

Market Rules and Guidelines **for the Utica State Office Building**

Application & Payment

- Vendor participation must be confirmed by the New York State Office of General Services (OGS); confirmation will not take place until the vendor's application(s) and full payment are received.
- Vendors will not be allowed to provide vending services at the events until they are in receipt of written approval via e-mail of their application to participate.
- Documents must be received by two weeks prior to vendor's desired start date.
- Participants must indicate on their Permit Agreement what products will be sold or what services will be promoted. Vendors who misrepresent themselves or their products for the purpose of securing booth space will forfeit participation in future events.
- Vendors must have a Permit Agreement and all necessary documentation for the fiscal year on file with OGS Special Events Office in order to be eligible for events at the Utica State Office Building.

General Conditions

- All participants are expected to conduct themselves with courtesy and in an orderly manner. Arguments, harassment, sexual harassment, name-calling, profane language, or fighting are grounds for revocation of the vendor permit.
- OGS reserves the right to change the location, dates, hours, or to terminate entirely the operation of the scheduled event at any time and without prior notice to the vendor.
- The use of generators is prohibited unless there is prior approval from OGS.
- Vendors may not refer to themselves as a "sponsor," "co-sponsor" or other terms conferring status other than that of a participant.
- OGS reserves the right to restrict the sale of items considered to be of dangerous or of a destructive nature (examples: weapons, firework novelties, laser pointers, etc.)
- Exhibitors are not permitted to sell, advertise or distribute literature outside of their assigned area.
- Absolutely no hawking permitted.

Display Area

- Tables should be covered with material suitable for tables (tablecloths, cloth fabric, plastic, etc.)
- Any display units (shelves, racks, etc.) should be made of a suitable material to enhance the theme of the display or be covered, painted or in some way decorated to hide unfinished materials (unfinished plywood, particle board, etc.).
- Signage should be neat, legible and professional looking.
- The use of cardboard box ends or other found materials are not permitted for signage material.
- Novelty signs are permitted but must maintain a professional appearance.
- All merchandise and signage must be suitable for a family audience.

Arrival & Departure Times

- Entrance into the Market will begin no sooner than 8:00 a.m. All booths must be set and ready to commence with business at 10:00 a.m.

- Market hours will be 10:00 a.m. – 2:00 pm. Vendors are not allowed to sell after these hours.
- Arrival and departing times will be strictly enforced.
- Unloading area is available off of Blandina Street.
- You cannot drive to your booth location. You must unload and park your vehicle in the designated area.

Assigned Market Area

- All booth locations will be assigned by the OGS Market Manager.
- Only one location per vendor will be issued. Location changes are permitted only with written, prior approval from OGS.
- Booth size is approximately 15'X10'.
- Electrical power is not available at the market.
- Vendors may not share booth space.
- Booths may not be loaned or sublet to anyone other than the applicant.
- Booths must be attended at all times.
- Tax ID must be in plain view if sales are taking place (If applicable).
- Prices must be prominently posted at the sales location.
- Vendors must provide all equipment for their booth area, to include tables, chairs, canopies and tent weights if applicable. Equipment should be appropriately weighted.
- Vendors are encouraged to bring hand carts or wagons to assist with the transport of merchandise.
- Vendors are expected to maintain the cleanliness of their booths at all times.
- Failure to leave the booth area in the condition it was provided will forfeit future participation.

Market Products

- The market is a growers or producers only market. Participants may sell only items grown or directly produced by them. All products must be New York State grown or produced. Reselling is not allowed.
- Further, except for alcoholic beverages, cut and dried flowers, and non-food producing plants, only items constituting “food” under the federal Supplemental Nutrition Assistance Program, as defined at 7 United States Code Section 2012(k), shall be sold at the Market. This generally precludes hot foods and any other prepared foods meant to be eaten on site.
- Applications for approved products will be accepted on an on-going basis until maximum capacity is met.
- OGS reserves the right to prohibit the sale, display or distribution of certain items, if in its sole opinion these items may reasonably cause concern over public safety.
- Cooking is not allowed at the Market.
- Food product sampling is allowed so long as the sampling falls within the guidelines outlined by the NYS Department of Agriculture & Markets.
- OGS reserves the right to offer promotional sampling at all programs. This may include free samples of food and beverage items. All attempts will be made to provide this information to vendors prior to the event.
- Pre-packaged food products must be prepared in a commercial, inspected kitchen. Pre-packaged food products are defined as bagged, jarred, canned, bottled or processed. Specialty food products refer to packaged items not intended to be eaten on the spot. Participants who process the following under Department of Agriculture approved processing methods at an inspected facility may sell: canned or jarred fruits, vegetables,

pickled products, sauces, relishes and other low-acid foods, meats, baked goods and New York State wines, spirits and beer (alcoholic beverages may only be sold at the Empire State Plaza markets). All vendor products at the Market and the handling of these products must be in compliance with the New York State Department of Agriculture and Markets Sanitary guidelines.

- All refuse is the responsibility of the Vendor and must be removed from the premises.
- OGS reserves the right to inspect the farm or work location of any participant. The primary purpose of an inspection will be to determine whether the member is in fact producing all that he/she is selling at the market. Inspections shall be coordinated between the Vendor and the Market Manager.
- Handmade New York State Arts & Crafts vendors are also permitted.

Parking

- Parking spaces are available in designated areas. See Market Manager for direction and details.