

Farmers' Market Rules & Vendor Handbook

Uptown & Boogie Healthy Project Inc. • Season 2026

The Bronx	Harlem
Saturdays, June – November 9 am – 4 pm Williamsbridge Square White Plains Rd & E211th St, Bronx NY 10467 Sundays, June – November 9 am – 4 pm Bronx Park near Brady Playground 2222 Bronx Park E, Bronx NY 10462 bxpemarket.com	Saturdays, June – November 9 am – 4 pm Uptown Good Food — St. Nicholas Park St. Nicholas Ave & W137th St, Harlem NY 10030 uptowngoodfood.com

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1. About Our Markets

The Uptown & Boogie Healthy Project Inc. (UBHP) operates state-registered farmers' markets in Harlem and the Bronx, June through November. Both markets exceed New York State Department of Agriculture and Markets requirements for locally produced offerings.

All vendors must apply and receive written approval before vending. The Market Committee reviews applications for product quality, appropriateness, and category diversity. Acceptance is not guaranteed, and the UBHP Board and Market Manager reserve the right to refuse any vendor or product at their sole discretion.

All products sold must appear on the approved vendor application. Vendors may request additions during the season with written market manager approval.

2. Vendor Eligibility & Product Standards

Agricultural Products

- Farmers must grow or raise at least 50% of what they sell at the market.
- All agricultural products must come from land or production facilities owned or operated by the vendor. (NY Ag Guidelines)
- Reselling third-party products is not permitted at any market location.

Artisan, Craft & Food Products

- All artisan and craft items must be hand-crafted by the applicant vendor. Mass-produced or factory-made goods are not permitted.
- All food products must be created or produced by the vendor per NYS Home Processing Guidelines.
- Flea market and garage sale items are not suitable for this venue and will not be permitted.

Labeling, Permits & Certifications

All vendors must maintain current labeling, certifications, licenses, and permits per NYS Agriculture & Markets guidelines. Display all required documentation at your booth throughout the market day. Submit copies to the market manager before the season opens.

- Home food processors must hold an active 20-C exemption from NYS Dept. of Agriculture & Markets.
- Live plant vendors must hold a current Certificate of Inspection from the NYS Division of Plant Industry.
- All food products must be pre-packaged and labeled per NYS requirements, including: product name, manufacturer name and address, net quantity, and ingredient statement.
- Copies of all required certificates must be filed with the Market Manager before the first market day of the season.

Full licensing reference: agriculture.ny.gov

3. Food Access & Payment Programs

Our markets accept: SNAP/EBT, Health Bucks, FreshConnect, FMNP (WIC), SFMNP (Senior), and Over-The-Counter (OTC) benefit programs.

The Farmers Market Nutrition Program (FMNP) provides vouchers to WIC participants and senior citizens to purchase fresh fruits and vegetables. FMNP checks are valid June 1 – November 30 and may only be used for fresh produce.

Vendors wishing to accept FMNP vouchers must enroll in the FMNP program through NYS Agriculture & Markets prior to the season. Contact the Market Manager for enrollment support.

4. Kids Club at the Market

The Kids Club is a weekly program at the farmers' market designed to engage children in healthy eating and learning activities. It takes place during market hours and includes hands-on activities such as arts, gardening, cooking demos, and more.

Participating children receive Kids Club Coupons — also known as Kids Club Bucks — to encourage healthy food choices and support our vendors.

Vendor Guidelines for Kids Club Bucks

- Kids Club Bucks can only be used to purchase fresh fruits and vegetables.
- They are not valid for processed foods, baked goods, beverages, or non-food items.
- Accept coupons only from children who present them during market hours.
- Mark eligible items at your booth and help children make healthy selections when possible.
- Collect the coupons as you would any other market currency and submit them during your regular end-of-day reconciliation or as directed by market management.
- If unsure whether a specific item qualifies, ask the Market Manager for clarification.

The Kids Club is integral to our mission to promote nutrition, education, and family engagement. We appreciate your cooperation in making this a positive experience for young market-goers.

