



Dear Market Vendor,

The Cape Vincent Chamber of Commerce would like to invite local artists, and produce, food & beverage vendors to participate in the Cape Street Market which will begin on Tuesday, June 22nd, 2021 and run through September 14<sup>th</sup>.

The Market is located on Broadway Street in Downtown Cape Vincent on Tuesdays from 10:00 am - 3:00 pm.

The rules and regulations and an application are enclosed. If you are planning to participate, please fill out the application and return it to the chamber office by **June 1<sup>st</sup>, 2021**:

Cape Vincent Chamber of Commerce  
PO Box 482  
Cape Vincent, NY 13618

The Chamber, along with other local organizations, hosts events often to keep our small town bustling all season long. If you have any questions, please call 315- 654-2481 or email [thecape@tds.net](mailto:thecape@tds.net).

Sincerely,

Shelley Higgins  
Executive Director

Amanda Derouchie & Jenny Webb  
Cape Street Market Committee Chairs

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For information call Shelley Higgins Tues. – Sat. 9AM - 5PM. at 315-654-2481 or e-mail [thecape@tds.net](mailto:thecape@tds.net)

# Cape Street Market

## RULES & REGULATIONS

The market will begin on Tuesday, June 22nd, 2021 and run through September 14<sup>th</sup>. Setup time will start at 8 am; the market opens at 10 am and closes at 3 pm. Spaces are available on a first come first served basis.

**FEE:** Seasonal \$50 (\$25 for Chamber Members)

Weekly \$15 (\$10 for Chamber Members)

**Not for Profit Group** Free

Attend Our Saturday Events: Stroll on Broadway Music Fest on August 28, Autos on the River Car Show on September 4 & Oktoberfest on September 18, at no additional charge for Cape Street Market vendors.

1. All vendors must display either handmade (by the applicant), produce, food or beverage products.
2. Vendors must clean up their own space and remove trash from site.
3. After unloading and setting up, vendor vehicles must be moved and parked on a side street. Please do not park on James Street as this is reserved for ferry traffic. If you need your car nearby, we can make arrangements to place you in a space that best suits those needs. **(This will allow full view of and customer parking for the Market; and both street & sidewalk access to your booth)**
4. Participants in the market must meet the eligibility requirements established and if accepted are to comply with the rules of the market. All applications must be approved by the committee.
5. The vendor if a seller of fresh produce grown in New York State must be the actual producer of at least 50% of the product.
6. If selling taxable items, vendors must have a current NY State certificate.
7. All vendors must supply their D.B.A. if they have one, and a copy of the sales tax certificate of authority must accompany the application if taxable items are being offered for sale.
8. A vendor selling any live nursery products must hold a current license to sell the product from the Dept. of Agriculture and Markets and a copy of the license must accompany the application.
9. All baked goods, jams, jellies, candies, etc. must be homemade and prepackaged and produced in an inspected kitchen facility. Call NY State Department of Agriculture for inspection. Ingredients must be listed on the package. No bulk sale of items permitted. No pickles allowed. No meat products allowed unless documentation of all necessary licensing is provided. Meat products must be kept properly refrigerated at 38 degrees or less.

The market operates with a committee made up of representatives from The Cape Vincent Chamber of Commerce. The committee has been established to enforce the rules of the market. Any infractions of the rules will be brought to the attention of the vendor. If the violation persists a letter of warning will be mailed to the vendor. If the problem is not corrected the vendor's permit will be revoked and he/she will be denied the right to participate in the market. No refund of any fees will be made.

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## Additional Regulations due to Covid-19

In addition to food safety protocols that are taken by farmers on the farm, farmers' market operators should implement their own sanitary protocols. While the CDC and FDA have stated that COVID-19 is not known to be transmitted in food or food packaging, farmers/vendors are required to adhere to the following requirements:

- Vendors must be 10 feet apart.
- Vendors must have hand sanitizer on hand for customer use.
- Do not permit customers to spend an excessive amount of time near the booth or table.
- Limit the number of customers permitted at the table at one time, allowing for proper social distancing.
- Set up display tables in a manner that allows for social distancing between consumers (e.g. do not create close or confined spaces with displays in a manner where social distancing cannot be maintained).
- Frequently clean and sanitize surfaces and other frequently touched points of contact, including point of sale terminals.
- Frequently wash hands with soap and water or use hand sanitizer containing at least 60% alcohol if soap and water are not available.
  - Gloves are recommended while handling products at the market.
- Pre-package raw agricultural products, such as apple, potatoes, onions, etc. to the greatest extent possible. All other foods, such as breads and baked goods, must be sold pre-packaged. Please refer to existing food labeling laws.
- Be knowledgeable about the Food Safety at Farmers Markets Guidelines.
- Frequently check the Department of Agriculture and Market's website for updates and additional resources.
- Do not allow customers to place personal objects, such as reusable bags, money, purses, or cell phones, on vendor tables.
- Customers should be encouraged to bag their own purchases, if possible.
- Employers must provide essential workers with masks free of charge to wear when interacting with the public in accordance with Executive Order 202.16. Additional information is available at Interim Guidance on Executive Order 202.16.
- Consider other approaches to facilitate the direct sale of farm markets. Alternative options may include:
  - Online ordering, or other creative purchasing solutions, with pick up at the market. This is to help reduce crowds and the handling of cash or other currencies.
  - A market-wide, community supported agriculture (CSA) or food box for pick up.

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# Cape Street Market Vendor Application

Name \_\_\_\_\_

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone # \_\_\_\_\_

Products (please list) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sales tax license (if applicable) # \_\_\_\_\_

## Produce Vendors

\_\_\_\_\_% Grown by applicant

\_\_\_\_\_% Purchased for resale

Dept. of Ag. & Markets permit

# \_\_\_\_\_

(we must have a copy of your permits  
attached to this application)

## Attend Our Saturday Events

no additional charge for Cape Street Market vendors

Stroll on Broadway Music Fest Aug. 28

Autos on the River Car Show Sept. 4

Oktoberfest Sept. 18

## Fee Schedule

**Seasonal** \$50 (\$25 for Chamber Members)

**Weekly** \$15 (\$10 for Chamber Members)

**Not for Profit Group** Free

I have read the rules and regulations that govern the Cape Street Market and  
hereby agree to abide by them if accepted for participation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Market permits will only be issued at the Chamber of Commerce office on 173 N. James St.

Cape Vincent Chamber of Commerce  
PO Box 482 Cape Vincent, NY 13618

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