



Hampton Bays Farmers Market 2017

A Ministry of The Episcopal Church of St. Mary
165 Ponquogue Avenue, PO Box 782, Hampton Bays, NY 11946
Market Manager: Paula Godfrey Cell: 631-745-6160

Rules and Regulations

Market Overview

In keeping with our commitment to community outreach, St. Mary's will host an outdoor farmers market on the grounds of the church, every Saturday, from Memorial Day weekend through Labor Day weekend (May 27-September 2, 2017). Locally produced, fresh foods will be available. In addition, the market will feature local artisans, community non-profits, and more. The Hampton Bays Farmers Market is a self-supporting ministry of The Church of St. Mary.

Market Mission

- Provide opportunity for local farmers, fishers, food producers, and artisans to sell their wares directly to the customer.
- Building community by providing a healthy way to gather and connect on a regular basis.
- Providing the community with the awareness of other ways of being church beyond traditional perspectives.
- Educating patrons with practical ways to maintain the connection with the sources of their food.
- Providing a venue for local non-profit organizations to connect with community members.
- Help fill the growing demand for fresh, locally grown and prepared foods.
- Promote economic development in Hampton Bays and on the East End.
- Making good use of local resources by giving excess and leftover produce to a local food pantry.

Market Rules and Regulations

1. The Market Manager, under the direction of The Church of St. Mary, is responsible for the orderly and efficient conduct of the market.
2. Vendors must submit an application and be approved by St. Mary's. Applications will be approved on a first-come, first-served basis. All vendors pay \$300 for the season. Payment can be made via PayPal on the St. Mary's website www.stmarys.org, or by check payable to "The Church of St. Mary" and mailed with the application. Vendors are assumed to be attending every week.
3. Market will be held on the grounds of St. Mary's on Saturdays, from Memorial Day weekend through Labor Day weekend (May 27-September 2, 2017). Hours are from 9am to 1pm. Sellers may

arrive up to one hour prior to opening to begin setting up, and must have their market sites dismantled, packed up, and cleaned within one hour of the market closure. Be respectful of others. No vehicles will be allowed to park on the lawn. Vehicles should be parked at the east end of the parking lot to allow for convenient customer parking. Product should be presented attractively in small or medium size containers. No pets allowed. Smoking is prohibited in the Market.

4. To provide customers with a continuous supply of product, sellers must remain set up until market closing, unless prior permission is given by the Market Manager, in accordance with weather conditions and product availability. If for some reason a vendor cannot be at a market, it is requested that they inform the Market Manager as soon as possible. The market will be open rain or shine. In the event of heavy rain, the market will be held inside the church parish hall.
5. Agricultural vendors may supplement their product line with additional Long Island grown products, as long as these products are otherwise missing from the Market and the Market vendors have given permission for the supplement. Brought in items may not represent more than 25% of the display and must clearly be labeled as to origin.
6. Other than agricultural, vendors at the Market must adhere to the “farm to table concept”; that is the cheese or fish or mushrooms brought in and sold must be bought not from a distributor but from a farmer or producer directly. It is encouraged that the local, then regional farmers/products are given priority. If a product is not available regionally, it can still be brought in, if it brought in directly from the grower.
7. If an item is not produced by the vendor, origin labeling is mandatory. If an item is not labeled, it is assumed to be grown by the vendor. The term “organic” may not be used unless it is certified organic.
8. All vendors must have proper licenses and permits and must adhere to all applicable local, county, and state codes and regulations.
9. Each seller will be responsible for all equipment and supplies for the setup of a booth. Displays should be considered in such a way that they do not block customer walkways nor pose any other hazards to customers. All vendors are entitled to a space not to exceed 15’ x 15’ for their fee (if you require a larger space, please contact the Market Manager). Pop-up tents and tables are the responsibility of the vendor.
10. Sellers are required to keep their market space neat and clear of obstacles, litter and debris. Sellers must clean their sales area and remove all refuse at the end of the day, including the common area. Ice must be disposed of away from the market area.
11. All vendors must provide proof of general and product liability insurance of \$1 million dollars each, and must be included with your application. The Church of St. Mary, 165 Ponquogue Avenue, Hampton Bays, NY 11946, and the name of the Market Manager, Paula Godfrey, must be listed as additional insured and certificate holder on your policy.
12. All rules must be adhered to by all vendors. Violations may result in a verbal warning, then a written warning. Failure to address these warnings may result in suspension or expulsion from the market. In the interest of keeping the market non-bureaucratic—a desire of all the market vendors—this list of rules and regulations is relatively short. Vendors can bring any concerns to the Market Manager for resolution by the parties involved or a larger group of vendors if necessary.