5. Vendor Tiers, Rates & Attendance

Weekly Rates

Vendor Type	Daily Fee
Farmer / Vendor	\$40 per market day

Gardener	\$25 per market day
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Full-Season Vendor

Commit to the full 22-week season and receive a fixed-location priority and full marketing benefits.

- 12'×12' fixed location of vendor's choice (prior-year attendance and market manager assignment take precedence).
- No more than two absences for the season. Notify the market manager at least 24 hours before each absence via call, text, or email.
- Absences with less than 24 hours' notice incur a \$10 penalty per occurrence.
- More than two absences forfeits your reserved location for the following season.
- Must arrive and begin setup by 8:30 am or your location will be reassigned.
- Benefits include e-newsletter and social media human-interest coverage.

Weekly Vendor

Participate on a week-by-week basis with no minimum commitment (application approval required).

- A \$40 fee (farmer/vendor) or \$25 fee (gardener) is collected by the market manager on each market day.
- Space is a 10'×10' area assigned each morning. Check in by 8:30 am.
- No refunds or date changes once payment is received.

Minimum Commitment & Fees

Due to product availability, UBHP accepts a minimum of 4 consecutive weeks with fees paid in advance. All paid market fees are non-refundable. Vendors who do not comply with market rules may be suspended without refund.

6. Booth Setup & Teardown

Space Assignments

- Full-season vendors: 12'×12' fixed location.
- Weekly vendors: 10'×10' space assigned by the market manager each morning.
- Set tents 3 feet back from the sidewalk. Maintain a 3-foot clearance between neighboring vendors.

Required Equipment

- Vendors must supply their own tent/canopy, tables, chairs, racks, and signage.
- Vendors approved for electrified sites must provide their own outdoor extension cords.

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- A canopy is strongly recommended every week for weather protection and professional presentation.

Product Display

- Displays must be clean, attractive, and informative, with clear and accurate pricing and labeling.
- Vendors must prominently display a sign showing their business or farm name and location, with goods and prices 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 and has the right to require modifications for compliance.

Setup & Teardown Schedule

- Begin setup no later than 8:30 am. Full-season vendors who miss the 8:30 am check-in forfeit their reserved space for that day.
- Weekly vendors must check in with the market manager by 8:30 am to receive a space assignment.
- All vendors must be ready to serve customers by 9:00 am.
- Do not begin packing down before 2:00 pm unless you have sold out of product.
- Vehicles may load and unload from the designated parking lot. No parking in front of the market. Vendor vehicle engines must be turned off during market hours.
- Exit the park by 5:00 pm.

7. Staffing Your Space

Only the registered vendor may sell at their assigned space. Vendors have flexibility in staffing arrangements under the following options:

- Vendors may personally represent themselves at the market.
- Vendors may hire an individual to manage their space.
- Vendors may designate a friend or relative to staff their space.

If someone other than the registered vendor staffs the space, they must adhere to all rules and regulations. The vendor must introduce their staff to the market manager as the individual accountable for the market and the merchandise.

In cases where a vendor's employee fails to comply with conduct rules, the vendor is responsible for any fines incurred due to the employee's misconduct.

8. Litter & Clean Up

- Vendors must keep their space neat and clear of obstacles throughout the market day.
- Remove all trash and waste from your space at the end of market. Vendors generating significant trash should bring their own garbage bags.
- Do not dump anything other than clean water on-site (no wash water, grease, or food waste).
- Vendor vehicle engines must be turned off during market hours.
- Return your assigned area to its original condition before leaving.
- The market manager reserves the right to ask vendors to remove items that do not meet cleanliness or quality standards.

9. Market Operations & Conduct

Vendor Responsibilities

- Treat fellow vendors and customers courteously at all times.
- Comply with all applicable New York State tax, license, permit, and liability laws.
- Assist neighboring vendors when possible.

Market Manager Authority

- Market managers and volunteers may direct 50+ customers to form an orderly line to shop.
- The market manager will assist during setup to ensure appropriate spacing between produce stands.
- Market managers recommend at least two staff per vendor stand — one handling transactions, one handling products.
- The market manager will post signs and provide information about nutrition programs, market changes, and customer resources.
- The market manager reserves the right to ask vendors to remove items that do not comply with market rules or quality standards.
- The market manager will close the market only when dangerous public conditions arise (e.g., severe thunderstorms or lightning).

