

# Pakatakan Farmers' Market Round Barn of Halcottsville

## Rules and Regulations

**Mission Statement:** *The mission of the Pakatakan Farmers Market is to promote the agriculture, horticulture and creative products of the region by providing a location for local vendors to meet and sell their products and exchange information.*

### A. General Operations

Market Location, Time and Dates:

- Round Barn of Halcottsville, 46676 NY-30, Halcottsville, NY 12438, Delaware County
- Regular Season, Saturday, May 17 thru October 11, 2025, hours 9 am - 1 pm
- Extended Season, Saturday, October 18 - November 29, 2025 hours 10am - 1pm

Contact:

- Phone: 845-586-3326
- General E-mail: [RoundBarnMarket@gmail.com](mailto:RoundBarnMarket@gmail.com)
- Market Manager: [georgi.fairlie@hotmail.com](mailto:georgi.fairlie@hotmail.com)
- Website: [www.RoundBarnMarket.org](http://www.RoundBarnMarket.org)

- Vendor membership is limited to people within 100 miles of the market.
- Rental Fees: All fees are set in advance by the Board and are listed in the vendor application. A vendor paying in full for the whole season will be entitled to a discount on booth fees, if payment is received by the April Annual Member Meeting. Vendors who are not paying the season in advance must pay stall fees monthly. Weekly payments are not permitted.
- Insurance: All Vendors are required to provide proof of no less than \$500,000. general liability insurance (premise and product) and to name Pakatakan Farmers' Market as an additional insured.
- Market Manager: The Market Manger is responsible for the orderly and efficient conduct of the market and for implementing the rules and regulations. All requests, comments, and grievances should be submitted to the Market Manager in writing to be ruled on by the Board.
- Emergency: In the event of a fire or medical emergency, call 911. Fire extinguishers are located at both front and rear entrances to the Barn. Please report any accidents or injuries to the Market Manager.

### B. Code of Conduct

- Practice patience and understanding with customers, other vendors, and market staff.
- Demonstrate sensitivity to people of all ages, ethnicities and diversities.
- Treat customers with courtesy, respect, and honesty.
- Treat other vendors and their property with respect and understanding.
- Notify the Market Manager immediately of any unsafe conditions or grievances.
- Resolve conflicts in an unobtrusive manner.
- Do not use or condone profanity or vulgarity towards any other person, either by actions or in any language.

- No vendor, staff, or volunteer may be under the influence of any drugs or alcohol while participating at the market; or drugs that impair their ability to fulfill their role in a safe manner.
- The Market Manager has the right to remove any vendor whose conduct is disruptive or harmful to the integrity of the market customers and other vendors. Disruptive or harmful behavior may be described as but is not limited to: An act of assault, harassment or intimidation; including angry yelling, hawking, use of abusive language, fighting, discriminatory or hate-crime behavior, acting in an unprofessional manner, negatively affecting the market atmosphere or reputation.
- Please cooperate with other vendors, market staff, and board to maintain the unique atmosphere and appeal of our market.

### **C. PRODUCTS**

Vendors may only sell PFM Board approved products listed on their market application. Any additional products not listed on your market application must have Board approval prior to sale. Vendors can request approval for new products in writing to the Market Manager for subsequent Board review. A minimum of 60% of products being sold at the Market are to be agricultural products. A limited number of duplicated products will be allowed at the discretion of the Board.

- **Brokered Items:** Agricultural products which a Vendor does not grow, or produce may be sold at the Market with Board approval. Brokered products must be clearly labeled at the Market indicating name and location of farmer or producer.
- **Crafts:** All crafts must be of high-quality workmanship, designed and executed by the craftsperson(s) within 100 miles of the Market. Commercial duplication, printing, and/or items assembled from kits do not qualify. Basic patterns may be used. Manufactured materials and products may be incorporated into the craftwork, such as: jewelry findings, furniture hardware and basic notions, provided the skill of the craftsperson or the hand work sufficiently transforms the item into the unique work of the craftsperson. Copies of another's work or design will not be acceptable. A craftsperson's product should reflect considerable skill and talent. Approval of all craftsperson's is contingent upon Board approval of samples.
- **Food Preparation and Cooking:** Anyone preparing food at the market or selling food for on-site consumption must have prior approval by the Board. All prepared, take-out, food must comply with local, state, and federal regulations. Licenses must be procured in accordance with the laws and all necessary safety equipment must be installed in compliance with these laws. Open flame for cooking will be permitted on the grounds with prior written approval of the Board. Anyone cooking with an open flame must provide a properly maintained fire extinguisher. No cooking or heating elements are allowed in the barn.
- **FMNP:** All vendors who participate in the WIC NY State Farmers' Market Nutrition Program must certify that at least 50% of the produce they bring to market has been grown by them on their own land or on land that they rent for such purposes.

### **D. SELLING**

- **Displays:** All vendors are responsible for bringing their own tables, display racks, backdrops, etc. Outdoor vendors are responsible for bringing their own canopies. All canopies must be constructed of tubular metal and be well anchored and secured with weights. The canopy for a single booth can be no larger than 10 feet x 10 feet. Displays should be constructed in such a way

that they do not pose a hazard to customers or neighboring vendors. All displays, tables and counters must be clean, neat, attractive, and kept properly maintained. Vendors shall not attach any item to any market structure without the permission of the Market Manager.

