



**Amagansett \* East Hampton \* Hayground \* Sag Harbor**

## VENDOR APPLICATION 2024

**Use this application to apply for Amagansett, East Hampton, Hayground, and Sag Harbor Farmers Markets.** If you have any questions, please contact Kate Plumb at 631-871-8185  
[manager@eastendfarmersmarkets.com](mailto:manager@eastendfarmersmarkets.com)

Status	<input type="checkbox"/> Returning <input type="checkbox"/> New
Farm/Business	
Contact	
Email	
Mobile Phone	
Address	
Website	
Instagram	
Facebook	

MARKET DATES (blue are live links)	TIME	START	END	WEEKS
Amagansett Square ( <b>Thursday</b> ) <a href="#">154 Main St. Amagansett</a>	3:30 PM – 6:30 PM (3 hours)	May 16th	Sep 5th	17
EAST HAMPTON ( <b>Friday</b> ) <a href="#">60 Spinner Ln East Hampton</a>	9 AM – 1 PM (4 hours)	May 17th	Sep 6th	17
HAYGROUND ( <b>Friday</b> ) <a href="#">151 Mitchell Ln Bridgehampton</a>	3 PM – 6 PM (3 hours)	May 17th	Sep 27th	20
SAG HARBOR ( <b>Saturday</b> ) <a href="#">Bay and Burke streets Sag Harbor</a>	9 AM – 1 PM (4 hours)	May 18th	Oct 26th	24

MARKET TENT FEES	10' x 10' TENT	5' x 5' TENT
AMAGANSETT	\$600*	\$400*
EAST HAMPTON	\$850	\$650
HAYGROUND	\$850	\$650
SAG HARBOR	\$1,000	\$650

\* Discounted first-year fee

**Indicate the number and size of tents per market and calculate your fee accordingly per the amounts listed above.**

MARKET TENT FEES	# 10' x 10' TENT	# 5' x 5' TENT
AMAGANSETT		
EAST HAMPTON		
HAYGROUND		
SAG HARBOR		

**Calculate Your Fee – Upon acceptance fees are due April 15, 2024 or before.**

TOTAL	
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Checks get made out to East End Farmers Market LLC and sent to POB 937 Sag Harbor, NY 11963, or through the Market's Venmo account @EHFM11937  
Credit cards are accepted on request via online invoice with a 5% processing fee.

**Description of Products. (If returning please indicate any changes from last year.)**

**ORIGIN OF INGREDIENTS. (We are very particular here. Please be clear. Please indicate ingredients that are local.)**

**Where are your products grown or manufactured?**

**Proof of general and product liability coverage in the amount of \$1 million is required before the final application will be accepted. Listed as additionally insured:**

<b>AMAGANSETT FARMERS MARKET</b>
The Amagansett Square LLC, #4 Amagansett Square Drive LLC, 146 Montauk Highway LLC, 154 Montauk Highway LLC, 160 Montauk Highway LLC, #14 Amagansett Square Drive LLC, #12 Amagansett Square Drive LLC, #10 Amagansett Square Drive LLC, #8 Amagansett Square Drive LLC, #6 Amagansett Square Drive LLC, Amagansett Combined Properties LLC Town of East Hampton 159 Pantigo Road East Hampton, NY East End Farmers Market LLC PO 937 Sag Harbor, NY 11963 Kate Plumb 33 Richards Drive Sag Harbor, NY 11963

<b>EAST HAMPTON FARMERS MARKET</b>
The Calvary Baptist Church 60 Spinner Lane, East Hampton, NY 11937 Town of East Hampton 159 Pantigo Road East Hampton, NY East End Farmers Market LLC PO 937 Sag Harbor, NY 11963 Kate Plumb 33 Richards Drive Sag Harbor, NY 11963

<b>HAYGROUND FARMERS MARKET</b>
The Town of Southampton, 161 Hampton Rd, Southampton, NY 11968 Hayground School and Hayground, Post Office Box 1827 Bridgehampton NY 11932 East End Farmers Market LLC, PO 937 Sag Harbor, NY 11963 Kate Plumb, 33 Richards Drive Sag Harbor, NY 11963

