



The Ticonderoga Area Farmers Market will be operating each Saturday from July 11th – October 10th, 2026 from 9:00 AM to 12:00 Noon in Downtown Ticonderoga, with a couple of pop-up markets scheduled. The market will be behind Arrow Bank in a beautiful grass area with plenty of surrounding parking. We hope you can join us. If you are not able to commit to the entire season (we would prefer), you might consider joining us for a few markets or even as a special guest. Please note the season may end prior to October 10th if we do not have commitment from farmers and vendors. It is essential that you commit to and follow through on the dates you choose to attend. Inconsistency not only affects the overall market but fellow farmers and vendors. Please help us recruit farmers and vendors.

Enclosed you will find the following information and forms:

- Ticonderoga Area Farmers Market 2026 Application, Vendor Contract, Market Rules, & Market Flyer
- Copy of NYS Ags & Market INFO (if needed)
- Additional Information & Resources (including insurance resources)

Please review the documents, complete, and return them to the TACC (94 Montcalm Street, Suite 1 – Ticonderoga, NY 12883) by June 19th, 2026. And do not forget to call your insurer for the insurance documentation that is required.

The market hours and locations will change for StreetFest on Saturday, July 25th (10 AM – 3 PM on Montcalm Street) and for FallFest on Saturday, September 26th (12 – 3 PM in Percy Thompson Bicentennial Park).

Thanks to each farmer, vendor, volunteer, supporter, and sponsors, our Market has grown and developed. We are honored to be planning this year's market, and we are confident that this will be another productive and fruitful season. The market committee has made some adjustments and initiated some new aspects for the 2026 Ticonderoga Area Farmers Market season, based on farmer, vendor, and attendee feedback.

Adjustments & New Aspects:

- **Expanded & New Special Events**
- **Weekly Music** (mix of musicians & bands are being scheduled)
- **Free Giveaways** (sponsored by local businesses, organizations, & individuals)
- **One-On-One Support, Assistance, & Insurance Resources For Farmers & Vendors** (reach out to Team TACC to schedule an appointment for assistance with marketing, social media, technology implementation, etc.)
- **New Farmers Market Rack Cards & Flyers** (will be provided to local businesses)
- **Email Sign Up** (attendees will be able to sign up at the market for e-communications)

As a reminder it is also important to utilize all your marketing resources to share information on the market and encourage your followers to visit you each Saturday.

If you have any questions or if we can be of assistance, please do not hesitate to reach out. Thank you for working with the TACC and this volunteer committee to make the Ticonderoga Area an exceptional place to live, work and visit.

Sincerely,

Ticonderoga Area Farmers Market Committee
farmersmarket@ticonderogany.com or (518) 585-6619



TICONDEROGA AREA FARMERS MARKET APPLICATION 2026

Please note that you are registering to participate in the market described below. Before completing the application, please read through the Terms and Conditions Section.

Each vendor/farmer must provide the Chamber with a certificate of insurance for the Farmers Market naming TACC as additional insured. Please submit with your paperwork.

FARMERS' MARKET NAME: **Ticonderoga Area Farmers Market**
FARMERS' MARKET LOCATION: **Downtown Ticonderoga**
DAYS/HOURS OF OPERATION: **Every Saturday: 9AM to 12 PM, July 11th – October 10th**
**Except Saturday, July 25th for StreetFest which will be from 10 AM – 3 PM & Saturday, September 26th for FallFest from 12 – 3 PM.*
**See INFO on Pop-Up Markets.*

Please complete the entire application, providing all requested information. Applications must be submitted to the Chamber office by 4:00 PM on Friday, June 19, 2026!

VENDOR INFORMATION

BUSINESS NAME: _____
CONTACT PERSON: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE NUMBER: _____ EMAIL: _____
TYPE OF VENDOR: FARMER CRAFT VENDOR OTHER _____
DESCRIPTION OF PRODUCTS TO BE SOLD: _____

HAVE YOU PARTICIPATED IN OTHER FARMERS' MARKETS BEFORE? YES NO
WILL YOU BE PARTICIPATING IN OTHER MARKETS THIS YEAR? YES NO
IF SO, WHICH MARKETS: _____

By signing below, I hereby acknowledge that I have read and agreed to the Terms and Conditions as stated in the Vendor Application, Vendor Contract, and the Farmers Market Rules.

