

**Prepared Food Guidelines:** Members selling hot or cold foods, processed foods and other perishable items shall do so in compliance with the requirements of the Health Department of Agriculture and Markets.

**Wine License:** Members selling wine must display a valid Farm winery License.

**Scales Approved/ Sealed Annually:** Members selling by weight must have scales approved and checked annually by the appropriate county. Tompkins County, Sealer of Weights and Measures, 274-0353. New York State Weights and Measures, 1-800-554-4501

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

**Insurance:** Vendors should consult their insurance company to see that you are properly protected-consider a complete liability policy including personal and product liability.

**Local Inspectors:**

**Dept. of Ag & Markets:**

Evelyn Miles, Supervising Inspector  
(518) 427-2273

**Health Dept:** (607) 274-6688

## **ITHACA FARMERS' MARKET CERTIFICATE OF MEMBERSHIP**

At the January 11, 1990 IFM board meeting the IFM directors unanimously endorsed the CERTIFICATE OF MEMBERSHIP concept as a means of raising a portion of the needed capital expense funds for the Pavilion construction. A completed CERTIFICATE is a membership in the IFM and is exclusive of all other annual fees and dues.

Concept: This certificate of membership has been developed to benefit the market community as a whole without putting undue financial burden on any single membership.

**Guidelines:**

Cost: the Certificate costs \$300.00 and is required of all full memberships. The cost is subject to change.

Payable over three years: The minimum payment is \$100 per year for three years and must be paid by December 31<sup>st</sup> starting in the year of Full Membership. The first such payment is due four weeks after the membership's first selling date for the season.

Special Needs: For financial relief (or other needs) there is a Special Needs application available to all members.

Equity Value: the completed certificate has an equity value of 100.00. A certificate is not complete and valid for equity purposes until the full 300.00 has been paid.

Non-transferable: Certificates are not transferable from one membership to another.

Non-Compliance: Memberships must be in compliance with these guidelines for payment or have developed alternative payment schedules via Special Needs approval. A non-complying membership will not be allowed to sell at market until payment is up to date.

Guideline for Change: The IFM BOD reserves the right to make changes in the Certificate of Membership guidelines.

Selling a business: a member may sell their business and the new owner must buy a new Certificate of Membership. The new owner must use the same business name and sell the same products, and the quality must be maintained. All business transfers must be approved by the Board of Directors

Non-Degradation: Members may sell their membership rights with their business, but the new owners must buy a new Certificate of Membership. The new owner will be scrutinized for one year to ensure that the business has not been degraded or significantly changed. If degradation of the business is noted during the first year, the new owner can be asked to leave.

**Upon leaving the market, a member may make a written request of their equity share. The IFM then has up to one year to make payment. Any member having redeemed their certificate must purchase a new certificate upon rejoining the market.**

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