

# Welcome to Uptown & Boogie Healthy Project

Farmers Market, Farm Stand and Community Support Agriculture (CSA)

## About Us

Uptown & Boogie Health Project is committed to supporting local growers and producers by providing a platform for them to sell their fresh, high-quality products directly to the community. We aim to create a vibrant and welcoming market atmosphere where people can connect with farmers, learn about sustainable agriculture, and enjoy delicious, locally sourced food.

## Food Assistance Programs

Our market participates in the **Farmers Market Nutrition Program (FMNP)**. This New York State program provides vouchers to WIC participants (FMNP) and senior citizens (SFMNP) to purchase fresh fruit and vegetables at participating farmer's markets in NYS. (Cannot be used for any food at the market besides fresh produce). Vendors in the [FMNP program](#) can accept FMNP checks/vouchers from June 1 to Nov 30.

The market accepts SNAP/EBT, Health Bucks, FreshConnect, and Over-The-Counter (OTC) benefits.

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# Roles & Responsibilities

## Staff

- The staff plays a crucial role in ensuring the smooth operation of the market. They are responsible for addressing inquiries, upholding cleanliness standards, and enforcing market rules. They establish, adopt, and amend rules and regulations in consultation with market vendors. The staff collects registration fees and fines while determining the operational schedule and participation requirements. Their responsibilities include advertising, promoting the market, collaborating with vendors for effective outreach, hiring and compensating the market manager, and maintaining a general liability insurance policy that falls under their purview. During the market off-season, the staff assess programs, recruit new vendors, and conduct training and information sessions for new and returning vendors.

## Market Management

- Market Management oversees all market operations, including vendor selection, space assignments, and dispute resolution. The Farmer's Market Manager will ensure the market's orderly and efficient conduct, collect and record income and fees, enforce rules and regulations, and collaborate with the project to execute advertising and outreach plans.

## Vendors

- Sell their products professionally and courteously, maintain attractive displays, and adhere to all market rules and regulations.

## Children Vendors

Children under **18** are welcome but must be accompanied by an adult.

## Minor Can Work

- Minors under 18 may work up to 8 hours daily, six days a week. Minors 14 and 15 may work up to 40 hours a week. 16 and 17-year-olds may work up to 48 hours a week.
  - o Review New York State [Minor Labor Laws](#)

## Market Managers, Volunteers, & Customers

- Market managers and volunteers can organize a line of 50 or more people to shop there. During setup, the farmers' market manager will ensure appropriate spacing between produce stands to facilitate producers' pick-up.
- The market managers request at least two employees at each vendor stand, one handling transactions and another assisting customers. Those handling funds should sanitize their hands if they touch anything other than money. Hand sanitization is encouraged for solo vendors when dealing with exact cash, vouchers, or credit cards (refer to Vendor section suggestions below).
- The Market Manager and volunteers will assist in displaying signs and information explaining changes to customers, such as Nutrition Programs and Welcome chalkboards. While the Department permits farm and food product sampling at farmers' markets, food vendors should check with local health authorities for more information.

## Market Location & Schedule

The market takes place at

White Plains Road (WPR) Farmers Market

Saturdays, June – November / 9 am – 4 pm

Williamsbridge Square

White Plains Rd & E211th St., Bronx, NY 10467

Uptown Good Food (Farmers Market)

Saturdays, June - November / 9 am - 4 pm

St Nicholas Park

St. Nicholas Ave & W137th Street, Harlem, New York 10030

[uptowngoodfood.com](http://uptowngoodfood.com)

Bronx Park East (BxPE) Farmers Market

Sundays, June – November / 9 am – 4 pm

Bronx Park near Brady Playground

2045 Bronx Park E, Bronx, NY 10462

[bxpemarket.com](http://bxpemarket.com)

## Weather

The farmers' markets operate **rain or shine**. In the case of severe weather, the market may cancel. Please provide us with current and accurate contact information.

# Vendor Information

## Registration

To register as a vendor, please visit our website at [ubhealthyproject.org](http://ubhealthyproject.org) or complete and submit the application form at the information booth. Applications are accepted on a rolling basis.