SIGNATURE: _____ **DATE:** _____



2026 Market Rules

Season: July 11th through October 10th, 2026

Schedule: Saturdays from 9:00 AM to 12:00 PM

Location: Downtown Ticonderoga – Behind Arrow Bank (Corner of Champlain Avenue and McCormick Street) *Note location changes for specific events.

Products/Vendors Allowed:

- Farmers who grow (on owned or leased land) 50% of fruits and vegetables offered.
- Any locally grown, raised, produced products. Foods or products produced within a 100-mile radius of Ticonderoga including Vermont, are considered local. All products must be displayed for easy access with prices clearly posted.
- Local businesses (TACC Members).
- Vendors.
- Vendors as special guests.

**Contact the Market Manager for additional information or specific requirements.*

Insurance: *Farmers and vendors must provide proof of general liability coverage, “a certificate of liability insurance”, and name Ticonderoga Area Chamber of Commerce at 94 Montcalm Street, Suite 1, Ticonderoga, NY 12883, as additional insured. A current certificate must be filed with the Market Manager.*

Fees: The Ticonderoga Area Chamber of Commerce offers an agricultural membership for \$160.00 which includes, along with all Chamber Membership Benefits, a season pass to the Farmers Market. Chamber members can attend without charge, as a Chamber benefit. *For those without a Chamber membership, the fee is \$20.00 per market.* The Market Manager will collect Fees and provide receipts once the Market is underway. Checks can be written to TACC.

General Rules:

- Specific locations within the market for farmers and vendors will be assigned by the market manager.
- Be respectful of all farmers, vendors, volunteers, staff, and attendees.
- Commit in advance to the markets you will be attending as a farmer or vendor (preferably prior to season starting).
- Follow the above rules for products allowed.
- Provide a current certificate of insurance.
- The use of pop-up tents is recommended. It is the responsibility of each farmer and vendor to ensure the tent is secured using tent stakes and tent weights. **This is a requirement.**
- TACC Membership Investment must be paid prior to the market, or the weekly market fee must be paid on the day of each market. **No exceptions.**
- Follow all guidance from the Market Manager.

Complaints: All Complaints must be addressed in writing to the Market Manager.

State, County, & Town Rules:

- Farmers participating in the FMNP (NYS Farmers Market Nutrition Program) Program **MUST** adhere to the FMNP Rules and Procedures for Farmers.
- Vendors **must** comply with all State, County, and Town Rules.
- All applicable **permits** and licenses for products sold **must** be obtained and kept current. A copy should be submitted to the Market Manager for filing.
- All Ticonderoga Area Chamber of Commerce market rules **must** be followed and any direction given by the Market Manager.



VENDOR CONTRACT

2026 TICONDEROGA AREA FARMERS MARKET TERMS AND CONDITIONS

These terms and conditions are an agreement between the Ticonderoga Area Chamber of Commerce/Ticonderoga Area Farmers Market, hereafter called TACC, and you, the Vendor, hereafter called VENDOR, to display and sell goods at the Ticonderoga Area Farmers Market in Downtown Ticonderoga. TACC is the market sponsor and, thus, the governing body.

MISSION: The Ticonderoga Area Farmers Market serves the greater Ticonderoga area by providing access to locally grown, fresh, high-quality produce and products and to provide local farmers, producers, and artisans with a viable economic outlet within historic Ticonderoga. The Ticonderoga Area Farmers Market strives to bring more foot traffic downtown, fostering a more profitable environment for local merchants to strengthen their businesses. The Ticonderoga Area Farmers Market endeavors to enhance the quality of life in Ticonderoga by creating a social opportunity to gather and interact in a vibrant market atmosphere.

