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Kennedy Plaza Farmers Market | Website: [ligreenmarket.org](http://ligreenmarket.org)

## Market Rules and Regulations - 2022

**LI Greenmarket's mission** is 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.

### Market Governance:

The **Board of Directors** is the governing body. The Board agrees to establish and maintain:

- Oversight of market policies, finances, programs and events;
- Market Rules and Regulations, adopting and amending as needed;
- Eligibility and requirements for participation in the market;
- Operational schedule of the market;
- General liability insurance policy for the market;
- Vendor Fee Schedule, determined annually, as well as collection of Vendor Fees; and
- Marketing and promotion of the market.

### General Operations:

The Market Manager is responsible for the orderly and efficient conduct of the market and for implementing the Rules and Regulations. The Market Manager represents the Board of Directors during market days.

**Vendor Eligibility:** *Only Vendors with an approved application may participate in the Market.*

- The use of the market is restricted to those who are bona-fide producers, meaning those who grow, raise, or catch the products they bring to market.
- Producers of homemade products, processed foods, and other products will need approval by the Market Manager. If an item is not available at market a producer may get permission to purchase said item.
- Reselling of products is not part of LI Greenmarket's mission; therefore, at least 80% of the products offered for sale must be produced by the seller on lands or in production facilities they own, rent or operate. The 20% not produced by the seller, must be products not grown or currently offered by another seller. The 20% of items that may be purchased for resale requires Market Manager's permission. These items must be from neighboring farms or other producers and not from wholesale markets. For produce, the items must be identified with a sign indicating the farm name and address of where they were grown.

**Product Eligibility:** *Any exceptions must be approved by the Market Manager.*

- **Alcohol:** While LI Greenmarket permits the sale of wine at the market, the City of Long Beach does not permit the sale of alcohol at non-City sponsored events on Kennedy Plaza.
- **Baked goods:** All baked good must be hand made from scratch by the vendor. No commercial mixes, crusts or fillings are allowed. Baked goods must have a protective covering or be wrapped and properly labeled. Baked goods requiring refrigeration will not be allowed.
- **Cheese and other dairy products:** Cheese must be processed from milk from your own herd. All dairy products must be kept cool.
- **Cider and fruit juices** sold only by the growers of those fruits. Can be pressed off-farm, but 60% of the juice must come from fruit you have grown.
- **Dried fruit:** Only fruit grown and dried by the vendor may be sold.

- **Eggs:** Eggs are to be from farmer's own flock.
- **Fish:** Fish must be caught and sold by the vendor, and may not be cut at the market. All fish must be kept cooled on ice or in a refrigerated truck. (The truck will not be allowed to keep its engine running during market hours to maintain the cooling unit.)
- **Honey and honey products:** Honey must be derived from your own hives.
- **Maple syrup and maple products:** Syrup must be from your own sugar bush or sugar bush under your control.
- **Meat:** USDA or state inspected meat and poultry: Butchering may be done off-farm, but the animals must have been raised by the seller. All meats must be kept refrigerated or frozen.
- **Plants:** Bedding plants, nursery products, and cut flowers must be grown on your farm.
- **Preserves, herb vinegars, grains, jams, etc.:** Such items must be from products grown by the seller or product purchased in the region.
- **Produce:** all fruit and vegetables must be grown, harvested and cared for post-harvest so as to ensure the freshest produce possible.
- **Products not specifically listed in these rules and regulations:** Any other product must be pre-approved by the Market Manager.

### General Rules:

- **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 Guidelines may result in the loss of market privileges.**

### Vendor Requirements:

- **Set-up:** starts any time from 7:30am and must be completed by 9am opening.
- **Closing:** Vendors are to remain set up until market closing unless prior permission is given by the Market Manager; site is to be dismantled, packed up, and cleaned within one hour of the market closure.
- **Prepared food, processed food and other perishable items:** must be prepared and sold in compliance with Health Department and Department of Agriculture & Markets requirements.
- **Pre-packaged items:** baked goods, etc. must be labeled in accordance with NYS labeling requirements.
- **Nursery and greenhouse crops:** must display a valid NYS Nursery license.
- **Organic:** products cannot be advertised as organic unless they have been certified organic by a recognized independent third-party certifying agency. Certificate must be displayed.
- **Products sold by weight:** must use scales approved by the County Dept. of Weights and Measures.
- **Products sold by volume:** must use standard size containers, such as pint, quart, etc.
- **Taxable items:** must display a valid NYS Certificate of Authority.
- **Prices:** items for sale should be priced clearly and displayed in a manner that does not confuse or mislead customers.
- **Farmers:** a crop plan is to be filed at the beginning of each season. The plan must show all products being grown or produced, quantities produced, and acreage under production of each item. Only items on the crop plan will be allowed for sale at the market. The Market Manager has the right and responsibility to inspect a farm or business if there is any question on the seller's claims of production. Inspections will be made only with the owner or his/her representative present, unless permission otherwise is given. The owner must provide any help necessary to thoroughly document products and conditions recorded at the inspection. Results of the inspection will be delivered to the business owner and the market's Board of Directors, which will make the final determination of any violations.

### Sales Guidelines:

- **Signage:** must have a sign clearly showing the vendor name and contact information.
- **Equipment and supplies:** each vendor is responsible for their tent set-up.
- **Weights and tie-downs:** for safety reasons, each vendor must have adequate weights for their tent, otherwise they will not be able to set up a canopy of any sort.
- **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.
- **Tent 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.

### Vendor Space Assignments:

- **Size:** vendor spaces are 10 feet wide.
- **Plaza location:** on a first come, first served basis, assigned by the Market Manager.
- **Permanent full season Vendors:** every effort will be made to provide permanent spots for vendors who schedule and pay for the full season.
- **“Pop up” Vendors:** vendors who opt for an occasional schedule will be assigned a spot as space allows, on a first come, first served basis.
- **Vendor cancellations:** must be made at least 24 hours in advance, notifying the Market Manager via text, phone or email.

### Grievance Procedures:

- **Complaints about Vendors:** every effort should be made to resolve any issues that arise between vendors, as they arise, with the utmost respect between all parties involved. The Market Manager is responsible for assisting in reaching an amicable resolution. However, barring a satisfactory solution, vendor complaints can be addressed in writing to the Market Manager who will report the complaint to the Board of Directors. To eliminate frivolous complaints, a \$50 deposit as a show of good faith must accompany all complaints. The Market Manager will investigate the complaint and work with the Board to resolve the situation, and the Board’s determination will be final. If the complaint is legitimate, the vendor will be reimbursed \$50. If the complaint is found to be frivolous or blatantly false, the vendor forfeits the fifty dollars to the market's operating funds.
- **Complaints about Market Manager:** can be made in writing directly to the Board of Directors and by appearing at the next Board Meeting to address the grievance. The Board’s determination will be final.
- **Rules Violations:** The Market Manager will notify vendors of any rules violations and notify the Board of Directors of those violations. The Board will review those violations and determine appropriate consequences, including warnings, fines and termination of the vendor's rights to sell at the market. The Board’s determination will be final.
- **Fines:** Any fines levied against a seller must be paid in full by the next market day. Until fine is paid, market selling privileges will be suspended.