## Weekly Rates

- Farmer - \$40
- Gardener - \$25
- Vendor - \$30

Fees are payable in ACH, Credit Card, and Cash ONLY.

*EBT/SNAP/FMNP coupons and/or checks will **not be accepted** as fee payments. Fees are NON-refundable.*

## Full Season Vendor Commitment

Pledge to participate in the entire market season, spanning from June to November, and reap the benefits available throughout the duration.

## Benefits

- Secure a fixed 10' x 20' location along the park sidewalk, with vendor preferences given to those with prior years of attendance and assignments made by the market manager.
- Receive coverage in the E-Newspaper and on social media platforms, showcasing human interest stories.

Maintain consistent weekly participation in the market, allowing for no more than two absences. Vendors must notify the Market Manager 24 hours before each expected absence via call, text, or email.

In cases where the absence notification is less than 24 hours or exceeds two instances, a \$10 penalty will be charged to the vendor for each absence. Moreover, surpassing two absences for the entire season will result in the forfeiture of the permanent location assignment for the subsequent season. Vendors must arrive and commence setup **at least one hour** before market opening; failure to do so will lead to reassigning the location to another vendor.

## Weekly Vendor

Vendors who want to participate on a week-by-week basis.

There are four (4) minimum attendance commitments, but vendors must apply and be approved by Uptown & Boogie Healthy Project staff.

The market manager will collect a \$40 fee each market day.

Vendor placement will be a 10' x 10' space assigned by the market manager each morning before setup. You **MUST** check in **at least one hour** before the market opens.

**NO REFUNDS** and/or **DATE CHANGE** once payment is received for the requested week(s).

## Restrooms

PUBLIC RESTROOMS ARE AVAILABLE FOR CUSTOMERS OR VENDORS

Bronx Park near Brady Playground, 2222 Bronx Park E, Bronx, NY 10462

[Bathrooms - Bronx Park](https://www.nycgovparks.org/parks/bronx-park/facilities/bathrooms) - <https://www.nycgovparks.org/parks/bronx-park/facilities/bathrooms>

St Nicholas Park, St. Nicholas Ave & W137th Street, Harlem, New York 10030

Restroom [582-600 St Nicholas Ave, New York, NY 10030](#)

# Market Procedure

## Space Assignment

- Each vendor can occupy a 10'x10' and farmer 10'x20' area and should have a table, a tent, a sign identifying their farm or business, and prices displayed. Set your tent 3' back from the sidewalk. Keep a 3' space between vendors.
- Market management assigns spaces based on vendor type, product mix, and seniority.

## Sharing Your Table

- Only the registered vendor may sell at their assigned space.
- Vendors have flexibility in determining their staffing arrangements each week, adhering to the following agreed-upon options
  - o Vendors may personally represent themselves in the market.
  - o Vendors can hire an individual to manage their space.
  - o Vendors may designate a friend or relative to staff their space.
- If someone other than the registered vendor is responsible for staffing the space, they must adhere to all rules and regulations. Additionally, the vendor must introduce their staff to the market manager as the individual accountable for the market and the merchandise.
- In cases where an employee of a vendor fails to comply with vendor conduct rules, the vendor is responsible for any fines incurred due to the employee's misconduct. The decision to seek reimbursement of penalties from the employee rests at the vendor's discretion.

## Setup & Breakdown

- Vendors may arrive **at least one hour** before market opening to set up, and all tents, tables, and equipment must be removed by **at least one hour** after market closing.
- Maintain sanitary conditions of space and remove waste before leaving.
- Return your area to its original condition and exit the park by 5 pm.
- Please be cooperative and lend a hand if your vendor neighbors need help.

## Product Display

- Vendors must bring their market tent, tables, racks, and chairs.
- Displays must be clean, attractive, and informative, with clear and accurate pricing and labeling.
- Vendors must prominently display a sign showing their name and location, with goods and prices marked for customer visibility.
- Business names and product prices should be posted and visible from the street walkway.
- Vendors selling by volume must use standard-size containers (e.g., pints and quarts).
- Merchandise must be organized and displayed only within the rented space.
- No merchandise should pose a safety hazard in its display.
- Vendors must not block or obstruct pedestrian traffic within the farmers' market.
- Market management may review merchandise displays, with the right to remove or modify displays to comply with the agreement.

