



LIGHT UP LONG BEACH

HOLIDAY MARKET

VENDOR INFORMATION

DATES/TIMES: December 2022, Friday through Sunday plus Wednesdays

Fridays:	3pm-8pm	12/2	12/9	12/16
Saturdays:	9am-7pm	12/3	12/10	12/17
Sundays:	9am-2pm	12/4	12/11	12/18
Wednesdays:	9am-2pm	12/7	12/14	12/21

Opening Day: Friday, December 2, 2022, in partnership with City of Long Beach's "Kennedy Plaza Christmas Tree Lighting" ceremony

Closing Day: Wednesday, December 21, 2022

Set-up: 1-2 hours prior to opening time

Break-down: within 1 hour of closing time

LOCATION: 1 W. Chester Street, Long Beach NY 11561 (located on Park Avenue at National Boulevard) under a heated tent.

ELIGIBILITY: Licensed producers with either a current NYS Department of Agriculture and Markets 20-C license

FEES:

Fridays:	3pm-8pm	5 hours	\$100
Saturdays:	9am-7pm	10 hours	\$125
Sundays:	9am-2pm	5 hours	\$75
Wednesdays:	9am-2pm	5 hours	\$75

All fees are to be paid in advance online via credit/debit card in LI Greenmarket's Vendor Portal. No refunds will be available and re-scheduling will be managed on a case-by-case basis but may not be an option if requested dates/times are fully booked.

INSURANCE: All vendors, without exception, must provide proof of general and product liability insurance of \$1 million each, listing the Certificate Holder as:
LI Greenmarket, Inc. PO Box 1241, Long Beach, NY 11561.

LICENSE: Food vendors must provide copies of NYS Department of Agriculture 20-C Home Processor Exemption or Department of Health license.

APPLICATION & BOOKING PROCESS: Applications are to be completed on-line via LI Greenmarket's Vendor Portal at <https://ligreenmarket.org/vendors>. Follow prompts to create an account, upload required documents, and click to agree to "Rules and Regulations." Completed applications are "pending" until applicant receives approval email. Once approved, vendors can proceed to book schedule and pay fees.



VENDOR SPACE ASSIGNMENTS:

- **Table, Size, Equipment and Supplies:** Vendors will be provided with one six-foot table. Vendors are required to bring their own additional supplies, decorations, etc. Electrical outlets will not be available for use by individual vendors.
- **Location:** Assigned by the Market Manager.

CANCELATIONS:

- **Vendors:** No refunds will be available and re-scheduling will be managed on a case-by-case basis but may not be an option if requested dates/times are fully booked.
- **Weather-related:** The safety of our vendors and customers is of utmost importance; the Market generally remains open in inclement weather, but will cancel 24 hours in advance (via email) if heavy winds, sleet or snow is forecasted for the Long Beach area making travel unsafe.

GENERAL RULES (See "Rules and Regulations" in Vendor Portal for complete listing):



- **All products offered for sale must be of good quality and condition.** The Market Manager reserves the right to direct that inferior goods be removed from display. Failure to remove products deemed inferior will be reported to the market's Board of Directors and may result in loss of market privileges.
- **All applicable City, State and/or Federal regulations must be adhered to** when selling at the market.
- **Noncompliance with LI Greenmarket's "Rules and Regulations" may result in the loss of market privileges.**

SALES GUIDELINES:

- **Signage:** Must have a sign clearly showing the vendor name and contact information.
- **Displays:** Must not block customer walkways nor pose any other hazard to customers.
- **Produce displays:** Must be at least 12" off the ground.
- **Samples:** Containers for trash disposal must be provided for any resulting waste material, such as cups, rinds, and plastic utensils; gloves must be worn when handling food and have a wash station to sanitize serving materials and your hands.
- **Handwashing Stations:** Vendors must supply their own handwashing stations for vendors sampling products, serving soup, etc. according to NYS Department of Agriculture and Markets regulations.
- **Vendor space:** Must be kept neat, clear of obstacles and free from litter; any garbage must be placed in trash receptacles at the end of the day.
- **Anti-discrimination:** No form of discrimination will be permitted at the market.
- **Customer service:** Vendors are expected to treat all customers in a courteous, respectful manner.

Debbie Grattan, Market Manager

PO Box 1241 | Long Beach, NY 11561 | Business Line: 516-670-5046 | Email: info@ligreenmarket.org

 [lightuplongbeach_ny](https://www.instagram.com/lightuplongbeach_ny)  [Light Up Long Beach_ny](https://www.facebook.com/LightUpLongBeach_ny) Website: ligreenmarket.org

LI GREENMARKET, INC. WAS ESTABLISHED IN 2008 WITH THE MISSION TO PRESERVE OPEN SPACE AND ASSIST FAMILY FARMS BY PROVIDING AN OPPORTUNITY FOR REGIONAL FARMERS, HORTICULTURALISTS, FISHERMEN AND LOCAL FOOD PRODUCERS TO PROVIDE DIRECT ACCESS TO HOMEGROWN, FRESH AND NUTRITIOUS FOOD TO LONG ISLAND RESIDENTS.