

The Hudson Farmers' Market



Mission Statement

The purpose of the Hudson Farmers' Market is to provide city and county residents and visitors with convenient access to high quality, locally grown, farm fresh products sold directly by local farmers, producers and processors and to provide local farmers, producers and processors with a direct outlet in the city.

Market Governance

The Hudson Farmers' Market (herein *Market*) is governed as a collective. All vendors for the current season comprise the *Vendor Collective* and are encouraged to be involved with and have a say in how the Market is run. Prior to each season, the Vendor Collective will affirm or elect a *Market Manager* and *Market Board* with the intention of continuity. Each vendor is entitled to one vote for items determined by group decision. Proxy voting is allowed for vendors who notify the Facilitator in writing prior to or at the meeting. Voting on Market issues is done by a show of hands (at meetings) or in person polling (at the market). Voting for elected positions is conducted confidentially by paper ballots. A majority of at least 2/3rds is required for a favorable result.

GENERAL MEETINGS

There will be four general meetings of the Vendor Collective through the year. The purpose of the meetings is to address routine market issues and operations in an open and incisive manner. In extreme situations, additional meetings will be held as needed. A quorum of a simple majority of the Vendor Collective is required for items put to a vote. Every effort will be made to accommodate all vendors for the scheduling of time, date, and location of meetings.

- The *winter meeting* is to elect the members of the Market Board and appointments to various market committees for the next year.
- The *spring meeting* is to prepare the logistics for the coming season which include voting on the admission of new vendors, Market layout and vendor placement, review of Market day rules, and setting Market goals and objectives.
- The *summer meeting* is a mid-season status check for what is working (or not) so adjustments can be made.
- The *autumn meeting* takes place after the season has ended. This is the opportunity to debrief and recap the past season, and elect the Market Manager for the following season.

MARKET MANAGER

The *Market Manager* is elected by the Vendor Collective to be the single point of contact that oversees operations on market days. The Market Manager will enforce the Rules and Regulations and is the first and final authority at the market. All disputes are to be brought to the Manager's attention for prompt resolution. The

Market Manager is also responsible for collecting paperwork from vendors and being the single point of contact with the City of Hudson and other agencies.

MARKET BOARD

The *Market Board* consists of four roles which allow General Meetings of the Vendor Collective to run smoothly. All four roles are elected by the Vendor Collective prior to the market season.

- The *Facilitator* will moderate discussions at general meetings and ensure all voices are heard.
- The *Secretary* will organize and distribute the agenda for general meetings, record and distribute minutes by e-mail and hard copy (if requested).
- The *Treasurer* will handle all monetary aspects of the Market that are not EBT related. This would include petty cash and bank accounts. Financial matters will be transparent and reconciled at all times, and the Treasurer will provide a financial report at each General Meeting as well as upon reasonable notice by the request of a vendor.
- The *EBT Runner* will take responsibility for running the EBT program which includes maintaining the EBT machine, seeking remuneration from the State of New York, and reimbursing vendors.

COMMITTEES

The Vendor Collective will form working groups of vendors to accomplish specific tasks or objectives. Currently there are three committees. Other committees may be formed and disbanded as needed.

- The *Vendor Selection Committee* accepts and reviews new applications for completeness (including all regulatory and compliance requirements) and assesses the contribution each vendor brings to the Market. The Vendor Selection Committee compiles this information so a vote can be taken by the Vendor Collective to determine which applicants will be admitted for the coming season.
- The *Vendor Placement Committee* determines the layout and placement of vendors at the Market. A master placement schematic will be distributed prior to the first day of the Market so every vendor knows where to go. It is the role of the Market Manager to enforce these decisions and adjust as necessary when vendors are unable to attend or arrive late (see section "Market Days").
- The *Promotions and Advertising Committee* is the public relations arm of the Market with the goal to increase awareness and community integration. Currently this includes the Market's web site, social media, weekly e-mailings of available products, and special events such as recipe contests and activities for children.

Rules & Regulations · 2015

LOCATION OF MARKET

The Hudson Farmers' Market is located at the parking lot on the corner of Columbia and 6th Street in Hudson. Our 2015 season begins May 2nd and runs every Saturday until the final market on November 21nd.