## Litter & Clean Up

- Vendors must keep their space neat and clear of obstacles and take their trash with them at the end of the market.
- Vendors must not dump anything other than clean water on the site. (No wash water, greasy water, or food.)
- Vendors are responsible for maintaining cleanliness in their space and disposing of trash in provided receptacles. Those generating significant trash should bring their garbage bags for disposal.
- Vendor's vehicle engines must be turned off during market hours.
- The market manager reserves the right to ask vendors to remove items that do not meet quality standards.

## Market Rules

- Smoking, alcoholic beverages, and firearms are **not** permitted.
- Vendors must maintain a clean and orderly space.
- No soliciting or aggressive sales tactics are allowed.
- Treat all staff, customers, and fellow vendors with respect.
- Vendors selling by weight must use approved scales.
- Vendors must report gross income at the end of each market day, differentiating income sources (Cash, Credit/Debit, FMNP, Health Bucks, and EBT) using the provided forms by the market manager.
- Vendors selling agricultural products and crafts/prepared foods must report income separately for each category.
- Farmers may arrange to submit their income one week later at the latest.
- Using profanity, especially when dealing with customers, is strictly prohibited.
- Friends or family visiting a vendor's table should maintain market activities.
- Personal belongings such as coats and pocketbooks should be stored out of sight; the market is not responsible for lost or stolen merchandise.
- Vendors should have small bills and coins for change to accommodate customers.

## Dog Policy:

- Dogs must always be under control on a short [leash](#) (maximum 3-foot leash) and by the owner's side.

- Vendors should keep dogs away from produce, plants, and food products.
- Dogs need to be courteous and able to socialize with people and other dogs.
- Follow your [Dogs in New York City Parks](#) and [DSNY Dog Laws](#) regarding pets, including a leash law, droppings clean-up, current tags, and a current rabies certificate.
- Bring doggy clean-up bags or use any provided bags.
- **Be understanding. Not everyone loves dogs, and some fear dogs.**

### Doggie of the Day:

Dogs are selected once per market season and added as a highlight for [National Dog Day](#) on social media.

The Farmer Market Manager or Assistant reserves the right to select one (1) or three (3) doggies of the day based on the following:

- Owner purchasing products or goods at the market
- Dog on a short leash

Owners must consent to photos being posted on Instagram Story, Reels and Highlights, and Facebook Story.

Owners reserve the right to request a copy of the photo and/or add social handles.

## Inspections

- Market staff and authorized officials retain the right to conduct inspections of vendor products and equipment at any time.
- The market manager or any representative is responsible for inspecting farms or businesses to verify production and compliance with rules and regulations, covering all farms, fields, or facilities involved in producing and storing displayed products for sale. Uptown & Boogie Healthy Project staff may visit Urban producers' growing sites.
- During inspections, market representatives should have access to necessary documentation.
- Market representatives are authorized to thoroughly document products displayed for sale by growers, including inventories and price checks, and growers must assist in this process as needed.
- Owners must provide necessary assistance to document products and conditions recorded during inspections.
- Producers must maintain records and documentation disclosing operation activities and transactions in detail, readily accessible to market personnel during inspections.
- Market representatives may take photographs to aid in the documentation of inspections.
- Inspections will only occur with the owner or their representative present unless permission is granted otherwise. The owner must provide any necessary assistance documenting products and conditions during inspections. Inspection results will be presented to the market's governing body, staff, and vendors at the next meeting to determine violations. Vendors may appeal in writing to the Farmers Market within two weeks of receiving a violation notice.

## Rule Violations

Violations of market rules may result in warnings, fines, or suspension of vendor privileges.

