

Berkshire-Rome Vendors' Market

Rules and Regulations

1. The Berkshire-Rome Vendors' Market will be held in the Berkshire Bank parking lot on the corner of W. Dominick St, N. James St. and Erie Blvd. It will be open rain or shine every Friday from 9:00am-6:00pm starting the last Friday in April and ending mid November.
2. Wagner Farms will be responsible for approval of applications, assignment of booth spaces, general market supervision, and enforcement of rules and regulations.
3. Each vendor must carry their own liability insurance with a minimum of \$1 million and \$2 million aggregate and provide proper documentation.
4. A \$25 advertising fee will be collected from each vendor at time of application. If we hold any special event that requires addition advertising- the fee will be divided equally and collected from all vendors.
5. All vendors are responsible for being familiar with and following New York State laws applying to their product. All applicable licenses, seals, permits, tax collection, or other requirements pertaining to the sale of specific items (plants, baked goods, prepared foods, canned goods, meats, etc.) is the responsibility of the vendor, and shall be strictly observed. Copies of all such permits, licenses, etc. shall be provided with application to the Berkshire-Rome Vendors' Market.
6. Bags used to distribute merchandise must be new.
7. Products that can be sold at the Berkshire-Rome Vendors' Market include all fruits and vegetables, dairy, meat, honey, syrup, plants and other products that are raised, grown and/or directly harvested by the vendor. Wines and craft beers may be sold with proper licenses. Handmade arts and crafts, baked goods, and canned goods must also be made directly by the vendor. All other items are subject to approval based on quality, originality, market fit and the mix of the market as a whole.
8. "Bona fide" farmer vendors must grow and harvest at least 50% of the farm products they sell. The remainder may be products purchased for resale. "Locally grown" produce will include NYS and adjacent states.
9. Farmers participating in the NYS FMNP, SNAP (EBT), WIC fruits and vegetables, Health Bucks, or Fresh Connect checks programs must adhere to all of the rules and procedures of the respective programs.
10. Nursery/plant vendors must have a current Nursery Registration Certificate for on-site operation from a vehicle. Nursery/plant vendors must grow at least 50% of the plants they sell. The remainder may be purchased for resale.

11. Food vendors must follow all applicable Oneida County Dept. of Health and NYS Dept. of Agriculture and Market laws. Baked goods must be pre-wrapped or sold from a covered unit. Anyone handling prepared food that is not pre-packaged must wear disposable gloves or use dedicated serving equipment. Do not handle food and money with the same gloves.
12. The Berkshire-Rome Vendor's Market reserves the right to inspect any vendor's market or home-based operation as needed throughout the season.
13. Booth assignments are at the discretion of the market committee. Occupants of specific booths in any one year will have first priority for the same booth the following year. Special vendor needs will be accommodated whenever possible.
14. No vendor may sub-lease, sell, or transfer their market space without authorization from the market committee.
15. Vendors must supply their own tent, tables and display units. Set up and take down will be the vendor's responsibility. Set up may begin at 6:00am. Take down should be completed by 7:00pm. Vendors should be set up and ready to sell by 9:00am. We encourage vendors to remain for the full day. Late afternoon customers should have all products available to them.
16. Vendors are responsible for keeping their booth area free from refuse, litter and decayed/spoiled products during market hours. They are also responsible for neat, orderly, and sanitary organization of their products and containers, **and must take their trash home with them. Or we may not be able to use this lot again.**
17. Sales must be conducted in an orderly and businesslike manner. No shouting, hawking use of amplification devices, or other objectionable means of solicitation will be tolerated. Vendors must exhibit courtesy and appropriate language to customers, other vendors, market staff, and help contribute to a relaxed, upbeat market atmosphere.
18. Each vendor agrees to make their booth as attractive as possible. Prices must be plainly displayed. Displays of products facing customers and walkways shall be arranged so as not to endanger the safety of anyone.
19. **No vendors' pets are allowed.** Children with vendors must be supervised.
20. **No smoking during market hours with in the market area as this is a public venue.**
21. The Berkshire-Rome Vendors' Market committee reserves the right to cancel the privileges of any vendor who has violated the rules and regulations of the market.
 - i) First offense: Verbal notice - informal discussion with market committee.
 - ii) Second offense: Written notice – formal discussion with market committee.
 - iii) Third offense: Cancellation of market privileges.

Rules and regulations of the Berkshire-Rome Vendors' Market are intended to provide a clean, safe market environment for all who participate or attend.