

Village of Wolcott

6015 New Hartford Street

PO Box 85

Wolcott, NY 14590

Phone (315) 594-9501

Village of Wolcott Farmer's Market

2023 Season Application Packet

Sponsored by the Village of Wolcott
Northup Park Area, Northup St

Thursdays, May 25 - October 12, 2023 1:00pm - 6:00pm

Market Manager - Toni Kellam - 315-594-2288

Thank you for your interest in joining us for our 2023 Farmer's Market

Please take the time to read and familiarize yourself with the 2023
Market Rules

Fill out the application completely

Return completed application no later than May 25th, 2023 along with a
copy of your NYS Sales Tax Certificate and copies of any other applicable
licenses and certificates, to:

Village Office
6015 New Hartford St.
Wolcott, NY 14590
P.O. BOX 85

or drop them off at the Village of Wolcott Office.

Village of Wolcott

6015 New Hartford Street
PO Box 85
Wolcott, NY 14590
Phone (315) 594-2288

Village of Wolcott Farmer's Market **2023 Market Rules**

1. PURPOSE: The purpose of this market is to provide an opportunity for local farmers and crafters to offer their products to the community and to provide a shopping opportunity for community members to purchase fresh produce and homemade crafts. The market is operated by the Village of Wolcott.

2. LOCATION: The Market will be located on Northup St near Northup Park in the Village of Wolcott. Market days will be Thursdays (vendors not required to do both days) from May 25, 2023 to October 12, 2023 from 1:00 - 6:00pm.

3. APPLICATIONS: All vendors must complete an application which will be kept on file. Applications can be picked up at the Village of Wolcott office at 6015 New Hartford St. Vendors may request to have an application mailed to them by contacting the Village Office. Please return applications by May 25, 2023.

4. VENDOR FEES: There are no vendor fees for the 2023 season. Please specify if you will need a space that is more than the size of a parking space (10'x20')

5. CANOPIES: Vendors with canopies must secure their canopies with weights for each leg at a minimum of 30 pounds per weight.

6. LOAD IN / LOAD OUT: Vendors may begin their setup at 11:30 am on market day but must be fully set-up and open for business by 1:00pm. If a vendor is not onsite by 1:15, their pre-assigned location will be forfeited for the day. On the first day of the market, May 25th, or on a vendors first day, vendors should plan to arrive no later than 12:30 to receive their placement. Vendors should plan accordingly to have enough product to last for the entire 5 hour day. Vendors are expected to remain for the entire day and to remain open until 6:00pm. Tents may NOT be taken down and vehicle traffic will NOT be allowed in the Market area until after 6:00pm. The Market Manager will reserve the right to close early due to inclement weather. A vendor may speak to the Market Manager about rare exceptions to this rule.

7. NO MOTOR VEHICLES ALLOWED IN PARK: There will be no motor vehicles allowed in the park itself without previous permission from the Village Board. This includes the paved walkway that runs through the park. Driving your vehicle in the park without previous permission may result in the discontinuation of your participation in the Farmer's Market.

8. BUY LOCAL-PRODUCE: At least 60% of produce sold at this market should be grown by the farmer vendors on land owned or leased by them. A farmer vendor may purchase out of state produce that is not yet ripe and bring to market to sell. Once a particular crop is ripe in this area, that crop from out of the area should not be sold at our market. Our goal is to provide our customers with as wide a variety of fresh produce as possible.

9. BUY LOCAL-PRODUCTS: At least 60% of crafts and homemade foods offered for sale should have been made by the vendor. The other 40% should have been made in New York State. No flea market items will be allowed.

10. HIGH QUALITY PRODUCTS: All products (produce, craft items, prepared foods, etc.) must be of high quality. Products of lesser quality will be asked to be removed from the market.

11. SIGNAGE: A legible sign with the name, location of farm/business place should be prominently displayed. Vendors must display prices of items sold. Displays should be kept neat.

12. NO PETS: Other than certified service animals and horses from horse drawn carriages, no pets will be allowed to be brought onto the grounds by vendors.

13. VENDOR RESPONSIBILITIES:

- Vendors selling prepared food are SOLELY responsible to comply with federal, state and local food safety requirements and health regulations. Copies of all required licenses must be submitted to the Market Manager prior to market opening on May 25th.
- Vendors selling prepared food may be required by the Village of Wolcott to obtain a Peddler's Permit in order to protect brick and mortar businesses within the Village. It is the sole responsibility of the vendor to obtain said permit from the Village of Wolcott.
- Vendors will be responsible for making their own change. Neither the Market Manager nor the Village of Wolcott will be able to make change for vendors.
- Vendors are expected to adhere to all state tax collection laws and are solely responsible for tax collection. A NYS tax certificate must be prominently on display during the market day.
- Vendors selling nursery and greenhouse crops must display a valid NYS Nursery License. A copy of said license must be submitted to the Market Manager.
- Vendors will leave their space in a clean condition, free of refuse. Trash barrels are located in Northup Park.

14. DISPUTES: Any issues that vendors have with each other or vendors have with the Farmer's Market must be written, signed and given to the Market Manager

15. BATHROOM FACILITIES: There are bathroom facilities located in the front lobby of the Village Hall. These will remain open and available to participants and visitors during market hours. These facilities must be kept clean. Issues should be reported to the Market Manager.

16. COVID PROTOCOL: Anyone involved in the Farmer's Market is expected to follow any current guidelines regarding COVID 19 restrictions and regulations passed down by local, state and federal government agencies.

Any vendor who does not comply with these rules and/or those of other governing bodies including the Village Codes of the Village of Wolcott will be asked to leave the market and may not be allowed to return in the future.

These rules have been adopted so that the market will be a safe and orderly place for the vendors and our community to come together.

Village of Wolcott

6015 New Hartford Street
PO Box 85
Wolcott, NY 14590
Phone (315) 594-2288

Village of Wolcott Farmer's Market
2023 Season Application

Sponsored by the Village of Wolcott
Northup Park Area, Northup St

Thursdays, May 25 - October 12, 2023 1:00pm - 6:00pm

Market Manager - Toni Kellam

Vendor Name: _____
(Business Name)

Contact Name: _____

Address: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Vehicle used on Market Day: _____ Plate #: _____

Check One: Farmer ____ Gardener ____ Crafter ____ Prepared Food ____
Entertainment ____ Other ____ (specify) _____

Please list the items you intend to sell: _____

COST: There is no fee for the 2023 Season but all vendors are required to submit an application for approval to vend. You will be notified upon approval.
FARMERS: For the 2023 season, the Village of Wolcott Farmer's Market will not participate in WIC/FMNP or Snap Benefits programs
Crafters: Please list the homemade items that you plan to sell. Crafters need to have a NYS Tax Certificate on display at the market along with their insurance certificate.
Prepared Food Vendors: Please list the types of food that you intend to sell. Food vendors need a NYS Tax Certificate, proof of insurance, and proof of compliance with NYS Dept of Health on display at the market. Peddler's permit may be required.
RULES: I have read the Village of Wolcott Farmer's Market rules and will abide by them

Signed: _____ Date: _____