

Qualifications:

Qualification one: All applicants must have a DBA or EIN. This ensures the vendor is an established business and is adhering to all requirements set forth by NYS to run a small business.

Qualification two: All applicants must have a Certificate of Insurance naming Lockport Main Street (160 Washburn St, Suite 1-202 Lockport, NY, 14094) as additional insured. This is to ensure the safety of the public, staff, and volunteers and protects the vendors in case of an unexpected accident. Insurance can be obtained in different ways. You can add Lockport Main Street Inc onto a current policy such as home insurance OR you can start a new policy. If you have any questions or comments, please contact market manager Grace at lockportmarket@gmail.com for support.

Qualification three: All items sold at the market must be **51%** grown/made from local products **OR** 51% produced locally. Please see below for specifics depending on your business.

FARM:

All fruits and vegetables sold at the market must be grown by the vendor or their employees.

Fruits, vegetables, and value-added products sourced locally and are not being provided from another participating farmer are permitted only with approval from the Market Manager. Products grown or sourced from **Niagara, Erie, Orleans, Genesee, and Wyoming** counties will be favored before the remaining NYS counties.

*Value-added local products such as eggs, honey, maple syrup, jam, and soaps are permitted with approval from the Market Manager.

FOOD PRODUCER:

All food products must be 51% produced in NYS using locally sourced products as much as possible. Food products produced or sourced within **Niagara, Erie, Orleans, Genesee, and Wyoming** counties will be favored before the remaining NYS counties. **Multi-level business vendors reselling products are not permitted.**

All food products must come from a licensed NYS Department of Health facility. All sold at market must be pre-packaged in the home and properly labeled. Packaging of food items at an agricultural event (craft fair, farmers' market, etc.) is not permitted. Article 20C License from NYS Dept. of Agriculture & Markets if producing certain items. Vendors who have a Home Processor Exemption must have products approved by the market manager before the application will be approved.

CRAFTER/ARTISAN:

All products must be 51% made from local products **OR** 51% produced locally. **Multi-level business vendors reselling products are not permitted.**

* If a product cannot be produced locally we can appeal to the market committee with potential vendor applications stating why the product is a good fit as far as healthful products. If there are any like products being offered at the market the commercial product must be rejected in order to favor the locally produced goods.

Rules and Regulations:

Participation is limited to legitimate businesses as defined by New York State and Federal regulation. **Merchants collecting sales tax must prominently display their NYS Certificate of Authority.**

Vendors must have a sign showing their name and address. All products must be clearly labeled.

Vendors selling "organic" produce must be certified organic by a certifying body such as NOFA-NY or Certified Naturally Grown. Certification must be submitted with your application. Certification must be displayed at market.

*****Winery/Brewery/Distillery: Employees who are providing samples, tastings, or selling their products at the market will make sure they are in compliance with NYS rules and regulations and have appropriate licensing during market hours.**

Vendors are required to have insurance in order to participate. A Certificate of Insurance naming Lockport Main Street (160 Washburn St, Suite 1-202 Lockport, NY, 14094) as additional insured is required. This can be a stand-alone policy through your business or you can acquire a rider through your personal insurance. If you have any questions or comments, please contact Market Manager Grace at lockportmarket@gmail.com for support.

All applicable City, County, State, and Federal laws and regulations must be followed. The LCFM Market Manager will do its due diligence to assure that vendors comply with the Niagara Health Department, NYS Ag & Markets, and Federal food safety regulations.

No tents, tables, or chairs will be provided by the Lockport Community Market. Vendors must bring whatever they need to conduct their business while fitting into their designated display space.

Staff will be on hand by 8:00 am each Saturday. Merchants who do not leave their area clean at the day's end will forfeit the space for subsequent weeks and no refund will be given. Every

vendor must be completely set-up and ready to welcome guests by 10:00 am. Food & beverages are the responsibility of the vendors. Your display must always be manned. No merchant will take down their display until 2:00 pm. The Market will only be closed in the event of severe or dangerous conditions. The organizers of the Market will call vendors if there is a need to cancel that day's events. **Vendors are able to leave their setups in the market location if they are attending consecutive dates. No open food such as boxes of cabbage or apples may be left. Please note the Market Manager and the Property Manager does have keys to the space. No one will be allowed in without the Market Manager or the Property Manager's consent while the market is closed.**

The Lockport Community Market Management will make a concerted effort to advertise the market through multiple outlets such as email, updates on websites and social media, and handouts when able. Upon request, we will provide you with electronic formats of fliers and emails which you can, in turn, distribute as you see fit.

Tokens will be counted and a check will be written for the Cash/Credit tokens and SNAP tokens. DUFB reimbursements will take place monthly as it has been handled historically.

COVID UPDATE: Since Niagara County is considered a high-level county by the CDC we require masks for all unvaccinated vendors to be wore for the duration of the market, including set up and break down. If you are vaccinated and choose not to wear a mask while in the market space, we require you to provide a copy of your vaccination card. Please contact Market Manager Grace at lockportmarket@gmail.com for questions or comments.

Requirement Checklist:

All Applicants must provide **required paperwork that applies to your business** before the application will be accepted. Use the checklist below as reference:

Farms:

_____ **Farmers Crop Plan (if selling fruits and vegetables)**

_____ **Valid NYS Sales Tax Certificate**

_____ **USDA or NOFA-NY Organic Certification**

Food Producer:

_____ **20C Exemption from NYS Dept of Agriculture & Markets** if home-baked, non-hazardous; ie. Bread (no breads containing fruits or vegetables), 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 (for non-hazardous foods only, including traditional fruit jams, jellies, and marmalades; candy (excluding chocolate); spices and herbs repackaging only); and snack items such as popcorn, caramel corn, and peanut brittle. Information on registering as a Home Processor in New York can be found on the website, <http://www.agriculture.ny.gov/FS/consumer/processor.html>, or by calling one of the Regional Offices.)

_____ **Valid NYS Sales Tax Certificate (if applies)**

_____ **Niagara County Board of Health Permit** if serving on-site

Winery/Brewery/Distillery

_____ **NYS Wine License***

_____ **no-fee permit from the NYS Liquor Authority (Breweries) if serving on-site**

_____ **Valid NYS Sales Tax Certificate (if applies)**

Meat/Dairy/Fishery:

_____ **Article 28D License required if warehousing for wholesale (meat)**

_____ **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.

_____ **Part II Permit, NYS Dept of Ag. & Mkts, Div. of Milk Control**

_____ **Valid NYS Sales Tax Certificate (if applies)**

Crafter/Artisan

_____ **Valid NYS Sales Tax Certificate (if applies)**

All Vendors

_____ **Complete Application**

_____ **Insurance Certificate** (naming Lockport Main Street Inc. as additional insured)

_____ **Signed Vendor's Permit and Fee**

In signing the application, you agree to all the Rules and Regulations of the Lockport Community Farmer's Market and will uphold all requirements throughout the duration of the Market season.

If you have any questions or comments please contact market manager Grace at lockportmarket@gmail.com or at (716)799-3870. Thank you!