Village of Brockport Farmers Market
Rules & Regulations
Approved by the Village Board on 04/27/2026

Market Mission

To promote the sale of fresh fruits, vegetables, plants, and other locally produced goods.
To provide a direct marketing outlet for local agricultural produce and products.
To stimulate activity in Brockport's downtown business district.
To foster social gathering and community involvement.
To educate the greater community on growing seasons and the benefits of eating and consuming locally.

Market Governance

The Village of Brockport Farmers Market (hereinafter, "the market") is sponsored by the Village of Brockport (hereinafter, "the village"), and governed by the Village of Brockport Board of Trustees (hereinafter, "the board of trustees").

The Village will:

- Promote the market
- Hire or appoint a market manager (hereinafter, "the manager")
- Establish rules and regulations, and adopt and amend them as needed
- Establish requirements for vendor participation in the market
- Maintain a general liability insurance policy for the market
- Establish and collect annual membership dues and/or market space fees – applications and fees collected by Village Clerk's office, application copies provided to market manager
- Maintain financial records
- Develop an operational budget
- Establish annually or as necessary the market's place and times of operation
- Establish a schedule of entertainment during market days, secure related commitments
- Administer, collect, review surveys or solicit other forms of feedback from vendors and customers

The manager shall be responsible for the orderly and efficient operation of the market and for implementing the rules and regulations. The manager shall represent the village during market days and in community activities. The manager position may be shared, with two individuals appointed as equal co-managers.

The Manager will assist the Village in:

- Establishing market policies
- Soliciting vendor participation
- Soliciting musicians and/or other entertainment
- Maintaining financial records
- Establishing the operational schedule
- Promoting the market

The Manager will also:

- Communicate acceptance decision to all applicants and provide operational information to all vendors prior to their first day of participation

- Support the vendors during the market
- Communicate concerns or needs of the market and/or vendors to the village in a timely manner
- Set up and tear down signage advertising the market before and directly after the market hours
- Set up and tear down tent and electrical supply for the musicians/entertainment as needed

The manager is expected to remain at the market for the full period of operation on market day. The manager serves at the pleasure of the board of trustees.

Place and Times of Operation

The market shall operate:

- On Market Street in the Village of Brockport
- On Sundays - From 9am-1pm
- Every Sunday from the second Sunday in June through the third Sunday in October *subject to change

Vendors at the Market

Bona-fide growers, craft persons, and producers of homemade products or other sellers approved by the manager are eligible to become vendors at the market. The manager may grant permission to a vendor to supplement their product line with additional New York state products, as along as such product is otherwise missing from the market. Such permission shall be valid for one season.

Prepared food vendors will be accepted at the manager and village's discretion.

The Farmers Market is intended to support agricultural producers, food vendors, and related community organizations. Participation is limited to vendors offering goods or services consistent with this purpose. Political organizations, campaign activities, and partisan advocacy are not permitted as part of the market.

Vendors are not permitted to bring pets or other non-service animals to the Farmers Market. This prohibition applies to all vendor booths, vehicles, and surrounding Market areas. This policy does not apply to service animals as defined by the Americans with Disabilities Act. Service animals must remain under the control of their handler at all times and comply with all applicable health and safety regulations. Vendors who bring unauthorized animals to the Market may be subject to removal from the Market and/or revocation of vendor privileges.

Specific Product List

- Fruits and vegetables shall be offered for sale only by their grower; they shall have been grown, harvested and cared for post-harvest so as to insure maximum freshness.
- Cider and fruit juices shall be offered for sale only by the growers of those fruits from which they are made.
- Eggs shall be offered for sale only by the owner of the flock from which they came.
- Honey and honey products shall be offered for sale only by the owner of the hives from which they were derived.
- Maple syrup and maple syrup products shall be offered for sale only by the owner of the sugar bush from which they were derived.
- Cheese and other dairy products shall be offered for sale only by the owner of the herd that produced the milk from which they were processed. All dairy products shall be kept cool.
- Meat and poultry shall be offered for sale only by those that have raised the animals butchered to render it; it shall be kept refrigerated or frozen; it shall have passed United States Department of Agriculture or state inspection.
- Bedding plants, nursery products, and cut flowers shall be offered for sale only by their growers.

- Baked goods offered for sale shall have been handmade from scratch by the seller, using a recipe free of commercial mixes, crusts or fillings. Baked goods must have a protective covering or be wrapped and labeled according to NYS Ag & Market regulations.
- Wine may be offered for sale. Any vendor conducting a tasting shall display in his their market space during all times of operation a sign that states: "State law requires that consumers be at least 21 years of age, proof required."
- All items offered for sale shall be priced clearly and displayed in a manner that does not confuse or mislead the customer.

Items not specifically listed herein must be pre-approved by the Village Manager or designee.