Weather Policy

Both markets operate rain or shine. The market manager cancels a market only when severe or dangerous weather conditions arise. Vendors should provide current, accurate contact information to receive timely notifications.

10. Health & Sanitation Standards

UBHP markets comply with all New York State Department of Agriculture & Markets sanitary regulations for farmers' markets. The following standards apply to all vendors year-round.

Jurisdiction Overview

- Non-food-service vendors (raw agricultural products and packaged foods) fall under NYS Department of Agriculture and Markets (NYSDAM) jurisdiction.
- Food service establishments operating at the market (e.g., hot food vendors) fall under NYS Department of Health (DOH) jurisdiction and must hold the appropriate DOH permit.

Food Handling & Cross-Contamination

- Store raw foods (meats, eggs, fish) separately from foods that will not be cooked (raw vegetables, dairy, prepared desserts).
- Keep ready-to-eat items separated from raw items at all times. Hermetically sealed containers may be used to prevent cross-contamination.
- Protect all products from environmental contamination: rain/water, dirt/dust, leaves, consumer handling, and insects.

Handwashing Requirements

Vendors sampling products or operating cheese cut-and-wrap stations must maintain a handwash station at their booth at all times. The handwash station must include:

- A container with a continuous-flow spigot (5-gallon thermal container recommended)
- Liquid soap
- Single-use paper towels
- A catch basin or discard bucket for wastewater

Proper handwashing technique: wet hands, apply soap, scrub for at least 20 seconds (backs of hands, between fingers, under nails), rinse thoroughly, dry with a clean towel.

When to Wash Hands

Hands must be washed: before, during, and after preparing food; before and after eating; after using the restroom; after handling cash; after touching nose/mouth/hair; after handling garbage; after removing gloves; and after any activity that soils the hands.

Hand sanitizers and moist towelettes supplement handwashing — they are NOT a substitute. Single-use gloves do NOT eliminate the need to wash hands.

Refrigeration Standards

- Mechanical refrigeration is always preferred for temperature stability.
- If ice is used, it must be made from potable water and continuously drained so products do not sit in standing water.
- Ice packs and dry ice are acceptable alternatives.
- General refrigerated products: $\leq 41^{\circ}\text{F}$ internal temperature.

- If a manufacturer's label specifies a lower temperature, that temperature takes precedence.

Sampling Policy

NYSDAM permits farm and food product sampling at farmers' markets. Vendors offering samples must:

- Confirm requirements with the local health department — additional sanitation or permit requirements may apply.
- Offer samples only in individually portioned cups, napkins, or plates (no self-service open bowls).
- Maintain a handwash station at the booth.
- Keep refrigerated samples at $\leq 41^{\circ}\text{F}$ internal temperature.

11. Permitted & Prohibited Products

The following reference table summarizes NYS requirements for common product categories sold at farmers' markets. Vendors are responsible for verifying their specific compliance requirements with NYSDAM before the season.

Product	License Required	Storage Temp	Key Notes
Whole Fruits & Vegetables	No license required	Ambient	Must be grown by vendor; no cutting/processing at market
Cultivated Mushrooms	No license required	Ambient — sanitary conditions	Wild foraged mushrooms require expert forager certification
Baked Goods	Article 20-C, Home Processor, or DOH permit	$\leq 41^{\circ}\text{F}$ if refrigeration needed; else ambient	Must be pre-packaged and labeled; out-of-state cottage food NOT allowed
Eggs	No license (own flock)	$\leq 45^{\circ}\text{F}$ ambient	Properly cleaned; cartons labeled with grade, size, keep-refrigerated statement
Meat & Poultry	USDA or Article 5-A; 1,000-bird exemption applies	$\leq 41^{\circ}\text{F}$ (frozen acceptable)	Beef/pork/goat/sheep: USDA inspection only; no cutting at market
Fish & Seafood	DEC verification required	$\leq 40^{\circ}\text{F}$ or frozen	Shellfish tags kept 90 days; no cutting at market
Honey & Maple Syrup	Exempt if own production	Ambient	No license for out-of-state honey/maple syrup; must be packaged and graded
Jams, Jellies, Marmalades	Home Processor (high-acid fruit only) or Article 20-C	Ambient (sealed containers)	Vegetable/low-sugar/alcohol jams require Article 20-C

