



2022 Oswego-Fulton Farmers Market Application
Greater Oswego-Fulton Chamber of Commerce
121 East 1st Street, Oswego, NY 13126 | (315) 561-3509
Brenna Sherman bsherman@oswegofultonchamber.com

Dear Oswego-Fulton Farmers Market Vendors,

I hope this letter finds you well! My name is Sara Broadwell, Events and Membership Manager at the Greater Oswego-Fulton Chamber of Commerce (GOFCC). Regarding the 2022 season, I would like to share a few updates with you:

I would like to introduce Brenna Sherman, Member Engagement and Operations Coordinator for the GOFCC. She will serve as the market coordinator and oversee the daily operations throughout the 2022 season. She will be a point of contact at the markets to assist vendors and ensure a smooth and successful Farmers Market Season. Please contact her with questions at (315) 561-3509 or send completed applications to bsherman@oswegofultonchamber.com.

This market season is starting to gear up quickly. Thank you to those who have expressed interest and already requested information and applications. Included in this packet is the application to be returned to Brenna, along with the general 2022 rules and regulations. We ask that you please read the rules and regulations carefully, as there have been changes made since last year.

The GOFCC will continue to follow all local, state and federal COVID-19 guidelines, and asks for the Oswego and Fulton communities' patience, cooperation and understanding to ensure the safety of all market vendors, patrons and staff.

Visit www.OswegoFultonChamber.com for more information about the Oswego-Fulton Farmers Markets, presented by Oswego Health.

I look forward to a great market season and cannot wait to see familiar faces, welcome new vendors, and introduce all of you to Brenna!! The GOFCC remains committed to providing safe and prosperous markets! If you have any questions or concerns, please contact me at sbroadwell@oswegofultonchamber.com, or (315) 591-5491.

Best,

Sara Broadwell
Events & Membership Manager
Greater Oswego-Fulton Chamber of Commerce



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OSWEGO FARMERS MARKET: Thursday nights, June 9 until to Oct. 13 4:00 p.m. – 7:45 p.m. West 1 st Street	FULTON FARMERS MARKET: Saturday mornings, June 11 until Oct. 15 8 a.m. – noon Route 481, Canalview Parking Lot
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CONTACT INFO

Company Name: _____ Contact Name: _____
 Address: _____ Phone: _____
 Email: _____ Website: _____

MARKET LOCATION(S)

Oswego Farmers Market Fulton Farmers Market Both

GOODS FOR SALE

Please specify the goods that you will be selling:
 Fruits/Vegetable/Maple/Honey/Meat/Cheese/Wine (please specify): _____
 Baked Goods/Candy (please specify): _____
 Crafts/Other (please specify): _____

The Market Coordinator reserves the right to determine if your products meet the criteria of our market stipulations and if your products are not 75% homegrown, home baked or homemade, participation in our market will not be allowed. **Please initial here to affirm.**

FARMERS

Did you complete your annual training requirement? Yes No
 Will you be selling foods requiring a Health Department permit? Yes No
 If yes, Health Department ID Number: _____
 Will you be selling taxable items? Yes No
 If yes, NYS Tax ID Number: _____

RATES

Seasonal Stall - \$215 | Double Stall - \$344 | Triple Stall - \$516
 Single Day Rates - \$38 | Nonprofit Community Rate - \$25 | Chamber Members receive 20% off

Booths will be assigned by the Market Coordinator with preference for returning vendors. Vending fees are due at the time of application. Please make checks payable to: **Greater Oswego-Fulton Chamber of Commerce.**
 Rate: _____

SIGNATURE

I have read the rules and regulations for the 2022 season (signature required): _____



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Oswego-Fulton Farmers Market Rules and Regulations (2022)

Oswego Farmers Market selling area is West 1st Street. Market selling hours are 4:00 p.m. until 7:45 p.m., with the street closing to traffic and parking at 3:45 p.m. ***You cannot leave the market area UNTIL 7:45 p.m.***

Oswego line-up procedure: While waiting to enter into the market, please pull behind Canal Commons and lineup. Vendors will be allowed on the street to begin set up as soon as the Oswego Police Department and the Market Manager have cleared the street of cars and give the “OK” to do so. We ask everyone to please follow the lineup procedures, as well as any direction given by the representatives of the Police Department. Vendors will not be permitted to enter the market after 4:30 p.m. and there will be no refunds. We are required by the Fire Department to leave room for a 15-foot lane down the middle of the street for emergency purposes. You will be asked to move if you do not comply. ***The Market Coordinator will use their own discretion if there is a change for any reason in this procedure.***

Fulton Farmers Market returns to Canalview parking lot, visible from Route 481. Market selling hours are 8 a.m. to noon, with the street closing to traffic and parking at 7:30 a.m. ***You cannot leave the market area UNTIL noon*** We are required by the Fire Department to leave room for a 15-foot lane down the middle of the street for emergency purposes. You will be asked to move if you do not comply. ***The Market Coordinator will use their own discretion if there is a change for any reason in this procedure.***

Reserved stall spaces are for seasonal vendors only. All other vendors will be assigned at the Market Coordinator’s discretion the day of the market, with no exceptions. All vendors must provide their own tent, table, chairs, etc.

Booth Cleanup – Each vendor is responsible for sweeping the area around his/her booth and for proper disposal of trash and debris from the selling area.

Signage – All vendors must have signage with the name of their farm/company clearly displayed.

