



Rules, Regulations & Guidelines (2023)

Time and location:

The Morrystown Farmers Market is located at Chapman Park at the corner of Ann and Morris Streets and will operated on Saturday mornings from 9:00 AM until noon from July 15th until September 2nd, rain or shine, unless the market supervisor for the day deems the weather conditions to be unsuitable. Vendors may set up only after 8:00 AM. No sales will be allowed until 9:00 AM and the market will close at noon.

Vendor Application

1. All persons wishing to sell allowed produce or products at the market must have a completed and approved vendor application form and submit copies of any and all state permits or licenses that apply to their products.
2. There will be no fee for selling at the Morrystown Market for the 2023 season, but a fee will be introduced in subsequent years.

Expectations of vendors

1. Attendance:

Vendors are expected to be consistent and reliable and participate in the Market on a regular basis throughout the season.

2. Product source:

Vendors must grow it or otherwise produce the goods that they offer for sale. Each vendor must clearly indicate the source of the produce or products. Prices for all items or produce must be clearly marked with signs or tags.

3. Supply:

Be able to offer enough product volume to sell for the allotted market time and be present for the duration of the market as scheduled, or until you have sold all your produce.

4. Displays:

Vendors are responsible for setting up their displays and keeping their space(s) clean and should have setup completed before the beginning of the market. Vendors arriving after 8:45 am will be assigned locations at the discretion of the Market Manager. Stalls should be packed up and sites cleaned no more than 30 minutes after the noon closing of the market.

5. Trash:

Vendors shall clean up their areas at the end of each market day. Vendors shall not use public trash cans for disposal of produce boxes and unsold produce. Take down shall not begin before noon except in the event of severe weather.

6. Weather:

The market is open rain or shine but may be canceled or shut down in the event of extreme weather changes. In the event of early morning severe weather (prior to market beginning), the Market Manager holds the right to postpone or cancel the market at their discretion.

7. Pricing:

Each vendor is responsible for setting his/her own prices. Weights and measures are expected to be in accordance with all applicable local, state, and federal rules and regulations.

8. Signage:

All signs shall be clean, free of foul language, and function in a way that limits potential harm to patrons. The Market Manager, at his or her sole discretion may require a vendor to remove signs that do not comply with the intent of the market.

9. Labeling:

All products, must be clearly labeled in accordance with all applicable local, state, and federal rules and regulations. Produce does not have to be labeled individually. Ingredients should be listed on manufactured goods.

10. Taxes:

Vendors are responsible for collecting and submitting local and state sales tax, where applicable. A copy of each applicable tax and other permit number must be on file with the market management. Farmers selling their own produce directly to consumers are exempt from sales taxes but are still required to file for exemption. Value-added products (i.e. baked goods, preserves, crafts, quilts, soap, etc) are subject to sales and other taxes.

11. Prepared foods:

Vendors of baked, or other cooked goods must have a Home Processor Exemption (20-C Exemption) on file with the Market Manager and follow all New York State Agriculture & Markets regulations for selling homemade goods.

12. Horses:

Vendors who use horse drawn transport to and from the market are solely responsible for the well being of their animals. Horses will be tethered to the assigned hitching rail during market hours. At the end of the market day all animal manure and left over straw or hay is to be removed by that vendor.

Produce and sales

Allowable products

Group 1: Fresh Produce. This category includes foods such as, but not limited to, raw vegetables and fruits, edible plants, eggs, honey, shelled peas and beans, nuts, garlic, spices, grains, herbs, etc. Vendors who wish to claim their produce as organic must provide a copy of their organic certification. Produce must be grown or produced at a location listed in the vendor's application. Vendors may resell purchased produce if this does not exceed 50% of their products and the source of those products is clearly marked. A vendor may also sell limited amounts of produce from other local farms at the discretion of the Market Manager. In these cases, the name and address of each producer must be included on a sign at the stall.

Group 2: Prepared Food: These are usually packaged in plastic bags or glass/plastic bottles, jars, cups, bowls, etc. and include items such as, but not limited to, pastries, cookies, cakes, breads, chocolates, fruit syrups, jellies, jams, herbal and vegetable spreads, sandwiches, pies, stuffed breads, fresh pasta, fresh juice, etc. Vendors selling products in this group must submit the appropriate home processing and health department numbers with their applications.

Group 3: Artisan and craft products: This group includes items made by hand, by artisans such as carpenters, blacksmiths, leather workers, glassblowers, potters, jewelers, seamstresses, etc. products may also include items such as, but not limited to, homemade soaps, candles, lotions, body oils, balms, hand-dyed yarns, woven goods from local materials and other prepared items that are not suitable for consumption. These goods are subject to sales tax.

