



2025 Vendor Handbook and Market Rules

Market Mission

The Trumansburg Farmers' Market, a community organization, offers a friendly venue where area residents and visitors can purchase goods from local farmers, food producers, artists and crafters while enjoying music, cultural, and educational programs.

2025 Market Manager ~ tfm.mktmgr@gmail.com

Natalie Baris

2025 Board Members ~ tfm.board@gmail.com

Andy Clark (President)

Debbie Biltonen (Vice President & Treasurer)

Caroline Hecht (Secretary)

Margaret Shepard

Elisha Osherowitz

Lael Eisman

Melanie Cole

Alyssa Cotrone

Haydee Borrero

Vending: Individuals interested in becoming a vendor at the Trumansburg Farmers' Market must complete an application form and submit it to the Farmers' Market Board. Online applications are available at <http://tburgfarmersmarket.com>, or by email from the Market Manager, Natalie Baris at tfm.mktmgr@gmail.com. Paper applications are available at the Trumansburg Village Offices, at 56 East Main Street. Seniority, attendance record, products sold, adherence to rules, and meeting the **March 14th, 2025** application deadline are the basis for vendor selection and for assigning pavilion spaces. Vendors who have satisfied all conditions will retain their booth the following season.

Fees:

Pavilion vendor: \$208/season (26 markets @ \$8 per market)

Tent vendor: \$182/season (26 markets @ \$7 per market)

Day vendor: \$10/day

Prepared food vendor/truck: \$390 (26 markets at \$15 per market, no additional electric fee)

Electric: \$15/season.

Fees are due by April 18, 2025

*Check made payable to:
Village of Trumansburg*

Mail to:

*Trumansburg Farmers Market
PO Box 357, Trumansburg NY 14886*

Vendors who do not submit payment on time will jeopardize their spot and may be replaced by a vendor from the waitlist.

Please do not pay your fee before you have been accepted to the 2024 market.

Market Days: Wednesdays, 4-7 PM, May 7 to October 29, 2025 (26 market days). The market is located at the corner of Route 96 and route 227, in the Village Park.

Attendance: Market success depends on having vendors who show up for their customers. All vendors (pavilion and tent) **must** notify the Market Manager of an anticipated absence as soon as possible, and by **no later than 12 pm Tuesday before market day** to allow the Manager to fill their empty spot. Season vendors are allowed up to 5 absences, without jeopardizing their seniority.

Vendor Meetings: Vendors are welcome to attend all board meetings and in addition, there are two meetings each year focused on vendor needs and concerns; one prior to the start of Market and one at the end of the season. All members are encouraged to attend the vendor meetings. Your voice and ideas are welcome.

Board of Directors: The Trumansburg Farmers' Market Board consists of up to 9 members, including both vendors and community members. Contact a Board Member or the Manager to learn about serving on the board or assisting with various projects.

Vendor Conduct:

- **Courtesy and professionalism:** Vendors shall be courteous, respectful, and professional in their dealings with everyone at the Market, including customers, other vendors, the Market Manager, and the entire community.
- **Non Discrimination:** The Market seeks to create a welcoming, safe and inclusive space; no discrimination will be tolerated at the Market.
- **Smoking:** Smoking is not permitted on the grounds.
- **Pets:** We discourage the presence of pets at vendors' stalls. If you do bring a pet it must be leashed or otherwise safely kept and well behaved, or they may be removed at the Market Manager's discretion.
- **Neutral Behavior:** The Market is a space for the community and visitors to come together, relax, and enjoy themselves; it is not a venue for expressing vendors' political or religious views.

Vendor Rules:

1. Everything offered for sale must be grown, produced, or handmade by the vendor (or business) within 35 miles of the Trumansburg Farmers Market.
2. Vendors wishing to add products not listed on their application must contact the Market Manager for approval 2 days prior to Market day.
3. Ideally, the producer should be present at every market, but at least once a month during the season.
4. Vendors must ensure that all employees selling at the Market know the products and represent the business, as well as understand and follow all Trumansburg Farmers' Market rules.
5. Produce vendors who accept FMNP checks and SNAP tokens or coupons must know and understand state guidelines for these incentive programs. Redeemed tokens are handed to the Market Manager to be reimbursed. These tokens are recorded, and totals are given to the Village Treasurer **monthly**, and a check is sent to the vendor by the village. Due to the cost to the village for cutting a check, we ask vendors to opt in to receiving one check at the end of the season.
6. Items offered for sale must be of high quality and in good condition, and in compliance with relevant state and federal regulations. Any required certificates must be clearly displayed.
7. Vendors must clearly display business name, location and phone/email at their booth.