Homegrown and Homemade – All farmers must grow or make at least 75% by volume of their products offered for sale at any time. Please note that the Chamber will reserve the right to determine if your products meet the criteria of our market stipulations and if your products are not 75% homegrown, home baked, or homemade participation in our market will not be allowed. Farm visits will be part of this requirement.

***Those items purchased elsewhere or not homegrown must be clearly marked for the protection of the consumers.**

*Artisan vendors: 75% of items must be handmade or home crafted. Due to the abundance of similar items in crafts, the Market Coordinator can limit certain categories to provide space for a greater variety of craft items.

Rules and regulations are subject to change without advanced notice. The Market Coordinator reserves the right of issuance and or denial of all permits and to limit those participating in the Oswego and Fulton Markets as a vendor.

Quality Control – Any vendor selling items that are found to be of poor quality and/or does not meet the state and market standards will be given two quality control warnings by the Market Coordinator. The first warning will be verbal. The second warning will be written. If after the quality control warnings are issued and the issue remains unchanged, a meeting will be held with the Executive Director of the Greater Oswego-Fulton Chamber of Commerce to discuss a course of action, which could include expulsion from the current year’s market without refund.



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Sales Tax – All vendors must display a NYS tax ID number for taxable items. NYS tax ID numbers are available from the NYS Department of Taxation and Finance Sales Tax Bureau, State Office Building, 333 East Washington St., Syracuse, NY 13202, 1-800-225-5829. W-9 forms must be filled out either with your Tax ID number or your Social Security number.

Health Department Permits – Vendors selling prepared items must display their permit at the market and provide the Greater Oswego-Fulton Chamber of Commerce a copy of their inspection report. Growers selling plants must have a Department of Agriculture certificate from Albany.

Absolutely no animals or pets will be allowed to be sold or given away at the Farmers Market due to USDA and Market regulations.

Restrooms at Oswego's Market are in City Hall – access by the back door of City Hall. The restrooms are open for the duration of the market. Please do your best to help keep them clean.

Restrooms at Fulton's Market are in City Hall. Please do your best to help keep them clean.

Crop Plan – Please forward to our office your completed Farmer Crop Plan. You should be receiving this by the Agriculture Department. Growers **MUST** submit their crop plan before market participation. If the crop plan has not been submitted, the grower may not participate in the market.

Organic – All vendors using the term “certified organic” must be legally confirmed organic. We ask that you post organic certification to use the term organic.

Liability Insurance – Each vendor is required to provide the Chamber a “Certificate of Liability Insurance” naming either the “Oswego Farmers Market” or “Fulton Farmers Market” as additional insured for \$1,000,000. This needs to be completed every year.

WIC Program – Each farmer must return a complete crop plan to participate in the market and the WIC program. Farmers must not accept Farmers Market WIC checks until in possession of a fully approved copy of the Farmer Participation Agreement and a uniquely assigned cancellation stamp, both of which will be mailed to the farmers directly by the Agricultural Department, with instructions for redeeming the checks through local banks. Farmers must not issue cash change to check recipients for purchases made exclusively with Farmers Market WIC checks. Farmers must accept only current year (2022) Farmers Market WIC checks from check recipients and only during the program period June to October 2022. Farmers must redeem all 2022 Farmers Market WIC checks accepted during the program period by Nov. 30, 2022. No payment will be made on checks deposited or cashed after that date. Non-farmer vendors or farmers selling exclusively ineligible products, who have not been authorized to accept Farmers Market WIC checks, must not accept them at any time and they will be monitored by the market.

EBT Program – The same farmers that are eligible to accept WIC checks are also eligible to accept EBT tokens during the market. These tokens, each representing \$1, can be purchased by customers using their EBT cards at the Greater Oswego-Fulton Chamber of Commerce booth. Vendors will be responsible to bring the tokens to the Market Manager at the Oswego-Fulton Chamber of Commerce booth. Within three weeks, you will receive a check from CenterState CEO to refund you from the tokens taken.

Signage – In addition to Farm Identification sign (your Tax ID, Organic and Health Permit, if applicable), please post laminated “We gladly accept NYS Farmers Market Checks” signs provided by the Agricultural Department or reproductions, always during market operation through the program period.



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NO SMOKING – The City of Oswego’s Common Council had passed a NO SMOKING policy. According to the policy passed by the Oswego City Council Monday, Aug. 22, 2011, no tobacco products are to be used between the Farmers Market barriers. The area includes the sidewalks and roadways on West 1st Street.

All other violations to the Rules and Regulations outlined above will be dealt with the Market Manager and the Greater Oswego-Fulton Chamber of Commerce Executive Director. The Greater Oswego-Fulton Chamber of Commerce reserves the right to limit or revoke any vendor’s application without a refund.

Please make checks payable to the Greater Oswego-Fulton Chamber of Commerce and mail along all paperwork to 121 East 1st Street, Oswego, NY 13126. It is important that you send paperwork to this address. If it goes elsewhere, your application will be delayed. Space will be reserved when all paperwork and payment have been received.

Booths are not transferable – Fees are not refundable.

These regulations are designed to ensure a safe and successful Farmers Market. They have been established by agreement of vendors, the Oswego-Fulton Chamber of Commerce, and the market coordinator. Violation of these regulations may result in dismissal from the market.

****PLEASE RETAIN RULES AND REGULATIONS FOR YOUR RECORDS****