



2019 Market Rules & Regulations

The Lakeside Farmer's Market is managed by Roc Made Goods, a Rochester based Art & Craft Market that host's seasonal sip and shop events in the Charlotte area. Roc Made Goods has set up an advisory council for the market that includes our market manager, vendor reps and other interested local community members.

The Market Manager is responsible for directing an orderly and efficient market operation and represents the governing body and advisory council on market days. The Manager is also responsible for vendor recruitment and community outreach throughout the entire market season.

1. General Operation:
 - 1.1 Location and Hours of Operation
 - A) The Lakeside Farmers Market is located at the Port of Rochester Marina at 1000 N. River Street. The market is held every Sunday from 10-2pm beginning June 2nd and ending September 1st.
 - B) No selling is permitted before opening time, or unless permitted by the Market Manager.
2. Set up and Take Down:
 - 2.1 Vendors may start set up as early as 1 ½ hours prior to the market opening and must remain through the end of the market day.
 - 2.2 Any vendor who has not started set up 30 minutes prior to the market opening will be marked as absent that day. The market manager may assign someone else in your spot to fill absences.
 - 2.3 Vendors shall clear space of all debris/trash including plant and produce debris before leaving.
 - 2.4 All vendors must have their booths dismantled and spaces clear no longer that one hour after the market closes for the day.
3. Attendance:
 - 3.1 Season vendors agree to attend all the season's market days. We understand that life happens, please just let us know as soon as you possibly can if you will not be able to attend one week.
 - A) If you are a continued no call, no show, the market will fill your place without refund.
 - B) Vendor's may leave early under extenuating circumstances, with the market managers permission.
 - C) Subletting of a seasonal booth is NOT PERMITTED. You will not be reimbursed, whole or partial payments, if you choose to leave the market.
4. Vendors and Products at the Market:

4.1 Market vendors are separated by categories:

- A) Agricultural producer
 - B) Artisans/Crafters
 - C) Prepared foods
 - D) For-profit Businesses
 - E) Non-profits/Community groups
- A) Vendors of Agricultural products that they have produced themselves including but not limited to fruits, vegetables, herbs, dairy products, meats, eggs, flowers, plants, honey products, maple products and other related products.
- B) Artisans/Crafters may sell products they have hand produced.
- C) Prepared food/ready to eat food/processed food vendors, this includes baked goods, jams, breads, pickles, canned goods, candy, beverages, NYS wines, beers, ciders and other related products.
- D) For-profit businesses, includes all other businesses not specifically described in sections A-E.
- E) Non-profit/Community groups include 501c3's, K-12 based groups, university clubs/teams and other community affiliated associations. *There is no charge for these groups to participate in the market. There are limited spaces each week for these groups, so make sure to check with the market manager each week before showing up.*

4.2 Vendor selection is made at the sole discretion of management. Applications not accepted will be retained with the possibility of future involvement if market conditions change.

4.3 Vendors applications will be reviewed and approved by market management. The market management will accept applications whose operations closely correspond with the market mission.

4.4 Vendors must operate in NYS and come from no further than 100 miles of the market. Exceptions may be made by the market management.

4.5 Vendors with a season lease will be assigned a permanent spot for the duration of the season. For the 2019 summer season each spot will be 10x10, produce spots will be 10x20. Market management will determine the location of each vendor. Additional spaces can be purchased at the discretion of the market manager. Please ask for details.

4.6 Market Vendor preferences are for products that emphasize the following:

- A) Organic Farming Practices
- B) Sustainable Agriculture
- C) Variety of Product
- D) Needs of the Market
- E) Product Quality
- F) Locally produced products and ingredients (within 100 miles of the market site)

Meat and Poultry Products will emphasize:

- A) Humane Husbandry
- B) Grass fed (as appropriate)
- C) Pasture raised/free range
- D) Heritage Breeds
- E) Hormone/Antibiotic Free
- F) Animals that have spent most of their time on the vendors farm

- 4.7 Only products listed on a vendor's application may be sold at the market. Any additions must be approved by the market manager prior to selling.
- 4.8 All products offered for sale must be of high quality and good condition. All food must be kept off the ground or protected from contact with the ground. The market manager reserves the right to request the vendor to move good from their display if they are inferior quality.
- 4.9 Vendors may sell only products in which they, a family member, or an employee have grown or produced. Resold goods from other producers will only be permitted under the following circumstances:
 - A) If no grower is selling a certain item, another vendor may purchase the item from a nearby farm and sell it with permission from the market manager.
 - B) The farming operation from which the goods are purchased must meet the standards set forth under standard market guidelines.
 - C) The vendor must display the name and address of the farm that grew or produced the item(s) being re-sold.
 - D) If another vendor can grow/produce the item themselves, the reselling vendor may be asked to stop sales on certain items.
 - E) Market Management may at its discretion permit re-selling, if the re-selling will allow a market need to be met.