The following violations will result in fines

### Violation Fine

No farm/business sign posted	\$2
Failure to clean up	\$2
Failure to dispatch product prices	\$5
Non-compliance to vendor conduct	\$10
More than three latenesses, no-show	\$10
Selling non-permitted items/produce* *1-day suspension in some cases	\$10 per product

### Violation of food safety in preparation, storage, transport, cross-contamination, or using equipment safely Expulsion

- The first violation of rules, particularly regarding vendor conduct, results in a verbal warning from the market manager and a written record of the breach; subsequent instances lead to fines.
- Repeated violations prompt a written letter from the market manager to the vendor, fines, and/or a one-day suspension from the market.
- Producers must pay fines at the time of the violation.

## Products You Can Sell

### General

1. Pre-packaged food items crafted with at least 70% - 75% locally sourced ingredients (e.g., granola, jams, honey).
2. Handmade crafts and artisan goods created by the vendor.
3. Plants and flowers cultivated by the vendor.

### Guidelines

- The sale of illegal items and counterfeit goods is strictly prohibited.
- Approval for selling items listed on the Product Specification and/or Crop Plan form is subject to market management's discretion upon registration completion. Vendors are encouraged to introduce new and unique items, but only items pre-approved by market management can be sold at the market.
- Unapproved items must be promptly removed, with a \$10 fine per violation. Fines are payable at the end of the market.
- Any additions to the crop plan and/or product specification form after the start of the market season necessitate prior written permission from the market manager, provided at least one week in advance.

## Baked Goods

- All baked goods must be crafted in a licensed kitchen and prepared from scratch by the vendor, prohibiting using commercially produced bakery items or pre-packaged mixes.
- Baked goods must be covered or wrapped, with a strict prohibition on refrigeration-required baked items.
- Vendors with a home processing license cannot sell single-crust pies or items with cream fillings, though commercial processors may offer such products.

## Agricultural Products

- All produce must be cultivated by the vendor or sourced from within the Tri-State Area.
- Organic certification is encouraged, but it is not mandatory.
- The sale of genetically modified produce or crops is strictly prohibited.
- Producers must submit a complete crop plan detailing all products and the square footage or acreage under production for approval by market management before the market season commences.
- Non-carried agricultural products must be grown on land owned or rented by the producer. In renting land, it must be local, and producers are obligated to submit lease agreements and perform all associated cultivation work.

## Market Participation

- Gardeners and farmers are required to produce at least 75% of fruits and vegetables by volume for sale at every market during the season.

## Carrying Produce

- Produce or agricultural items purchased from nearby farmers for resale at the market (within 25 miles) must be specifically applied for and approved by market management.
- Carried items must be regional, identified on the Crop Plan, and approved by market management. Taking is allowed to enhance market selection, not to extend the season.
- Producers cannot carry items grown by others for the market. The market manager may revoke moving approval if a direct-selling producer becomes available.

## Organic Certification

- Products can only be advertised as organic if certified by a USDA-accredited licensing agency, displaying the appropriate certificate/logo.

## Quality Standards

- Agricultural products must be free of visible defects, disease, and insect problems, meeting quality, freshness, and grade standards. The market manager maintains overall market quality.

## Meat Products, Dairy Products, Eggs & Other

Vendors offering these products must adhere to all relevant state and federal regulations. Specific licensing and permits may be necessary, and vendors are encouraged to contact the market manager for detailed information.

## For Poultry and Fowl Meat

- Meat must be 100% from animals the producer raises from day-old chicks.
- Off-farm processing is permissible if only the producer's animals are used to make the product.

## Dairy Products

- Milk may be sold from herds managed by the producer.
- The producer must craft cheese and other dairy products, with at least 60% of the volume/weight sourced from the producer's herd.

## Eggs and Egg Products

- Producers are permitted to sell eggs from their poultry or fowl.

## Other Agricultural Products

- Additional items such as plant materials, cut flowers, honey, and maple syrup will undergo a case-by-case review or temporary approval as carried items, as outlined in the section Products You Can Sell

## Certificates & Permits

All vendors must have the necessary licenses and permits for their products. Please consult the New York State Department of Agriculture and Markets website for specific requirements.

## Diversity Statement and Non-Discrimination Policy

The Farmers Market embraces and promotes engagement from individuals of all backgrounds, races, ages, genders, socio-economic statuses, political beliefs, religious perspectives, gender identities, sexual orientations, or abilities. Any discrimination by vendors or customers is strictly prohibited, and individuals engaging in such behavior will be requested to leave the market.