8. Prices cannot be lower than wholesale and should be comparable to supermarket prices (preferably no less than 10% below normal retail prices based on NYS regulations). It is suggested that the price of each product be prominently displayed.
9. The Market Manager assigns vendors to their selling space, approximately 10' x 10'. PLEASE be mindful of available space. Tent vendors are asked to stay with-in their allotted space.
10. Vendors may start setting up as early as needed on Wednesday and must be unloaded and have their vehicles off the green by 3:45 pm. Avoid driving vehicles on the Market green, including the space behind pavilion booths and tents, during Market hours.
11. Vendors are expected to be set up and ready to sell from 4:00 to 7:00 pm, with no sales before the 4:00 pm bell. Vendors are responsible for cleaning up their sales area after the Market closes. Sales may continue beyond 7:00 pm if customers are still active.
12. Vendors who need to leave early/or sell out must talk to the Market Manager before leaving early.
13. Vendors are responsible for bringing all sales equipment including tables, chairs, signage, tent (if applicable) and tent weights. Each tent leg must have no less than 25lb anchoring each leg.
14. We want customers to be able to park close to the Market. Tent vendors may use Rte 227 for loading before and after Market, but must park elsewhere between 4:00 and 7:00 pm.
15. Vendors selling by weight must have scales checked annually by and display a current Weights and Measures approval sticker.
16. Vendors must comply with all current applicable federal, state, and local regulations. See below.
 - a. Vendors selling taxable items must display a valid NYS Certificate of Authority.
 - b. Vendors selling nursery and greenhouse crops must display a valid NYS Nursery license.
 - c. Vendors selling meats, processed foods, prepared foods, baked goods and other perishable items must do so in compliance with the requirements of the NYS Department of Health and NYS Department of Agriculture and Markets and any other applicable requirements.

For a list of required permits/licenses/certificates visit

<https://www.nyfarmersmarket.com/resources>

17. All product- sold at the market must be grown or made within 35 miles of the Market location. The following is a list of products that may be sold at the market.

- Vegetables, grown by the vendor.
- Fruits, grown by the vendor.
- Meats, raised by the vendor.
- Honey, produced and bottled by the vendor
- Preserved and Processed Foods - Jams, preserves, canned foods, etc. prepared by the vendor from fresh, local produce.
- Cheese and other dairy products - preference shall be given to vendors using milk produced by their own herd.
- Eggs - from the vendor's own birds
- Poultry - 100% from birds raised by the vendor.
- Maple Products - processed by the vendor from the vendor's own sugarbush.
- Baked goods - fresh baked and prepared from scratch by the vendor (no commercially prepared dough mixes, crusts, shells, fillings, or contents).
- Field and greenhouse grown plants, flowers, cut flowers and herbs - grown by the vendor.
- Works of art and crafts - high quality items designed and produced by the vendor.
- Ready to eat prepared foods - high quality food items prepared by the vendor. Preference shall be given to vendors who use locally grown farm-direct products reflecting seasonable availability.
- Teas, herbs, spices- blended/prepared and packaged by the vendor.
- Wine and Spirits - bottled locally. -All alcoholic beverages, including wine, beer and distilled products, must have an approved NYS Farm Winery/Brewery license from the NYS Liquor Authority.
- Beer – brewed and bottled locally. -All alcoholic beverages, including wine, beer and distilled products, must have an approved NYS Farm Winery/Brewery license from the NYS Liquor Authority.

18. Sale of products from another business: To expand the available products at Market, rules were changed in 2018 to allow two or more vendors to share one spot for two (or more) full fees. At least one vendor or employee must be present during Market.

1. All products must be approved by the Trumansburg Farmers' Market Board and Manager.
2. All businesses must be within 35 miles of the Trumansburg Farmers' Market.
3. All products in the shared space must be clearly identifiable to each separate business.
4. Each business represented must pay the applicable market fee (tent or pavilion).
5. The Market Manager must receive consent from all involved parties.

19. The Market Manager has final authority at the Market.