Jarred Acidified Vegetables (Pickles)	Article 20-C or DOH	Ambient (if shelf-stable) or refrigerated	Must follow approved scheduled process; NOT allowed from private residence
Dairy Products	Part 2 permit (milk/cheese); Article 20-C or DOH (frozen desserts)	≤45°F	Cheese cut-and-wrap allowed at market with Part 2 permit; raw milk cheese aged ≥60 days
Milled Grains, Seeds, Popcorn	Article 20-C or DOH	Sanitary conditions	No repackaging at market; must come pre-packaged from licensed facility
Kombucha	Article 20-C	≤41°F	<0.5% ABV; service (not just bottled sales) requires DOH permit
Hemp Food Products	Article 20-C (per Dept. requirements)	Per product label	CBD/THC food products are NOT permitted under any circumstances
Alcoholic Products	SLA license required	Per SLA requirements	Contact NYS Liquor Authority to verify eligibility
Wild Foraged Foods (non-mushroom)	No license	Ambient	Must be properly identified, stored, and protected from adulteration

Products NOT Allowed at UBHP Markets

The following are prohibited under NYS law or UBHP policy. Violations will result in immediate removal of the product and may result in suspension.

- Raw (unpasteurized) milk — may only be sold at the physical farm location.
- CBD or THC food/beverage products — prohibited in New York State.
- Acidified or low-acid canned foods made in a private residence (e.g., home-canned pickles, canned vegetables) — must be Article 20-C licensed.
- Raw/unpasteurized apple cider — all cider sold in NYS must undergo pasteurization, UV treatment, or HPP.
- Sprouts packaged or self-served at the market — must be pre-packaged at a licensed facility and kept at ≤41°F.
- Bulk foods packaged by the vendor or consumer at the market (except whole uncut fruits and vegetables).
- Exposed (unwrapped) ready-to-eat foods unless operating under a DOH food service permit.
- Out-of-state products made under cottage food laws or in a private residence (honey and maple syrup are exempt).
- Wild game meat from wild sources.
- Mass-produced, factory-made, or resold merchandise of any kind.

12. Insurance & Liability

All vendors are strongly encouraged to carry general liability insurance naming Uptown & Boogie Healthy Project Inc. as an additional insured. Proof of insurance may be required at the market manager's discretion.

The Uptown & Boogie Healthy Project Inc. is not liable for any injury, damage, or loss of personal property incurred at the market. Vendors indemnify UBHP and its directors, officers, employees, and agents against any claims arising from their participation in the market.

13. Prohibited Activities

- No soliciting, campaigning, or advocacy by political, religious, or special-interest groups.
 - Non-profit organizations may not solicit or accept donations at the market without written authorization.
 - No smoking anywhere on market grounds per NYC Department of Parks & Recreation ordinance.
 - Vendors may not bring pets to the market during setup, vending, or teardown.
 - No mass-produced, factory-made, or resold merchandise.
 - No early teardown before 2:00 pm.
 - No parking in front of the market; vehicle engines must be off during market hours.
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14. Guest Dog Policy

Dogs are welcome as market guests under the following conditions:

- Dogs must remain on a leash no longer than 3 feet and stay by the owner's side at all times.
- Keep dogs away from produce, plants, and food products.
- Dogs must be socialized and non-aggressive toward people and other animals.
- Owner must comply with NYC Parks leash laws, DSNY dog laws, current rabies certificate, and current tags.
- Bring cleanup bags or use provided bags.

Please be considerate — not all customers are comfortable around dogs.

Doggie of the Day

Once per market season, the market manager selects a featured dog for National Dog Day social media recognition. Criteria: owner actively shopping at the market, dog on a short leash and well-behaved. Owner consent is required for all photos.