1. **OPERATIONS:** The Ticonderoga Area Farmers Market will operate from July 11th through October 10th, 2026. VENDOR agrees to the day and hours of operation and will advise TACC if there are dates, they are unable to attend at least 1 month in advance. TACC will create a list of vendors for each date.
2. **ATTENDANCE:** VENDOR agrees to participate weekly – Saturdays from 9:00 AM to 12:00 PM – throughout the Farmers Market season, unless other arrangements have been made and approved by Market Manager or sponsor. If VENDOR is unable to attend, VENDOR must contact TACC at 518-585-6619 and/or notify the Market Manager via email that you, the VENDOR will be absent. Failure to notify of absence may prohibit future participation in the Ticonderoga Area Farmers Market. We offer attendance flexibility but require advance notice. **It is essential to commit to the dates you choose.**
3. **ATTENDEE:** VENDOR must be 18 years of age or older. No person under the age of 18 is permitted to operate unsupervised in the market. If a person under the age of 18 is assisting, the adult – person 18 years of age or older – must always accompany the minor. At no point will the minor be left unattended. VENDOR is solely responsible for any individuals they recruit to assist in the operation of VENDOR'S booth.
4. **SPACE:** TACC in conjunction with the Town of Ticonderoga has provided the location for the Farmers Market. Each VENDOR can have as much space as required to set-up and sell their goods as long as there are no infringements upon another VENDOR. The Market Manager will assign spaces in coordination with all VENDORS.
5. **SET-UP AND TAKE DOWN:** VENDOR is responsible for all equipment and supplies required to set-up and sell their goods. TACC is not responsible for providing equipment and supplies, nor is TACC responsible for any equipment and supplies used. VENDOR may begin setting up as early as needed on Saturday mornings. VENDOR must be ready to operate and open for business by 9:00AM and remain operational, selling their goods until 12:00PM. VENDOR shall not take down until after the closure of the market at 12:00PM. Each VENDOR is responsible for cleaning up the area they occupy. Failure to do so may leave the VENDOR financially responsible for cleanup. The use of pop-up tents is recommended. It is the responsibility of each VENDOR to ensure the tent is secured using tent stakes and tent weights. This is a requirement.

6. **DISPLAY:** VENDOR will display signage with name, address and business name. **VENDOR will display all products to be sold and will clearly post prices (quantity/unit) for all to see.** VENDOR must make all goods to be sold accessible for inspection if required.
7. **FEES:** TACC will charge VENDOR fees in accordance with fees outlined in the Market Rules for participation in the Ticonderoga Area Farmers Market. VENDOR could incur additional fees if failure to remove refuse occurs. The 'Cleanup Fee' will be \$50 plus whatever cost may be incurred for trash disposal. This fee is in addition to any littering fees VENDOR may incur for their actions
8. **CONTRACT TERM:** The term of this agreement is from July 11th through October 10th, 2026 contingent upon the stipulations detailed above. TACC reserves the right to cancel a contract with any VENDOR at any time if TACC finds VENDOR is not fulfilling the requirements set forth in this agreement. **VENDOR must provide TACC with a certificate of insurance as well as return all required paperwork to the NYS Farmers Market Nutrition Program, if appropriate.**
9. **MARKET RULES:** The VENDOR will follow all market rules outlined within this document, application, and the marker rules document. All VENDORS will adhere to the guidance given by the Market Manager.

These terms and conditions constitute the agreement between TACC and you, the VENDOR. Your signature below indicates your understanding, acceptance of, and agreement to the full Terms and Conditions contained herein.

VENDOR Signature: _____ Date: _____

TACC Representative: _____ Date: _____

TACC OFFICE NOTES:

Liability Insurance for Farmers Markets

The Ticonderoga Area Farmers Market requires farmers and vendors to provide proof of general liability coverage, specifically “a certificate of liability insurance”, and name Ticonderoga Area Chamber of Commerce at 94 Montcalm Street, Suite 1, Ticonderoga, NY 12883, as additional insured. This certificate is mandatory and must be filed with the Market Manager.

We suggest contacting your current insurance company for this coverage or the Chamber for a list of local insurance companies. If they are unable to provide the insurance at a price point you are comfortable with, please explore the resources below.

Resources:

ACT Insurance

ACT Pro Policy

Annual policy providing coverage for an entire year

Starts at \$279 or \$24.25/month

Website: <https://get.actinsurance.com>

Email Address: INFO@ACTINSURANCE.COM

Office: (844) 520-6991

Fax: (801) 763-1374

“Policies can be easily purchased within minutes with our online form. There is no waiting for a quote, and your policy is effective as soon as your online payment processes.”

Campbell Risk Management

Annual policy providing coverage for an entire year

Starts at \$285

Website: <https://www.campbellriskmanagement.com>

Email: ispilker@campbellrisk.com

Office: (317) 848-9075

Fax: (317) 848-9093

“Campbell Risk Management understands your unique product and general liability coverage needs. We understand what event managers are requiring you to have and will help you meet those requirements with as little cost and hassle as possible.”

NOTE: Both of these companies specialize in farmers market insurance and have easy to use on-line applications, providing immediate results. This means you will be able to obtain the policy as well as the required certificate once you complete the payment process.