## Disciplinary Policy

In the event of a violation of market policies, the farmers' market organizers will issue a verbal warning to the vendor, accompanied by an explanation of the policy breach. The vendor must rectify the action before being allowed to participate in the market again.

If the vendor violates the policies again, the farmers' market manager will request that the vendor permanently leave the market. If there are persistent violations following a received letter, the fines will be doubled, and there is a potential for written corrective action, which may result in a possible ban from participating in the farmers' market. These violations will remain on the vendor's record for one year from the date of issuance.

The market manager may be unable to discuss violations during the market, in which case vendors must comply with the manager's directions for correction or acceptable payment. Further discussion may be scheduled at a mutually agreed-upon time.

If a vendor wishes to appeal a decision, they may submit a letter within a month of receiving notice of the infraction. This will lead to a Market Meeting for a vote and judgment, with market staff abstaining.

All written letters between the market manager and the vendor will be kept in the vendor's file for future reference. Vendor complaints against management can be submitted in writing to the market manager or appealed at the next Market Meeting to address the grievance.

## **Appeal**

Participants retain the right to appeal disciplinary actions taken by the Farmers Market through the following procedure. A participant may demand a Market Manager's disciplinary action by submitting a written petition to the Executive Director. The participant may appeal the Executive Director's decision by submitting a written petition to the Board, which will review the appeal at its next regularly scheduled meeting. Participants must submit all appeal petitions within two (2) weeks of receiving notification of disciplinary action. In each appeal petition, participants should elucidate the grounds for the appeal, specify the relief sought, and propose actions addressing the issues that led to the disciplinary action. The Farmers Market will communicate the appeal decision in writing. In determining an appeal, the Farmers Market senior management and the Board may choose to refuse, agree to, uphold, modify, or negate a prior decision by the Farmers Market staff. All disciplinary actions, including fines, suspensions, and expulsions, will remain in effect during the appeal process. Decisions made by the Board are considered final.

## **No Compensation for Suspension or Termination**

Participants do not have the entitlement to receive any refunds, damages, or other forms of compensation directly or indirectly from the Farmers Market, nor do they have the right to seek an injunction, specific performance, or any other equitable remedy as a consequence of suspension or termination from the market.

## **Vendor Indemnity Agreement**

By participating in the market, vendors agree to indemnify and hold harmless farmers/gardeners/vendors business from any liability or claims arising from their participation.

# Vendor Compliance and Indemnity Agreement

I, the undersigned, at this moment, acknowledge having thoroughly reviewed and comprehended the rules and regulations governing the Uptown & Boogie Healthy Project. I commit to adhering to all stipulated rules and procedures as delineated in the laws above and undertaking the payment of all pertinent fees as a participant in the Uptown & Boogie Healthy Project farmers markets.

I acknowledge that market fees, fines, market season duration, and operating hours are subject to determination by market management and may be subject to modification by the market management at the season's commencement, with vendors receiving written notification.

Furthermore, non-compliance with the rules and regulations or directives from market management may result in my exclusion from vending at the Uptown & Boogie Healthy Project farmers' markets.

I am aware that my authorization to vend at the market is contingent upon the discretion of Uptown & Boogie Healthy Project, considering the overall welfare and objectives of the market, and such approval is subject to revocation for any reason.

In my capacity as a vendor seeking to lease a space and vend at the Uptown & Boogie Healthy Project farmers' markets, I agree to SAVE, HOLD HARMLESS, AND INDEMNIFY the Uptown & Boogie Healthy Project farmers' markets, Uptown & Boogie Healthy Project, and its employees and associates from any damages to a person or property onsite, leased by me from the market, when such damages or liability arising from any acts of my own, or my employees or associates, onsite.

These rules and regulations apply to all vendors and service providers participating in the Uptown & Boogie Healthy Project farmers' markets. It is imperative to peruse them meticulously and retain a copy for personal records. Affirmation of understanding and commitment to compliance is signified by returning the duly signed general application form to the market manager and all other requisite forms.

Full Name	Business Name
Sign Here (below)	Date
<div>X</div>	