



Market Rules and Regulations

2025-2026

Application/Insurance:

- Vendors must submit a completed and signed application (including licenses/permits/inspections that are required based on the product being sold), must abide by market rules, and receive approval from management prior to market day in order to participate.
- Vendors must carry a liability policy as stated in the application.

Product Guidelines:

- Minimum 50% of all items must be raised, baked, prepared and/or made by the vendor.
- If the item is NOT self-grown, the product and its source must be identified and labeled as such.
- Signage must include pricing, products and any promotions.
- Labeling for all food product must adhere to USDA and NYS Ag & Markets requirements.
- Products must be licensed in accordance with (where applicable): Article 14 of the Agriculture and Markets Law of the NYS Dept. of Ag & Markets; the NYS Department of Taxation; Oneida County Department of Health; City of Utica ordinances and regulations. Any applicable costs are the responsibility of the vendor.
- Management reserves the right to determine the appropriateness of products sold.

Set-Up:

- Vendors are responsible for all apparatus they deem necessary for booth set up (table, chairs, tent/canopy, extension cords, etc.). Pop-up tents or canopies must be weighted for stability and safety.
- Vendors must display business name, sales tax certificate, and FMNP/WIC certificates (if applicable).
- Market management will assign vendors to booths, which will be clearly marked.
- All vendors must be on-site by 8:30 am. Failure to do so may result in loss of assigned booth, and will result in vendor having to hand-carry all items into market space.
- Vehicles must be removed from market space no later than 9:00 am (EXCEPTION: those using their vehicle for displaying/selling product but must be turned off - outdoor booths only). Vehicle movement is prohibited in the market space during the hours of market operation as a safety precaution.
- Summer market vendors are to park vehicles outside the market space around REA wing and Union Station.
- Vendors are required to stay the duration of the market, 1:00 pm, in their designated booth space, unless otherwise discussed with market management.
- Leave the booth space clean and litter free at the end of market.

Behavior:

- Vendors must be respectful and courteous to customers, market staff, volunteers, and fellow vendors at all times. Behavior such as shouting, hawking, offensive language or gestures will NOT be tolerated. Behavioral issues that arise will be addressed by market management at the conclusion of the market. The vendor will be aware of and review the Conflict Resolution and Harassment policies. Any vendor found in violation of these will be addressed directly by market management and may be dismissed from further participation with the market, thus forfeiting any paid fees.
- Weather - use best judgement if dangerous weather conditions threaten, including ceasing operations, packing up loose items if possible and seeking shelter. Management will make final call if weather conditions are too dangerous to continue safe operations and end the market.
- Illness - use best judgement if feeling unwell. Notify management if unable to come to market, or need to leave during the market.
- Consumption of alcohol, smoking, and amplified music is prohibited.
- All pets must be leashed and controlled at all times. Any messes left by pets must be cleaned up in a timely manner by the owners. Pets not controlled by owners have the right to be removed by management.
- Advocating on behalf of another market while participating in this market will not be tolerated.

Failure to abide by these rules and regulations will result in a vendor being denied continued participation in the Oneida County Public Market. Any remaining paid vendor fees will be forfeited and future participation by said vendor may be impacted. Market Management reserves the right to enforce all rules and regulations as they see fit.

Questions or Concerns please contact Market Management

Beth Irons, office: 315-736-3394 ext. 103; cell: 315-765-1865; egi3@cornell.edu

OR

Audra Benincasa, office: 315-736-3394, ext. 266, ajb489@cornell.edu;

info@oneidacountymarket.com



Cornell Cooperative Extension
Oneida County



The Oneida County Public Market is an economic development of Oneida County Executive Anthony J. Picente, Jr. under the auspices of Cornell Cooperative Extension of Oneida County.