15. Minors at the Market

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- Child vendors (under 18) are welcome and must be accompanied by an adult at all times.
 - Minors under 18 may work up to 8 hours per day, 6 days per week.
 - Minors ages 14–15 may work up to 40 hours per week.
 - Minors ages 16–17 may work up to 48 hours per week.

Reference: [New York State Minor Labor Laws — dol.ny.gov](https://dol.ny.gov)

16. Non-Profit Organizations

When space allows, legitimate 501(c)(3) organizations may occupy a market space once per season to distribute educational information and collect petition signatures. Prior written approval from the market manager is required.

- Non-profits must not sell products, solicit donations, accept donations, or conduct aggressive outreach.
 - Advertising or marketing of the organization's market presence requires separate written authorization.
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17. Public Restrooms

Bronx Park (Brady Playground)

2222 Bronx Park E, Bronx NY 10462 — nycgovparks.org/parks/bronx-park/facilities/bathrooms

St. Nicholas Park — Harlem

582–600 St. Nicholas Ave, New York NY 10030 — maps.app.goo.gl/WSNZCpEershbJfUH9

18. Diversity Statement & Non-Discrimination Policy

UBHP Farmers' Markets welcome and celebrate participation from all backgrounds, races, ages, genders, socioeconomic statuses, political beliefs, religious viewpoints, gender identities, sexual orientations, and abilities. Discrimination of any kind — by vendors, staff, or customers — will not be tolerated. Individuals who engage in discriminatory conduct will be asked to leave immediately.

19. Disciplinary Policy & Appeals

Violation Process

1. First violation: The market manager issues a verbal warning and explains the applicable policy. The vendor must correct the conduct before attending the next market.
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2. Second violation: The market manager issues a written warning.
3. Third violation: The market manager asks the vendor to leave the market permanently.

Severe violations — including safety hazards, fraud, or discriminatory conduct — may result in immediate removal regardless of prior warnings.

Appeals

4. Submit a written petition to the Executive Director within two weeks of notification of the disciplinary action.
5. If unsatisfied with the Executive Director's decision, submit a written petition to the UBHP Board. The Board will review at its next regularly scheduled meeting.

All appeal petitions must include: the basis for the appeal, the relief requested, and any proposed corrective actions. All disciplinary actions remain in effect during the appeal process. Board decisions are final.

No Compensation for Suspension or Termination

Vendors are not entitled to refunds, damages, or other compensation as a result of suspension or termination. No injunctive or equitable remedies apply.

20. Licensing & Permit Quick Reference

Farmers who sell whole, unprocessed farm products do not require a sales license for those items. All other vendors must hold appropriate permits before the first market day of the season. Copies must be submitted to the Market Manager before the season opens.

Permit / License	Who Needs It	Resource
Certificate of Authority (Tax)	All vendors	aca.licensecenter.ny.gov
Temporary Food Service Permit	Food vendors	nyc.gov/doh
Food Handlers Permit	Anyone handling food or produce	nyc.gov/doh/food-protection
Home Processor's Exemption (20-C)	Small batch / baked goods	agriculture.ny.gov/food-safety
Article 20-C Food Processing License	Processed food manufacturers	agriculture.ny.gov/FS/general/license.html
Part 2 Permit (Dairy)	Milk/dairy manufacturers	agriculture.ny.gov/DI/DIBusiness.html
Article 5-A License (Poultry/Meat)	Poultry & meat processors	agriculture.ny.gov
Mobile Vendor License	Food trucks	nyc-business.nyc.gov

FMNP Authorization	Farmers selling fresh produce	agriculture.ny.gov/fmnp
Plant Inspection Certificate	Nursery / live plant sellers	agriculture.ny.gov/plant-industry
Poultry & Meat Guidelines	Meat / poultry sellers	smallfarms.cornell.edu
Workers' Comp Exempt Form	Businesses without employees	wcb.ny.gov
Liability Insurance	All vendors (strongly recommended)	Contact your insurer

By participating in an Uptown & Boogie Healthy Project Farmers' Market, vendors agree to abide by all rules and policies in this handbook. The Market Manager may update these rules during the season with reasonable notice to vendors.

Vendor Signature _____
Print Name & Business

Date _____
Market Location