Group 4: Food trucks and other vending vehicles. A limited number of 120v 20amp power outlets are available for vending vehicles such as coffee and food trucks. These vendor sites will be assigned at the discretion of the Market Manager for the day, and on a first come basis.

Prohibited products

- a) Produce grown or produced at a location not listed on the application.
- b) Items not approved in advance by Market Manager.
- c) Items purchased by the Vendor for resale except as explained above.
- d) Tobacco, marijuana, vaping and e-cigarette products and all smoking paraphernalia.
- e) Any item that may infringe on copyright laws including but not limited to: sports teams, cartoons, etc.
- f) Pre-fabricated items. No more than 25% of the materials or components of the goods should be pre-fabricated.
- g) Weapons, weapon components, ammunition, any item that may be used as a weapon. Any item of a dangerous nature including fireworks, fuels, knives, blades, etc.
- h) Political or religious items, signs, advertising or other promotional materials.

Rules for specific Vendors

Craft Vendors

- a) All crafts sold at the market must be of high quality and be designed by and/or created by the vendor. No reselling is allowed.
- b) Commercially made items may only be sold if they have been designed/drawn/taken photographed/created by the vendor except for brand merchandise with logos or designs created exclusively for the vendor.
- c) Manufactured items may be incorporated into the vendor's craft work, such as jewelry findings, furniture hardware, if the final product is handmade and reflects the skills of the craft person.

Plants and Nursery Stock

- a) Bedding plants, houseplants, cut flowers, and floral arrangements may only be sold at the market if they were grown or harvested by the vendor.
- b) Vendors of these items must follow all NYS Division of Plant Industry regulations and requirements, and have a valid Nursery License and valid NYS Sales Tax information on file with the Market Manager.

Food/Drinks Trucks

- a) The Market Manager will assign food truck sites taking the following into consideration: noise, exhaust, generator type, electricity needs, parking space needs, etc.
- b) Food trucks may set up no earlier than 8:00 AM and must close at noon.

One Day Vendors

- a) Vendors may be accepted on a day-to-day basis, as space permits with an approved application filed at least 3 days prior to the first market date they wish to attend.
- b) Day vendors must report to the Market Manager for site assignment *before* setting up and prior to 8:30 AM. The same site is not guaranteed for each market day.
- c) Day vendors of taxable items must also supply a copy of their sales tax number prior to selling at the market.

Health regulations

All vendors participating in the Morristown Farmers Market must comply with the state health department sanitary rules and regulations. All food must be elevated off the ground at least six (6) inches, be fresh (not last week's produce on sale today), and grown in accordance with all local, state, and federal regulations. Value-added products, such as baked-goods, jams, jellies, and other products must be produced in accordance with state health regulations.

Stalls

- a) The Market Manager shall assign spaces on or before market day. Vendors are encouraged to set up in the same location as far as possible. Vendors can display produce on tables or on the back of a vehicle, but not on the ground (with the exception of live plants large and heavy objects, or other items as approved by the market manager).
- b) One stall shall not extend into the space of another vendor unless agreed to by both parties and the Market Manager.
- c) Each vendor will be responsible for all the equipment and supplies for the set-up of their own site (i.e. table, scale, bags, signs, etc.). If a booth requires an electrical hook up, the vendor is responsible for providing their own extension cords. All cords must be in good working condition and not cause a tripping hazard.
- d) Each vendor must display a sign providing the name and town of the vendor, farm or business to ensure customers are able to tell where products have been grown or produced.

Miscellaneous

- a) No smoking, no firearms, no alcoholic beverages. The Morristown Farmers Market is safe, a non-smoking, non drinking environment. This will include vaping or e-cigarette devices and cannabis products.
- b) Violations of the Market Rules and Regulations will be handled at the discretion of the daily market supervisor. Violation of the Market Rules can result in a warning or if the activity persists, with expulsion from the market.
- c) Vendor/customer conflicts must be brought to the attention of the Market Manager for resolution,
- d) Disruptions to the market, profanity, shouting and other behaviors deemed inappropriate by the Market Manager will not be tolerated. Vendors may be put on probation or expelled from market if they are found to be a disruption to other vendors or customers.
- e) One time vendors may be accepted on a day-to-day basis, as space permits and at the discretion of the Market Manager. However, those vendors must show a completed and accepted vendor application prior to setting up. Approved day-vendors must report to the Market Manager *before* setting up and get their site assignment for the day. Check-in and setup may begin no earlier than 8:00 AM.
- f) Except while loading or unloading vendors are to park their vehicles to the sides or rear of the park.

The above document sets out the rules and regulations for the operation of the Morristown Farmers Market for the 2023 season. The market management committee may make changes to, or additions to this document for future years however, existing vendors will be notified of these changes.

Further information and explanation:

Morristown Farmers' Market (315) 375 6510