



2023 Oswego-Fulton Farmers Market Application
Greater Oswego-Fulton Chamber of Commerce
34 East Bridge St, Oswego, NY 13126 | (315) 236-8777
Taylor Davis tdavis@oswegofultonchamber.com

Dear Oswego-Fulton Farmers Market Vendors,

I hope this letter finds you well! As most of you know, my name is Taylor Davis, member engagement and operations coordinator at the Greater Oswego-Fulton Chamber of Commerce (GOFCC). Regarding the 2023 season, I would like to share a few updates with you:

I will be your point of contact person and market coordinator for the Oswego and Fulton Farmer's Markets. I am so excited to see familiar faces as well as new faces this year! We have some fun entertainment planned for this year and are hopeful we'll continue to see an upswing in attendance and vendor growth as we did last year.

This market season is gearing up quickly. Thank you to those who have expressed interest and already requested information and applications. The Oswego Markets will run June 8th – October 12th and the Fulton Markets will run June 10th – October 14th. This packet includes the vendor application to be returned to me, along with the rules and regulations. We ask that you please read the rules and regulations carefully, as there may be changes since last year.

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

Working with the vendors and community is one of the most rewarding parts of my job at the GOFCC, and I look forward to another great market season. Returning vendors, you made my first year such a special one, and for our new vendors, welcome!

As always, the GOFCC remains committed to providing safe and prosperous markets! If you have any questions or concerns, please contact me at tdavis@oswegofultonchamber.com.

Best,

Oswego-Fulton Farmers Markets
Presented by:

Taylor Davis

Taylor Davis

Member Engagement & Operations Coordinator
Greater Oswego-Fulton Chamber of Commerce





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OSWEGO FARMERS MARKET: Thursday nights, June 8 until Oct. 12 4 p.m. – 7:45 p.m. West 1 st Street	FULTON FARMERS MARKET: Saturday mornings, June 10 until Oct. 14 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. **Please initial here to affirm.**

FARMERS

Did you complete your annual training requirement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be selling foods requiring a Health Department permit? If yes, Health Department ID Number:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be selling taxable items? If yes, NYS Tax ID Number:	Yes <input type="checkbox"/> No <input type="checkbox"/>

RATES

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

Please note: these rates are reflective of ONE market. If you choose to attend both, the rate will be double. 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 Selected:

I have read the rules and regulations for the 2023 season (signature required):



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Oswego-Fulton Farmers Market Rules and Regulations (2023)

Oswego Farmers Market selling area is West 1st Street. Market selling hours are 4 p.m. until 7:45 p.m., with the street closing to traffic and parking at 3:30 p.m. ***You cannot leave the market area UNTIL 7:45 p.m.***

Oswego line-up procedure: While waiting to enter the market, please line up on West 1st behind the police department. Vendors will be allowed on the street to begin set up as soon as the Oswego Police Department and the market coordinator 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 Mall parking lot, visible from Route 481. Market selling hours are 8 a.m. until 12:00 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. Stall spaces are 10 feet wide.

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 GOFCC reserves the right to determine if your products meet the criteria of our market stipulations and if your products are not 75% homegrown or home baked 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: 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 TBD.

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 Greater Oswego-Fulton Farmers Market 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 (2023) Farmers Market WIC checks from check recipients and only during the program period June to October 2023. Farmers must redeem all 2023 Farmers Market WIC checks accepted during the program period by Nov. 30, 2023. 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 coordinator 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. The market coordinator will provide you with a receipt copy for the tokens and also keep one for the GOFCC records.



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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.

NO SMOKING – There is no smoking within the limits of the market.

All other violations to the Rules and Regulations outlined above will be dealt with the market coordinator 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 34 East Bridge St. 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 Greater 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****