4.2.2025 jec



Farmers' Market Nutrition Programs (FMNP)
FARMER PARTICIPATION AGREEMENT (FMC-6)

Stamp the box using the official issued FMNP stamp OR write the FMNP ID number OR check the following:

- I lost my stamp and need a replacement.
This is my first year participating in FMNP.

Stamp box

STAMP HERE

Want to connect with new markets? Scan here:



Farm/Business Information

Form fields for Farm/Business Information: Name, Owners, Contact, Address, City, State, Zip, County, Phone, Email, Contact Preference, Language Preference, SNAP device.

Farmers' Markets & Farm Stands

List all markets you plan to attend this season (June-November). Please include your personal Farm Stand if you operate one.

Table with columns: Market Name, County, Day(s) In Attendance. Includes example: AGM Farmers' Market, Albany, Mon, Wed, Sat.

* Please list additional markets on the back of this form.*

To accept coupons at your Farm Stand, you MUST submit a separate Farm Stand Participation Agreement (FMC-8.2) and attest below:

I intend to accept coupons at my own farm stand, and I understand submitting a separate FMC-8.2 for that Farm Stand is required for FMNP: Yes No

Training Information

Training is REQUIRED for ALL applicants and their staff

New AND returning farmers must complete training: https://agriculture.ny.gov/programtraining
Date Trained: OR Attest: I plan on training before accepting coupons

Get Trained



Farmer Signature

I, the owner of the farm business, have read and agree to abide by all rules and regulations outlined in the New York State FMNP Rules and Procedures for Farmers (FMC-5) provided by the NYS Department of Agriculture and Markets (Department). By signing below, I certify that all information is true and correct to the best of my knowledge.

Signature (required): Date:

Market Operator Signature: This should be signed by an FMNP market manager or sponsor.

N/A - I only attend my own farm stand and do not attend any other FMNP authorized markets.

I, (print name) as operator of (market name), certify that the above farmer is a vendor at my market this year, grows fruits and/or vegetables, and is eligible to participate in the FMNP this year at my market.

Market Operator Signature (required): Date:

Application must be submitted AND approved before accepting \$5 FMNP coupons.

Email: farmersmarkets@agriculture.ny.gov; Fax: (518) 457-8398; Phone: (800) 554-4501 or (518) 457-7076 x1
Mail: NYS Department of Agriculture and Markets, Attention: FMNP, 10B Airline Drive, Albany NY 12235

CROP PLAN (FMC-12)

Instructions: Submit this form annually to the market manager at every market where you accept FMNP coupons. This form provides evidence that you meet the FMNP "50% Grow Rule" at every market where you accept FMNP coupons, as defined in the NYS FMNP Rules and Procedures for Farmers (FMC-5). You must list all fruit and vegetable crops to be grown by this farm this season and the location of each field where these crops are grown.

Farm/Business Name: _____

Owner's Name (Farmer): _____ FMNP ID: _____

Farm's Total Tillable Acres: _____ Farm's Anticipated Cultivated Acres in Fruits and Vegetables: _____

Check this box if you grow in a community garden plot that is sponsored by a third party.

Field Locations: Provide the address of every fruit and vegetable production field. If your farm is growing fruits and vegetables at more than one location, list each location separately, along with the number of acres or row-feet in production at each location.

Location #1: _____ Acres: _____

Location #2: _____ Acres: _____

Location #3: _____ Acres: _____

Grown by You (Farmer):

| Product (e.g. Corn) | Acres* (e.g. 2) | Market Availability (e.g. Jun-Nov) | Product | Acres* | Market Availability |
|------------------------|--------------------|---------------------------------------|---------|--------|---------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

*Or row-feet, square-feet, or number of plants for smaller operations and greenhouses. Specify which unit you are using.

Purchased for Resale (Not Grown by You):

N/A, I do not plan on purchasing produce for resale at my market stall this FMNP season.

| Product (e.g. Blueberries) | Production Field(s) Location (e.g. Albany, NY) | Producer/Supplier (e.g. Joe's Blueberry Farm) | Market Availability (e.g. June-November) |
|-------------------------------|---|--|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Farmer Signature. I acknowledge that I have read and agree to abide by the NYS FMNP "Rules and Procedures for Farmers (FMC-05)" provided by the NYS Department of Agriculture and Markets. By signing below, I certify that all information is true and correct to the best of my knowledge.

