



Policies and Procedures 2009

Elmira Downtown Development, Inc.
400 E. Church Street
Elmira, New York 14901

Market Mission

to provide it's customer an appealing downtown event that offers a diverse array of locally produced crafts, foods, plants and farm fresh product at reasonable prices, while revitalizing downtown Elmira and providing our community with a social gathering place.

Wisner Market (hereinafter "the Event") is the weekly Farmer's Market / Lunch in the Park event operated by Elmira Downtown Development, Inc. since 1997. The Event is managed by EDD staff and a five-member Wisner Market committee, which is the final authority in vendor determination, site assignment, quality control, rules enforcement and all other operations of the Event.

Market Eligibility – Participation is open to local growers, harvesters, bakers, and crafts. The Wisner Market has a "grow, what you sell" policy. WM does not allow product re-selling; processed items and the vendor must live in a 30 mile radius.

MARKET DATES, Days, Hours of operation – The Wisner Market will be open, rain or shine in 2009 on Thursdays June – September from 10:00am to 2:00pm.

This year EDD will extend Wisner Market on the third Thursday of each month until 8:00PM, offering the community who are unable to attend "lunch in the park" a chance to experience the market...we will have music from 5:00-8:00PM as well as other activities and we hope you can stay and enjoy the fun. Please let us know if you are interested on your application.

Location – Wisner Park in Elmira, New York

Market Manager – The market manager or representative will be present at the Market during operation. If questions or problems arise on Market day, they will be resolved by the Market Manager or at the Manager's discretion, referred to the Board.

Application Requirements, Agreement, Permits, and Fees

Liability Insurance – Wisner Market requires vendors to be covered and to provide insurance certificates.

Certificates

Organic growers must present a Certificate of Organic Production from the USDA Organic Farm Certification.

Who may sell at the Market?

1. Farm producers or their representatives (no resellers of agricultural products will be allowed). All agricultural products may be sold at the market, including but not limited to locally grown fruits and vegetables, dairy products, meats, flowers, plants, maple products, NYS wines sold by a farm winery, eggs, herbs, and related products.
2. Craft vendors may sell products that they have hand produced themselves. Acceptance of each craft vendor and their products is left to the discretion of the Wisner Market Committee based upon the quality of the products and the number of similar products already in the market.
3. Bakers who have baked the products themselves and who possess the proper licensing from either the NYS Dept of Agriculture or their County Dept. of Health.
4. Prepared food vendors with a current mobile food service license.

General

- * All spaces must be clean and any refuse removed at the end of the market.
- * All farm producers, selling fresh fruits and vegetables, Must participate in FMNP
- * All vendors must provide proof of general liability coverage in the amount of \$1 million dollars and name the market, the City of Elmira, and Elmira

Downtown Development, Inc. as additional insured. A certificate must remain on file with the market.

Compliance

The Market Manager will enforce all policies and procedures in the Market. The board will review violations of these Market Policies and Procedures. Any vendor found not in compliance will be given a written notice and may be subject to exclusion from further participation in the Market.

FEES

Fees collected are for promotion and operation of the Market

Upon acceptance for participation in Wisner Market, each vendor will be charged \$35.00 per space the 2009 season.

Space fees & assignments

Vendor Rental Sites / Fees

- **Standard Park Site** Vendors assigned standard sites are entitled to a 15' x 15' turf area in Wisner Park. All product delivery and set up must be accomplished before 10am using a scheduled loading area. Vendor is entitled to one (1) free parking space in Centertown Garage during the event. Site rental fee: \$20/week.
- **Standard Park Site with Unloading Privilege** *(limited availability)* Vendors are entitled to the above, along with one (1) on-street loading space from 8am-3pm. Site rental fee: \$30/week.
- **Double Park Site** Vendors assigned double sites are entitled to a 15' x 30' turf area in Wisner Park. All product delivery and set up must be accomplished before 10am using a scheduled loading area. Vendor is entitled to one (1) free parking space in Centertown Garage during the event. Site rental fee: \$40/week.
- **Mobile Unit Sites** Vendors assigned standard sites are entitled to a 15' x 15' street blacktop area in Wisner Park. All product delivery and set up must be accomplished before 10am using a scheduled loading area. Vendor is entitled to

one (1) free parking space in Centertown Garage during the event. Site rental fee: \$30/week. Double site rental fee: \$60/week.

Electrical Power

Limited electrical power service is available to vendors through application to the Market Manager. Approved vendors must use a 12/2-gauge power cord, which must be at least 100 feet long. Only one (1) connection to the power board is permitted. Where a power cord crosses a sidewalk, it must be secured by duct tape or some other material so as to avoid injury.

Power fee: \$5.00 /week.

Vendor Fee Payment

All vendor fees must be paid by May 15, 2009 in advance of Event participation. We now have two payment options which are either Monthly or Seasonal. For vendors paying the entire 16-week 2009 season prior to June 1, 2009, there is a 20% discount. Payments must be made by check or money order by the first day of the month. The Event is held rain or shine: except in extreme weather cases where the Event is cancelled, there are no refunds for vendor absences.

Registration Fee

All vendors will pay a \$35 registration fee, which covers application costs. **First time vendors will pay the registration fee and at least one month's vendor fee must be paid in advance of event participation.**

Grievance Procedure

Should there be any disagreements between vendors and the market manager, arising from the conduct of either party that cannot be mutually resolved, both parties should put their concerns in writing and deliver them to the Wisner Market committee. Both parties may be asked to appear at the next meeting of the governing body to discuss the concerns. Both parties agree to abide by the decision of the governing body as the final decision and ultimate resolution of the issue.