



THREE VILLAGE
Farmers
AND ARTISAN MARKET

SETAUKET, NY
EST. 2015

PRODUCE - CRAFTS - FOOD TRUCKS - LIVE MUSIC

EVERY FRIDAY FROM 3:00 P.M. TO 7:00 P.M.
OPENING DAY - FRIDAY, MAY 26!

WWW.TVHS.ORG

**THREE VILLAGE FARMERS & ARTISAN MARKET
at The Three Village Historical Society (TVM)
Rules and Regulations 2023**

Welcome to the Three Village Farmers & Artisan Market (TVM)! As a seller at TVM, we welcome your participation and wish you an abundant season!

ABOUT TVHS -- The Three Village Historical Society (TVHS), a non-profit 501(c)(3) founded in 1964 by community members, exists to educate the public about our rich cultural heritage as well as foster and preserve local history. TVHS offers museum exhibits, events, programs, archives, and other outreach initiatives to inform and enrich the public's interest in and understanding of the vibrant past of the Three Village area along the north shore in Suffolk County, Long Island.

The Three Village Farmers Market will operate as a non-profit, educational, nutritional and agricultural program for the Three Village community. Your vendor fees may be tax-deductible and should be discussed with your accountant.

Contact Details and Mailing Address: Mari Irizarry, Three Village Historical Society Director

Site Address: 93 North Country Road, Setauket, New York 11733

2023 Friday Market Dates: May 26th – September 1st from 3:00 p.m. to 7:00 p.m.

September 8th – October 27th from 2:00 p.m. to 6:00 p.m.

NO MARKET on September 22nd (Street Closure for Event)

Understanding and following our policies and rules is required for your participation in TVM.

FAILURE TO COMPLY MAY RESULT IN FINE or TERMINATION OF YOUR PERMISSION TO SELL.

1. General

Vendors agree to read these rules and regulations carefully before agreeing and signing. Vendors agree to keep a copy of these rules and regulations for their records. Products and practices not specifically listed therein shall be submitted to the Market Manager in writing. The vendor will be notified of the outcome in writing within a reasonable amount of time. Failure to observe these rules and regulations may result in fines, suspension, or termination of market privileges. These rules and regulations may also change without any prior notice. For further clarification of these rules and regulations, please contact the market manager.

2. Powers and Duties of the Three Village Market Manager

The duties include, but are not limited to, the following:

- Adopt, amend, and enforce the Rules and Regulations of the TVM.
- Assure the orderly and efficient operation of the market.
- Establish requirements for both vendor participation and product selection to ensure a sustainable mix of products in the market.
- Establish all vendor fees and dues.
- Determine an operational schedule and location of participating vendors.
- Establish and maintain a special events calendar.
- Publicize the market and its vendors.

3. Operating Schedule

TVM is a weekly event. On the days when the market falls on a Holiday, such as July 4th, the market committee reserves the right to cancel the market for that day. If at any time during the season either the Market Management or a vendor feels that the market is not the proper venue for them, a vendor may cease participation in the market, with a 7-day notice in writing. TVM is on Friday afternoons from 3:00 p.m. to 7:00 p.m. and transitions to an earlier time slot from 2:00 p.m. to 6:00 p.m. on September 8th at 93 North Country Road, Setauket 11733

4. Please refer to 2023 FEE Schedule. ALL vendors must submit a completed application including deposit by MAY 22, 2023. Returning vendors enjoy a discounted rate if paid in full by May 1, 2023.

5. Attendance

The Market operates on a rain or shine, except for severe weather in which case vendors will be notified. The safety of our vendors and shoppers is top priority. There is no refund for the market closing due to inclement weather. Vendors are required to attend every market day unless prior notice (48 hours) is given. We also realize that emergencies happen, we ask that in such a situation, as much notice as possible is provided prior to the absence. The vendor must notify the market manager at THVS HQ, 631-751-3730. After two consecutive absences with no notice, the Farmers Market reserves the right to terminate the vendor. No more than three absences are allowed annually to preserve the overall satisfaction of our clientele.

6. Hours of Operation

No selling shall begin before the opening time, with the exception that a vendor may make purchases of products from another vendor before the Market opens if this is agreeable to the other vendor. Selling must end at closing time. **Punctuality.** All vendors must arrive by 2:30 pm at the latest to begin setting up, however, vendors can arrive up to 1.5 hours prior to our 3:00 pm opening if desired.

Consistent lateness will result in suspension from the market. 1st offense: Warning. 2nd offense: \$10 fine. 3rd offense: \$20 fine. 4th offense: \$50 fine. 5th offense: SUSEPNSION.

LATE ARRIVALS AND EARLY BREAKDOWN DEGRADES the marketplace and deters customers from attending markets because of inconsistency.

Vendors must stay until closing unless prior permission by the market manager is given. **Vendors must have their market sites dismantled, packed up, and cleaned within one hour of the market closure—gates close at 8:00 p.m.** Dispose of all garbage in proper receptacles. PLEASE TAKE ALL CARDBOARD BOXES WITH YOU. Sweep up if necessary!
Please leave no trace.