<b>SAG HARBOR FARMERS MARKET</b>
Village of Sag Harbor, 55 Main Street Sag Harbor, NY 11937 East End Farmers Market LLC, PO 937 Sag Harbor, NY 11963 Kate Plumb, 33 Richards Drive Sag Harbor, NY 11963

Insurance certificates along with all appropriate permits as required for products being sold i.e., health permits, 20C Exemptions, farm winery permits, nursery licenses, dairy and meat permits, etc., and fees are required for vendors to be on site.

**Following this application are the rules and regulations pages.**

**I (we) the undersigned, have read the Rules and Regulations of the Farmers Market and do agree to abide by all rules and regulations.**

I (we) further agree to operate in accordance with these rules and regulations and to pay all applicable fees as set out in the rules and regulations. I (we) do understand that the fees, length of season, and hours of operation are set in the rules and regulations, and I (we) will abide by them.

I (we) further understand that failure to comply with the rules and regulations of the Farmers Market may result in fines or dismissal from the market.

As a vendor, wishing to participate in the East End Farmers Market, I (we) agree to SAVE, HOLD HARMLESS and INDEMNIFY the East End Farmers Market LLC, its sponsoring agency, landlord, members, and employees from any and all liability or responsibility pertaining to any

damages to person or property on the site assigned to me (us) by the Farmers Market, when such damages or liability arise out of acts on my (our) own, or of my (our) employees or associates, located as such site.

***I (we) verify that I (we) have read the rules and all information I (we) have provided about my farm and products for sale is true and accurate.***

Signature

Vendor Name (please print)

Date

**Email completed and signed application to [manager@eastendfarmersmarkets.com](mailto:manager@eastendfarmersmarkets.com) or send via USPS to The East End Farmers Market LLC POB 937 Sag Harbor, NY 11963**

# **Farmers Market**

## **Rules and Regulations**

### **2024**

#### **MISSION STATEMENT**

The mission of the Farmers Market is to:

- Provide opportunity for local farmers, fishers, and food producers to sell their wares directly to the consumer.
- Foster social gathering, entrepreneurship, and community engagement.
- Educating the populace about the importance of growing local agriculture initiatives to leave for the next generation.

#### **ALLOWABLE PRODUCTS**

- All agricultural products may be sold at the market, including but not limited to locally grown fruits and vegetables, dairy products, meats, flowers, plants, honey products, maple products, NYS wines sold by a farm winery, eggs, herbs, soap, and related herbal products.
- All products not produced by the vendor need to be labeled as such.
- Only 25% of the display may be brought in.
- Only crafts made by an existing vendor may be sold.

#### **ATTENDANCE**

- Vendor attendance is critical to the success of the market. No vendors, no customers.
- Two absences are allowed in a season.
- With more than 2 unexcused absences a vendor is subject to removal.
- Call or text 631-871-8185 if necessary.
- The market operates rain or shine except in circumstances of hazardous weather. In the event of a need to cancel, the market manager will let the vendors know by text at 5:00 PM the day before.

#### **VENDOR SETUP, TENTS, PARKING AND GARBAGE**

- Spaces are assigned by the market manager.
- Tents must be of a professional quality. [Eurmax](#), [E-ZUP](#) and many other vendors make professional-grade tents. Lightweight “backyard” and “beach” tents are not allowed.
- All vendors must have a tent weight in place for each tent leg.
- The market is pack-in and pack-out; all garbage is removed by the vendor.
- Town or Village or private property garbage bins cannot be used for vendor trash.
- A vendor must be in their space, with their car parked and ready to sell by the opening bell.