Guidelines for Selling at the Market

- Each vendor shall display at his market space during all times of operation a sign clearly indicating their name and the location of their farm/place of business.
- Recognizing that diverse market options is important to the overall health of the market, vendors may sell locally grown produce or products made from locally grown ingredients so long as any product *not* grown on their farm is clearly marked with a sign attributing the business it was sourced from.
- Each vendor shall be responsible for all equipment and supplies for the setup of a booth. Displays shall be constructed in such a way that they do not block customer walkways or pose any other hazard to customers.
- Vendors that provide samples and/or products that generate waste material, such as cups, rinds, or corn cobs, shall provide containers for waste disposal.
- Vendors shall keep their market space neat and clear of obstacles, litter and debris.
- Vendors shall clean and remove all refuse from their market spaces at the close of business each Sunday.
- All refuse shall be carried out by the vendor and not put in village trash cans
- All produce displayed for sale shall be at least 12" off the ground, with the exception of heavy or large items such as pumpkins.
- Smoking, alcoholic beverages and firearms are forbidden at the market with the exception of wine tasting and selling.
- No hawking
- Amplified music by vendors is allowed by pre-approval by the market manager only.
- All items offered for sale shall be of good quality and condition as determined by the manager, who may at his discretion require that inferior items be removed from displays.
- Vendors are expected to remain at the market for the full period of operation on market day.
- Vendors are expected to be onsite for set-up one hour prior to market opening.
- Vendors are expected dress and behave in a manner that reflects well on themselves, their business and the village; building positive community relationships is good for everyone.
- Vendors are expected to download the free "My Brockport Village" app to receive communication regarding the market from the village and managers as necessary.

Products Sold at the Market

Vendors agree to adhere to all applicable regulations while selling at the market.

- Any vendor selling taxable items shall display in their market space during all times of operation a valid New York state certification of authority
- Any vendors selling nursery and greenhouse crops shall display in their market space during all times of operation a valid New York state nursery license.
- Vendors selling processed foods, prepared foods, and other perishable items shall do so in compliance with the requirements of the New York State Department of Health.

- Vendors selling by weight shall have scales approved by the Monroe County Department of Weights and Measures.
- Vendors selling by volume shall use standard size containers, e.g., pint, quart, etc.
- Any vendor selling wine shall display in his market space during all times of operation a valid New York state winery license.
- Produce shall not be advertised as organic unless it has been certified by a recognized, independent, third party certifying agency. Vendors shall display during all times of operation their organic certification certificates.
- All prepackaged items, such as baked goods, must be labeled in accordance with New York state labeling requirements.

Vendors participating in the Farmers Market Nutrition Program (FMNP) shall be certified by New York State Department of Agriculture and Markets and provide crop reports to the manager.

All vendors participating in accepting Women, Infants, Children (WIC) program or Senior Nutrition coupons shall file a crop plan at the beginning of each season. The plan must show all products being grown or produced, quantities produced, and acreage under production of each item.

Vendors consent to inspection of their farms and/or businesses by the manager to verify claims of production. Any such inspection shall be made with the owner or their-representative present, unless permission otherwise is given by the owner. The owner shall provide any help necessary to document products and conditions recorded at the inspection. The manager shall deliver to a vendor whose farm of business has been so inspected the results of such inspection and shall make the initial determination of any violations of this contract and their remedies.

Insurance

- As sponsor of the market, the village shall provide insurance coverage for the market place to cover such injuries as slips/falls and damages to property at the market.
- Vendors selling only fruits and/or vegetables shall have in force general liability insurance.
- All other vendors selling food products shall have in force general liability insurance of at least $1 million. Documentation of such policy, which names the market, shall be provided to manager prior to the market season.
- The market is a member of the New York Farmers Market Federation and members of the market can qualify for liability insurance under their program. It is recommended that all vendors carry liability insurance.
- All vendors shall execute a general indemnification of the Village, its instrumentalities, departments, officers, trustees, employees, and agents, against any losses resulting from the vendor's sales and/or activities at the market.

Fees

- An annual market space fee of $250 shall be due at contract signing or according to terms set forth by the manager. A $40 daily fee shall be charged to those who do not have a reserved space.
- Vendors shall notify the manager in advance if they will be absent. The manager may allocate an absent vendor’s market space to another vendor.
- The board of trustees shall determine market space fees.
- Fees collected shall pay for operating expenses and/or advertising and promotional costs.
- Subletting of market space by vendors is forbidden.

Market Space Assignment

The manager shall assign all market spaces. A vendor shall be limited to one stall and shall contain his display within the designated area. Seasonal vendors may work off their trucks in a designated market space not to exceed said limits. The manager shall assign to each vendor a market space for the duration of the season. At their discretion, the manager may alter vendors' market spaces. Vendors may arrive two hours prior to the market opening as to allow for timely set up without interfering with pedestrian traffic. Any vendor arriving after the opening of market shall not be permitted to enter or setup for that particular market day. Rents are not refundable, either in part or in whole.

Grievance Procedure

Vendors agree to be bound by the terms, conditions, rules and regulations set forth herein. The manager may recommend to the board of trustees the termination of the contract of a vendor found to be in violation of such terms, conditions, rules and regulations. Vendors may appeal in writing to the board of trustees. The board of trustees shall respond in writing to any vendor that so appeals and make a final determination of the disposition of any such appeal.