SEASONAL vendors will be given a recurring assigned space for the full season to help customers in their shopping efforts. DAILY vendors will be assigned space by the market manager on a first come first serve basis, as space is available. Space in the market is not guaranteed. While consistent locations will be attempted there is no guarantee that seasonal vendors will be assigned the same space each week that they are in the market. **NOTE: There shall be no vehicles moving through the market from 2:30 pm - 7:00 pm (normal hours of operation).**

7. Guidelines for selling at the market

Sellers must have a sign clearly showing their name and location and a clearly **visible price** list for all products. Each seller will be responsible for all equipment and supplies for the setup of their booth. **Vendors must have adequate weights or tie downs for their tent.** If they do not, vendors will be unable to set up a canopy to avoid risk of

injury due to wind gusts. Displays should be constructed in such a way that they do not block customer walkways nor pose any other hazard to customers. Sellers are required to keep their market space neat, sanitary, and clear of obstacles, litter, and debris. Sellers must clean their sales area and remove all refuse at the end of the day. All produce displayed for sale must be at least 12" off the ground.

Each vendor may have one 10 x 10 canopy. (Produce Vendors only: If you need more than one canopy, there will be an *additional fee of \$20 per day.*) All vendors must provide their own tables, canopy, weights, chairs, etc.

*The Three Village Historical Society has a limited supply of canopies and tables that will be available to rent on a first come, first served basis of \$15 per item, per day.

8. Product Selection

Only locally made items produced in the New York State region will be permitted for sale at the Farmers Market. All products presented for sale at the markets must be pre-approved by the market manager and clearly listed on the application prior to approval.

9. Farm Visit

A representative of the market may make farm/business inspections with 24 hours' notice to confirm that products brought to the market for sale conform to the Department of Health regulations and the rules and regulations of the market.

10. Product Guidelines

All applicable federal, state, and local regulations shall be adhered to when selling approved products. Goods for sale are expected to be of the highest quality. If a representative of Three Village Market or the County of Suffolk determines that a vendor is offering products of an inferior quality, the vendor may be asked to withdraw the item from the market.

11. Application and Insurance certificates

The deadline for this paperwork is May 15, 2023.

All vendors must provide proof of general *and* product liability insurance of at least 1 million dollars. Three Village Historical Society and facility owner/landlord(s) must be listed as additional insured. Copies of the Certificate of Insurance (COI's) must be provided to the market manager prior to setting up or selling any products at the market.

Regardless of whether the vendor is new to the market or returning for another season, it is extremely important that the application and insurance certificate be submitted by the deadline date. All paperwork must be submitted, reviewed, and accepted by the market management prior to starting date. To have available as many seasonal products as early as possible and in keeping with the market's product selection policy, all

applications will be reviewed on a first come, first served basis regardless of whether a particular product is grown/produced by a particular vendor.

Organic Certification. If a product is labeled “Organic,” it must be certified as required by New York State Law. When a vendor is selling both organic and non-organic products at the same stand, the non-organic product must be clearly separated from the organic and clearly labeled as non-organic. **All organic producers must post their organic certification in their booth on Market Day in a location that is clearly visible to their customers.**

Failure to submit a permit in a timely manner may mean that a vendor cannot bring their entire product line. This rule will be strictly enforced. Vendors should know ahead of time that if they bring a particular non-accepted item to the market, that they may not be permitted to sell that item at the Farmers Market. **ALL ITEMS MUST BE REVIEWED AND ACCEPTED BY THE MARKET MANAGEMENT.**

12. Compliance

The submission of your application for admission to the market serves as the vendor’s agreement to abide by the rules of the market, as stated and enforced by the market manager. Violations of the rules of the market may be grounds for warnings, and / or dismissal from the market. TVM has the right to limit or revoke any vendor’s application without refund and membership in the Market. If market rules are not followed, the vendor can be asked to leave the market.

13. Vendor Concerns and Communication

All vendor issues shall be brought to Market Managers attention.

Communication: Most communications will be via email; please READ them! If time is of the essence, I will call or text you. *If you need to cancel with less than 48 hours’ notice, you must call or text the market manager.* Do not email!

14. Vendor Courtesy

The market expects all participating vendors to always conduct themselves in a professional and courteous manner. Shopping at the market by vendors should occur either before the market is open or the end of the market, provided it does not interfere with anyone still conducting business at that time. Vendors will refrain from approaching other vendors’ tables when customers are trying to shop unless a vendor is in need of assistance and another vendor is willing and available to help. Vendors are prohibited from attending the market under the influence of drugs or alcohol. Those who are under the influence while present at the market will be asked to leave immediately and their market privileges revoked. No form of discrimination is permitted at the market. Sellers are expected to treat customers in a courteous manner. Vendors will be always honest and polite to everyone, both shoppers and vendors alike. Disagreements with fellow vendors, customers and/or market management shall be handled in a discrete and respectful manner. Dishonest information, verbal threats,

inappropriate language, signage or displays, or physical assaults shall be considered a violation, which will result in immediate termination from the market.

15. Presentation

Market appearance is vital to sales, and we expect all vendors to showcase their products in a neat and attractive fashion. Under no circumstances is a table to be left unmanned for any extended period. Should you need to step away, please alert the Market Manager and a volunteer will stand in your booth until you return.

16. Amendment of Rules and Regulations

These Rules and Regulations may be modified at any time. All vendors will be notified of any changes.

17. Product Duplication

To maximize profits and the continuing good will of all vendors, TVM Management has decided to limit vendors that are selling competing products. While we do want our customers to have variety/options, at the same time we want the entire group of vendors to be successful. Any vendor refusing to withdraw a product for which permission has not been granted may not be allowed to continue to participate in the market.

By Signing below, you acknowledge that you have read and agree to abide by the terms in TVM's Rules and Regulations.

Business Name _____

Today's date _____

Name of Employee _____

Market Manager's signature _____