- **Employees of the vendor:** All employees of any Vendor at the Market are bound by the rules and regulations of the market and all local, state and federal laws. Vendors are responsible and accountable for all their employees at the Market. Please ensure that they have read and understand the Market rules and other market communications.
- **Licenses and Certificates:** We require you to provide copies of any paperwork, certificates or licenses you need to produce and sell your products with your market application. Additionally, they must be available upon request.
- **Measurements:** Vendors selling products by weight must have scales calibrated and approved by the Delaware County Department of Weights and Measures. Scales must be kept in accurate condition throughout their use in the market. Anyone who is found giving incorrect weights to the public will be subject to disciplinary action.
- **Vendor Equipment:** Vendors shall keep their equipment in good repair and operating condition. Maintenance and insurance of vendor equipment is the responsibility of the individual vendor. The PFM will not be responsible for any equipment, fixtures or products kept in the market storage facility.

#### **E. Stall Space:**

The Market Manager assigns reserved spaces at the beginning of the season.

- **Attendance:** Each Vendor agrees to operate their booth every market day for the entire season. Any Vendor who does not operate their booth for two consecutive market days can be asked to withdraw from the Market, with no refund. It is the Vendor's responsibility to notify the Market Manager by 8:00 am on any market day they cannot be in attendance. Notification does not forfeit payment responsibility. Emergency absences will be reviewed by the Market Manager on a case-by-case basis and use her discretion to permit exemption from attendance requirements.
- **Booths:** The basic booth space is approximately 10 x 10 feet for outdoor booths and approximately 80 square feet for indoor booths. Dividers or displays shall not be higher than four (4) feet, unless the back of your booth is a wall or the center of the barn. All booth spaces have specific boundary lines, and all vendors must stay within these boundaries. Spreading out beyond boundary lines may result in additional booth fees for the Vendor, said booth fees determined by the Board. If additional space is required, the request must be in writing to the board. Additional tents cannot be added without prior approval.
- **Booth Identification:** All booths must be clearly identified with business name. Signs should be no higher than two (2) feet and must be placed within the confines of the booth. Signs should be neat and attractive. The Market Manager reserves that right to request alterations. No flashing signs, flashing lights or sound equipment are allowed.

- **Cleaning:** Vendor's garbage is to be discarded into the dumpsters, not trash cans. Boxes must be broken down and placed in the dumpster. All vendors are responsible for keeping their areas clean during and at the end of the market day. Do not trim in the aisles and all trimming must be done behind your stand or outside away from public areas.

## **F. Additional logistics**

- **Hours of Use:** Official Market hours are set by the Board and are currently 9 AM to 1 PM every Saturday mid-May thru end of November. The sale of any goods outside these hours is forbidden. All vendors must set up and be in operation by the opening hour and must stay set up till closing. If a Vendor should sell out of goods early, they are required to be in attendance till closing unless arrangements have been made in advance with the Market Manager. The Market opens for set-up at 7 AM and closes at 3 PM.
- **Lighting and Electricity:** Market Manager is responsible for basic lighting in the Barn. A Vendors' additional lighting needs must be indicated on their Vendor Registration Form and be subject to Market Managers' approval before plugging in. There are electrical receptacles available for use in the Barn and limited electrical outlets outdoors. Vendors requiring electrical outlets for their booth must make the request in writing on their market application. ALL spotlights, heat lamps, and heat tapes must have Market Manager approval before plugging in.
- **Parking, Loading and Unloading:** All vendors and employees must park in the vendor parking area. All vendors are requested to load and unload as quickly as possible, and to move their vehicles away from the entrances and selling area as soon as loading and unloading is completed. Vehicles must be parked by 8:45. Late arrivals must park and unload from the customer parking lot.
- **Refunds:** A full-season vendor who has paid in advance and wishes to withdraw from the market will receive a refund of 75% of the total stall fees if notice is given within two weeks of the first market day of the season. Refunds are not issued to vendors in violation of rules and regulations.
- **Right of Refusal:** A vendor who fulfills their contract has the right of first refusal on the same space for the next year unless the Market Manager decides to rearrange the spaces for the benefit of the market operation.
- **Security Deposit:** A non-refundable security deposit equal to four weeks rent is required of all vendors who are not paying the season in advance. This deposit will be applied as payment for the last four weeks rent. If the vendor does not meet the full commitment outline in the Rules and Regulations, the security deposit will be forfeited.
- **Sharing Space:** Vendors may share a reserved space provided that each individual has submitted an application and registration fee. All individuals have insurance, and each individual business has required permits. All registration fees and rental fees for shared spaces must be received in full prior to the April annual meeting.
- **Grievances:** Any and all vendor grievances shall be submitted in writing to the Market Manager or board. Vendors agree to waive rights to all other means of legal recourse and public demonstration.

Vendors who are not satisfied with the decisions made by the board may terminate their participation as their only means of recourse following a decision which does not satisfy the vendor.

- **Violations:**

A vendor may be removed or suspended from the Market or have selling privileges at the Market conditioned, modified, limited or terminated at any time.

- The Board or their designee reserves the right to terminate any vendor for violation of these Rules and Regulations or without cause. Terminated vendors shall forfeit any unused portion of their prepaid booth fees. Vendors who are terminated waive all rights and remedies not otherwise specifically available within these Rules and Regulations.
- The Board may also refer the matter to a governmental agency with jurisdiction over the subject at issue.