5. Rules for Selling:

5.1 Market Stalls

- A) Vendors must clearly display a sign with their operations name and location. Vendors are required to post signs that include farms name, address, products and growing practices.
- B) Vendors are responsible for all equipment and supplies needed for their displays. Vendors who provide samples and/or products that will result in waste material must provide containers for waste disposal.
- C) Displays must allow unobstructed customer flow. Displays must be clean and free from debris. All tents and canopies must be properly secured. Being near the water it can get very windy. TENTS HAVE TO BE WEIGHTED TO THE GROUND.
- D) All food must be kept off the ground and protected from contact with the ground.
- E) No hawking or proselytizing is permitted by vendors at the market.
- F) No smoking or firearms are permitted at the market.
- G) Unfortunately, we are unable to provide water on site.
- H) Limited electricity is available on site. Priority will be given to vendors who require refrigeration. Vendors must provide their own exterior grade extension cords.
- I) Vendors may bring dogs/pets to the market with approval from the market manager.

5.2 Market Pricing

- A) Sellers must post prices.
- B) Market vendors are expected to charge fair prices. Unfair pricing practices may be addressed at the market managers discretion.
- C) While it is expected that prices will be fair to consumers, the seller and fellow sellers, collusion among sellers to attempt to influence prices is strictly prohibited.

5.3 Permits, Licenses and Certifications:

- A) All items sold at the market must meet federal and state regulations as well as Monroe County Health Dept. and NYS Dept. of Agricultural and Markets. All applicable food safety regulations, both state and local, must always be adhered to .
- B) All applicable licenses, permits and certifications for products sold, must be obtained and kept current. Copies of permits and licenses will be kept on file with the market manager.
- C) Vendors selling taxable items must display a valid NYS Certificate of Authority and provide one to the market manager.
- D) Pre-packaged items must be labeled in accordance with NYS label requirements; this includes baked goods, teas, and health and beauty products.
- E) Organic products may only be identified as such if a third-party certifier has certified them. This certification document must be displayed clearly in the vendors booth.

5.4 Liability Insurance

- A) All vendors must provide proof of liability insurance. Each vendors policy must include a minimum of \$1,000,000 general and product liability, per occurrence. A certificate of liability insurance naming the vendor as the insured and the individual municipalities for each community as the certificate holder and Roc Made Goods as additionally insured must be submitted upon acceptance to the Market. Roc Made Goods will provide the information for insurance on an individual basis for the market.

5.5 Vendors are responsible for their actions and the actions of their representatives, employees, or agents.

6. Day Vendors

6.1 Space Assignment

- A) Advance reservation of tent sites for day vendors is limited. Reserved day vendor tent sites are not guaranteed to be in the same area every week.
- B) Day vendor sites will be assigned by the market manager on a first come, first served basis as space is available.

7. Fees

7.1 Please review the Farmers Market 2019 Application for vendor fees.

7.2 Non-profits and community organizations may have market spaces as determined by the market manager at no cost. Please see section 4.1E for more information.

8. Compliance

8.1 Complaints

- A) All market complaints must be addressed to the market manager.
- B) The market manager will diligently work to resolve complaints.
- C) If the manager is unable to resolve the complaint, then the vendor may submit their complaint in writing to the markets governing body. The governing body will discuss the issue at their next schedule market meeting.
- D) If the complaint is of a time sensitive nature, then the market manager may ask the governing body to meet immediately to resolve the issue.
- E) All decisions by the governing body are final.

8.2 Agreement with Rules

- A) By applying for admission to the market, each vendor is agreeing to the market's rules and regulations.
 - B) Violations of the market rules may subject the vendor to temporary suspension or dismissal from the market for the rest of the market season. Prior to dismissal the market manager must submit a written warning to the vendor that they are subject to dismissal if they continue to violate the market rules.
9. Additional Rules and Information
- 9.1 Code of Conduct
- A) All participants are expected to treat fellow vendors, customers, management and other participants in a cooperative, respectful and courteous manner.
 - B) Roc Made Goods reserves the right to inspect the farm, growing and storage areas of the grower and/or other places of business. We reserve the right for unannounced visits when farm practices are in question. Refusal to permit farm inspection can result in a suspension from the market or dismissal for the rest of the market season. Inspection criteria will be based on the grower's market application.