Signature (required): _____ **Date:** _____

CROP PLAN (FMC-12)

Grown By You (Farmer) (continued):

| Product (e.g. Corn) | Acres* (e.g. 2) | Market Availability (e.g. Jun-Nov) | Product | Acres* | Market Availability |
|------------------------|--------------------|---------------------------------------|---------|--------|---------------------|
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*Or row-feet, square-feet, or number of plants for smaller operations and greenhouses. Specify which unit you are using.

Purchased for Resale (Not Grown by You) (continued):

N/A, I do not plan on purchasing produce for resale at my market stall this FMNP season.

| Product (e.g. Blueberries) | Production Field(s) Location (e.g. Albany, NY) | Producer/Supplier (e.g. Joe's Blueberry Farm) | Market Availability (e.g. June-November) |
|-------------------------------|---|--|---|
| | | | |
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Reminders:

1. If your farm participates in the NYS FMNP as a vendor at multi-vendor farmers' markets, you must submit this form annually to the market manager at every market where you accept FMNP coupons. Markets participating in the NYS FMNP must retain the Crop Plan of every farmer at the market participating in the NYS FMNP. Note: Farmers must also submit a Farmer Participation Agreement (FMC-6).
2. If you operate a personal Farm Stand and you intend to accept FMNP coupons at your Farm Stand, you must submit the Farm Stand Participation Agreement (FMC-8.2). Note: Farmers must also submit a Farmer Participation Agreement (FMC-6).

Submit to:

Email: farmersmarkets@agriculture.ny.gov
 Fax: (518) 457-8398

Mail: NYS Dept. of Agriculture and Markets, Attn: FMNP
 10B Airline Drive, Albany, NY 12235

Questions? Albany: (518) 457-7076 x1

Toll Free: (800) 554-4501

Farmers' Market Nutrition Programs (FMNP)
RULES AND PROCEDURES FOR FARMERS (FMC-5)

The New York State Farmers' Market Nutrition Programs (FMNP) promotes fresh, unprocessed, fruits and vegetables grown by local farmers so they may expand their sales through New York State farmers' markets and farm stands. The FMNP also promotes improving the nutrition of families enrolled in WIC and low-income seniors by eating more fresh, local fruits and vegetables. The program is also intended to encourage economic development in communities through the promotion and expansion of farmers' markets and farm stands in New York State.

Rules and Procedures: The New York State Department of Agriculture and Markets (Department), as administrator of both the Women, Infants and Children Farmers' Market Nutrition Program (WIC FMNP) and the Senior Farmers' Market Nutrition Program (SFMNP), herein referred to as the Farmers' Market Nutrition Programs (FMNP), will designate markets in New York State as local partners in the administration of the FMNP. The Department, and all designated markets, shall provide for the operation and administration of the FMNP. The Department, with support from designated markets, will approve farmers for participation in the FMNP. The rules and procedures as described below apply to all approved farmers in the FMNP. The Department reserves the right to interpret the information below as necessary in individual circumstances.

*****See Important Changes Regarding Redemption Procedure in Section 7 below.*****

1. Definitions:

- a. **Bona fide farmer.** For the purposes of the FMNP, to be considered a *bona fide* farmer, one must grow and harvest, on land owned or leased by the farmer, **locally grown** fruits, vegetables, and/or culinary herbs.
- b. **Locally grown.** For the purposes of the FMNP, to be considered **locally grown**, at a minimum, the product must be grown in New York State and/or adjacent states.
 - i. A market operator is permitted to restrict the definition of locally grown further to include portions of New York State, all of New York State, portions of adjacent states, or all of adjacent states based on their market location, farmer geographic participation, and overall market objectives.
- c. **50% Grow Rule.** For the purposes of the FMNP, of the fruits and vegetables being offered for sale by a *bona fide* farmer, at a minimum, 50% (by volume) must be grown and harvested on land he/she owns or leases.
- d. **Farmers' market:** A **farmers' market** is a location where two or more *bona fide* farmers **attend the market each week**, who: a) are planning to participate in the FMNP and (b) meet the "50% Grow Rule."
- e. **Farm stand:** a **farm stand** is a location where the operator of the market (1) is a *bona fide* farmer who meets the "50% Grow Rule" and is enrolled in the FMNP by submitting the Farmer Participation Agreement (FMC-6); or (2) is a private not-for-profit agency (nonprofit) exempt from income tax under the Internal Revenue Code of 1986, as amended, (26 U.S.C. 1 et. seq.) and at a minimum, 50% (by volume) of the fruits and vegetables being offered for sale at the market are sourced directly from local *bona fide* farmers who plan to participate in the FMNP.
- f. **Mobile market:** a **mobile market** is a location where the operator of the market (1) is a *bona fide* farmer who meets the "50% Grow Rule" and is enrolled in the FMNP by submitting the Farmer Participation Agreement (FMC-6); or (2) is a nonprofit and at a minimum, 50% (by volume) of the fruits and vegetables being offered for sale at the market are sourced directly from local *bona fide* farmers, who plan to participate in the FMNP.