HOURS OF OPERATION

Vendors may begin to set up as early as 8:00 am, selling to the public begins at 9:00 am and vendors must stay until the event is over at 1:00 pm.

TERMS OF MEMBERSHIP

Membership in the Hudson Farmers' Market must be renewed each year subject to the following criteria. The application deadline is February 1st, 2015.

1. Membership is available to:
 - bona fide farmers and producers of agricultural products from Columbia and adjacent counties
 - purveyors of local agricultural products from Columbia and adjacent counties
 - makers of prepared foods and beverages with a substantial amount of ingredients coming from Columbia and adjacent counties
2. Vendor applications are to be submitted to the Vendor Selection Committee and approved by the Vendor Collective
3. Applicant holds and has provided to Vendor Selection Committee all required permits, licenses, and insurance policies necessary for their business including a copy of Certificate of Product Liability Insurance with a minimum coverage amount of \$1,000,000 listing "Hudson Farmers' Market" and "City of Hudson, NY" as certificate holders
4. Applicant signs the Hold Harmless and Indemnification Agreement included in the vendor application, releasing the Hudson Farmers' Market from any liability
5. Applicant pays the annual membership fee

Applicants will be notified by March 15th, 2015 if they are Approved or Denied based on a vote of the Vendor Collective. Application discussion and votes will not be made public or discussed via phone, email, or in person. The Hudson Farmers' Market reserves the right to refuse a vendor's application or may terminate a vendor's membership at any time.

Current year vendors have priority for the next season, provided they are in good standing. New vendors will be admitted on a space available basis with priority given to new vendors whose offerings will broaden the market scope and offerings.

FEES AND RESERVATIONS

All vendors who participate in any way in the Hudson Farmers' Market are required to re-apply each year. The annual membership fee must be paid on or before your first sales day at the Market.

Annual membership fees are determined by the space requested: **\$50 per 10 feet** or **\$100 per 20 feet**, plus an additional **\$15 facilities fee**. You can increase your space later in the season if space permits. However, if you request 20 feet, your money will not be refunded if you don't use the space. Currently there is no additional charge for the 2015 season if you wish to keep your vehicle on site during the hours of operation.

MARKET DAYS

1. Spaces will be assigned each year by the Vendor Placement Committee and may be based on factors such as seniority, regular attendance, high sales, and time of arrival. No guarantees can be made for vendors who arrive past 8:45 am; you may have to accept an alternative available space at the Market Manager's discretion.
2. Vendors must inform the Market Manager if they will not be attending the Market on Saturday no later than Friday night prior to market day. This helps the Market Manager place vendors on market day. Failure to notify the Market Manager will result in a fine as outlined in *Compliance with (and Violations of) Market Standards*.

3. All vehicles brought into the Market for the unloading of goods must be removed by 8:45 am and vendors must be set up by 9 am. Failure to adhere to these times will result in a fine as outlined in *Compliance with (and Violations of) Market Standards*.
4. There shall be no vehicles moving through the Market during the hours of operation.
5. If you have to leave the Market early, it must be previously approved by the Market Manager. You will not be able to drive your vehicle through the Market and will have to leave early by carrying your products and equipment to your vehicle. Failure to comply will result in a fine as outlined in *Compliance with (and Violations of) Market Standards*.
6. No vehicles or trailers are to be parked in the center of the Market. Vendors can either (a) request a vending spot around the perimeter of the Market for a vehicle or a trailer, or (b) park on city streets or in City of Hudson parking lots during the hours of operation.
7. Vendors are responsible for their own display, tables, umbrellas, tents, and money. Each vendor is responsible for cleanliness of their space during the Market and clean-up after. All trash must be disposed of properly by taking their trash with them and cannot be put in the public or privately maintained trash receptacles on the premises or nearby.
8. All vendors are required to weight their tents. This is for the safety of vendors and customers, as the wind can come up at any time and blow the tents, which could cause damage or someone to be hurt.
9. If there is an accident or injury, notify the Market Manager immediately. Do not hesitate to call 911 in the event of an emergency.
10. Prices must be posted for all products displayed for sale. Each Vendor must set their own prices. Price fixing is illegal.
11. All products must be clearly labeled in compliance with Federal, State and local regulations and requirements.
12. Vendors who weigh items must use a scale certified by the New York [Division of Bureau of Weights and Measures](#) and display the certification in a clearly visible space. This does not apply to those selling by the each, by the bunch, or by the bag.
13. Vendors, their employees, and associates shall dress and act in a professional manner with customers, vendors, and staff.
14. The Market Manager has the right to require a vendor to change his or her display if it is deemed to present a safety risk or otherwise does not comply with Market rules. Vendors must keep their displays up until the end of the Market.
15. Display of live animals is not allowed at the Market due to increased risk of infection and disease. This is supported by City of Hudson codes, Columbia County Health Department, and New York Department of Agriculture & Markets.
16. Vendors may name a qualified agent (family member, employee, or designated person) to handle the sales at the Market. The agent must be fully educated and knowledgeable about the products, how it is used, grown or produced, and be able to communicate this clearly to customers.