#### **VENDOR INSURANCE AND PERMIT REQUIREMENTS**

- All vendors must provide proof of general liability coverage in the amount of \$1 million dollars with the names of the additional insured as required per the individual market.
- All insurance certificates should be sent to PO Box 937 Sag Harbor, NY 11963 or emailed to [manager@eastendfarmersmarkets.com](mailto:manager@eastendfarmersmarkets.com)
- While not an endorsement, many of our vendors have signed up with web based <https://www.campbellriskmanagement.com/>
- Vendors are responsible for the actions of their representatives, employees, or agents.
- Vendors must have all applicable permits. The end of this document contains a list of permits, licenses, and certificates that are required of vendors.
- A copy of all/any applicable licenses, certifications and permits must be sent to the manager at the start of the season.
- No vendor is allowed on the property without insurance certificates in the hands of the manager.

## **VENDOR SELECTION**

- Preference is given to those vendors who have products and ingredients made locally, in East End Towns, on Long Island or NY State.

## **FEES**

- Fees are paid in full before the start of the market season.
- Checks are made out to East End Farmers Market LLC and sent to POB 937 Sag Harbor, NY 11963 or
- Through the Venmo account @EHFM11937
- If a vendor wishes to use a credit card, let the manager know and she will send you an online invoice, with an additional 5% service fee.

## **COMPLIANCE & COMPLAINTS**

- To assure the overall quality of the market these rules and regulations are enforced.
- Violations of the rules of the market are grounds for dismissal from the market.
- All vendor complaints must be addressed to the market manager.
- If the manager is unable to resolve the complaint, then a written follow-up may be made to the market oversight committee.
- Expulsion from the market is done by a simple majority vote of the vendors that cast such a vote.

## **APPENDIX A. Permits, Licenses and Certificates**

The following is a checklist that will help you to understand the permits, licenses, and certificates that are required of sellers of various products commonly found in farmers markets. This checklist is not exhaustive but is a general guideline. Please consult the inspection agencies listed at the end for further assistance.

### **Fresh Produce**

- No permits, licenses, or certificates required, if raw, uncut, and unprocessed.

Plant Sales—only one nursery license is required and must be posted in public view at the time of sale.

- ❑ NYS Department of Agriculture & Markets Nursery Growers License, if engaged in the production of plant material intended for sale. A nursery grower is also permitted to purchase and resell plant material under this same license.
- ❑ NYS Department of Agriculture & Markets Nursery Dealers License, if purchasing and reselling plant material only and the vendor is not involved in any growing of potted plant material
- ❑ Valid NYS Sales Tax Certificate

#### Eggs

- ❑ No permits, licenses, or certificates required, for cleaned shell eggs maintained at 45 degrees F or less.
- ❑ Eggs must be from farm-owned hens (not purchased eggs).

#### Honey, Maple Syrup

- ❑ No permits, licenses, or certificates required, if single-ingredient products.
- ❑ Article 20C License from NYS Dept. of Agriculture & Markets, if additional ingredients are added to the products; i.e., maple mustard, maple cotton candy, etc.

#### Baked Goods

- ❑ 20C Exemption from NYS Dept of Agriculture & Markets if home-baked, non-hazardous; i.e., bread (no breads containing fruits or vegetables), rolls, cookies, cakes, brownies, fudge, and double-crust fruit pies. (Quickbreads are considered potentially hazardous and cannot be done under 20C Exemptions.) No Internet sales or advertising allowed.
- ❑ Article 20C License from NYS Dept. of Agriculture & Markets on all other baked products provided the business does 51% of its sales at wholesale. (Requires a separate, commercial kitchen.)
- ❑ All other baked goods must come from a licensed NYS Department of Health facility.