VENDOR RESPONSIBILITIES

The Vendor Collective has set forth the following guidelines for vendors:

- A. 100% of the items sold need to be locally grown, baked, or made by the vendor. Rare exceptions to this rule may be granted by a vote of the Vendor Collective.

- B. All vendors will represent themselves in a professional manner when interacting with customers and other vendors. Offensive remarks and inappropriate behavior will not be tolerated. Hawking (defined as calling attention to your stand or products in a loud or offensive manner) is prohibited.
- C. All vendors will maintain a clean, attractive display in their booths. Please, do not smoke.
- D. Vendors are independent entities and are each liable for all applicable licenses and insurance. All vendors must have Certificate of Product Liability Insurance with a minimum coverage amount of \$1,000,000 listing “Hudson Farmers’ Market” and “City of Hudson, NY” as certificate holders. There are no exceptions and you will not be able to sell if you do not have a current copy of your insurance on file with the Vendor Selection Committee. Vendors must also provide the Vendor Selection Committee with a copy of your sales tax certificate to keep on file, if applicable. A City of Hudson business license is not necessary.
- E. All vendors using the term “organic” must be certified organic legally.
- F. All processed and value-added food items require standard labeling including vendor's name, ingredients listed in order of volume (most to least), and net weight or volume of goods in sealed packages in accordance with the Office of Food Inspection, Department of Agriculture and Markets, 55 Hanson Place, Brooklyn, NY, 11217 (718) 722-2876 www.agmkt.state.ny.us.
- G. It is in your best interest as a vendor, as well as in the interest of the Market and the protection of consumers, that all vendors follow food safety standards. For more information, see [New York Department of Agriculture & Markets](#).
- H. The Hudson Farmers’ Market is non-partisan. Please refrain from any political matters while at the Market.

COMPLIANCE WITH (AND VIOLATIONS OF) MARKET STANDARDS

In a situation where:

- Vendor fails to attend Market without informing Market Manager in advance (*Market Days*, item 2)
- Vendor arrives late in violation of Rules & Regulations (*Market Days*, item 3)
- Vendor leaves early in violation of Rules & Regulations (*Market Days*, item 5)
- Vendor begins selling before 9 am (*Hours of Operation*)

The consequences are as follows:

1. First offense: written warning
2. Second offense (for same offense): \$10 fine, vendor may only return after fine is paid
3. Third offense (for same offense): \$20 fine, vendor may only return after fine is paid
4. Forth offense (for same offense): \$50 fine, vendor may only return after fine is paid
5. Fifth offense (for same offense): removal from the market for the remainder of the season

All other compliance violations will be the dealt with by the Vendor Collective via the Market Manager. After giving the vendor an opportunity to be heard, the determination will be made whether there has been a violation and what action should be taken. The Hudson Farmers’ Market has the right to limit or revoke any vendor’s application without refund and membership in the Market. If market rules are not followed, the vendor can be asked to leave the Market.

The Vendor Collective reserves the right to amend these Rules & Regulations as may be appropriate and necessary in the interest of farmers or vendors, consumers, and the general public.