#### Cider/Fruit Juice

- ❑ Article 20C License from NYS Dept of Agriculture & Markets for manufacturers/bottlers.
- ❑ All cider and fruit juices must be pasteurized or UV treated

#### New York State Wines

- ❑ Farm Winery Permit, issued by the NYS Liquor Authority
- ❑ Valid NYS Sales Tax Certificate

#### Processed Foods

- ❑ 20C Exemption from NYS Dept. of Agriculture & Markets, 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.
- ❑ Article 20C License from NYS Dept of Agriculture & Markets, prepackaged and labeled in accordance with NYS Food Labeling Law: Identity of food in package form; name of manufacturer, packer, or distributor; place of business; ingredient declaration in descending order of predominance by weight; and net quantity of contents.
- ❑ County Board of Health Permit if processing is on-site; i.e. cutting of baked goods to be sold by the piece, slicing of cheese to be sold by the pound; cooking and selling ready-to-eat foods

- ❑ Home processing of canned fruits and vegetables is not permitted. All canned fruits and vegetables must be done under 20C License and registered with the Federal government as a food processor.
- ❑ Article 20C License from NYS Dept. of Agriculture & Markets is required for dehydrating herbs and spices or for the blending of any spices for repackaging.
- ❑ Anyone wishing to sell CBD products must acquire an “Industrial Hemp Research Partner Authorization” license from NYS Dept of Ag and Markets.

Meats—License is required if grinding or processing. License is not required for cutting.

#### Red Meat (Beef, lamb, goat)

- ❑ USDA slaughtered and/or processed must have USDA legend
- ❑ Article 28D License required if warehousing for wholesale
- ❑ Must be maintained at 0°F or below if sold frozen. 40°F if sold fresh.

#### Chicken

- ❑ License not required to sell 250 turkeys or 1,000 birds of other species.\*
  - ❑ No license required if USDA slaughtered.
  - ❑ Article 28 License if warehousing for wholesale accounts.
  - ❑ Article 5A license required if selling over 250 turkeys or 1,000 birds of other species.\*
- \* 250 turkeys or 1,000 birds of other species processed annually.

#### Exotic Meat

- ❑ Must be slaughtered at an Article 5A licensed establishment.
- ❑ Must be labeled “Processed at an NYSDAM facility.”
- ❑ Article 28 License required if warehousing for wholesale accounts, if not licensed under Article 5A.

#### Processed Meats

- ❑ Article 20C license from the NYS Dept. of Agriculture & Markets.

#### Fish

- ❑ No permit, license, or certificate is required if a freshwater fisherman is selling only whole, non-protected species.
- ❑ Article 20C License from NYS Dept of Agriculture & Market if fish is pan-ready.
- ❑ NYS DEC hatchery permit required if selling protected freshwater species.
- ❑ NYS DEC permit required if re-selling any protected freshwater species.
- ❑ 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

#### Dairy

##### Cheese & Other Dairy Products (such as yogurt, butter, sour cream)

- ❑ For producers, Part II Permit, issued by the NYS Dept. of Agriculture & Markets Division of Milk Control and Dairy Services.
- ❑ If cut and wrap cheese, need Part II Permit issued by Division of Milk Control and Dairy Services unless part of a food establishment regulated by Division of Food Safety, in which case just need Article 20C License.

##### Milk and Fluid Milk Products (such as 2%, 1%, and non-fat milk)



- ❑ Milk must be pasteurized.
- ❑ Producer must have Part II Permit issued by Division of Milk Control and Dairy Services.
- ❑ Producer and any distributor must have a Milk Dealers license issued by Division of Milk Control and Dairy Services unless amount handled is less than 3,000 pounds per month.

Grains and Legumes (prepackaged—cannot be packed on site)

- ❑ No permits, licenses, or certificates are required.

Fresh-Cut/Dried Flowers

- ❑ Valid NYS Sales Tax Permit.

Crafts

- ❑ Valid NYS Sales Tax Permit.

For additional information, call:

NYS Dept. of Agriculture & Markets, Division of Food Safety:

Albany Region:	518-457-5459
Syracuse Region:	315-487-0852
Rochester Region:	585-427-2273
Buffalo Region:	716-847-3185
New York City:	718-722-2876

NYS Dept. of Agriculture & Markets, Division of Milk Control & Dairy Services: 518-457-1772

NYS Dept. of Agriculture & Markets, Division of Plant Industry: 518-457-2087

NYS Dept. of Environmental Conservation, Permitting Office: 631-444-0471

Compiled by the Farmers' Market Federation of New York, 2009