We will use the word "market" as a collective term to refer to farmers' markets, farm stands, and mobile market operations.

1. **Eligibility.** To be eligible, each year a farmer must:
 - a. **Be considered a *bona fide* farmer:** For the purposes of the FMNP, to be considered a *bona fide* farmer, one must grow and harvest on land owned or leased by the farmer locally grown fruits, vegetables, and/or culinary herbs. For the purposes of the FMNP, to be considered **locally grown**, at a minimum, the product must be grown in New York State and/or adjacent states.
 - i. a market manager/sponsor is permitted to restrict the definition of locally grown further to include portions of New York State, all of New York State, portions of adjacent states, or all of adjacent states, based on their market location, farmer geographic participation, and overall market objectives.
 - b. **Participate in an authorized FMNP market as a *bona fide* farmer:** At some point during the FMNP season, which is June 1 through November 30, farmers may participate in the FMNP as a vendor and/or supplier but must demonstrate their grower status depending on market type outlined below:
 - i. **Farmers' markets:** (a) when vending at a farmers' market participating in the FMNP, the *bona fide* farmer must meet the "**50% Grow Rule.**" For the purposes of the FMNP, to meet the "50% Grow Rule," of the fruits and vegetables being offered for sale by a *bona fide* farmer, at a minimum, 50% (by volume) must be grown and harvested on land they own or lease.
 - ii. **Farm stands:** (a) when operating a farm stand participating in the FMNP, selling produce primarily from their own farm, the *bona fide* farmer must meet the "50% Grow Rule." Note: To enroll a personal farm stand in the FMNP, farm stand operators must submit a Farm Stand Agreement (FMC-8.2) (see **Rules and Procedures for Markets (FMC-4)** for more information on the Farm stand application process).
 - iii. **Mobile markets:** (a) when operating a mobile market participating in the FMNP, selling produce primarily from their own farm, the *bona fide* farmer must meet the "50% Grow Rule." Note: To enroll a mobile market in the FMNP, mobile market operators must submit a Farm Stand Agreement (FMC-8.2) (see **Rules and Procedures for Markets (FMC-4)** for more information on the market application process).

3. **Application.** To apply, the owner of the farm must:
 - a. **Submit a Farmer Participation Agreement (FMC-6)**
 - i. **Prior to accepting any FMNP coupons at market.** A farmer may choose to directly submit their agreement to the Department or have a market operator forward their agreement on behalf of the farmer.
 - ii. **With a counter-signature.** Agreements require a counter-signature from a manager or contact operating an authorized FMNP market.
 1. If an applicant only participates in the FMNP at their own personal farm stand, they are exempt from obtaining a counter-signature. However, if an option exists to obtain a counter-signature, that option must be taken. Applicants are only exempt from this requirement if no other option exists.
 2. If an applicant operates a farmers' market, they may not counter-sign their own farmer application. They must have the sponsor or co-manager counter-sign the application.
 3. A farmer only needs to submit one completed Farmer Participation Agreement (FMC-6). All the markets a farmer plans to attend must be listed on this single document.
 - b. **Submit a Crop Plan (FMC-12) annually**
 - i. **To every market manager where the farmer accepts FMNP coupons**, not to the Department, as evidence of his/her *bona fide* farmer status. Crop plans will be retained in the records of authorized FMNP markets for three years and may be audited by the Department at any time.
 - ii. **To the Department, if the farmer is new to the program.**
 - c. **Train annually.** See section 4 for additional details.
 - d. **Read the material provided in the authorization package from the Department.**

4. **Training.**
 - a. All farmers must train on a yearly basis.
 - b. New farmers to the FMNP must participate in an online training webinar delivered by the Department or they may train face-to-face with their market manager using the Department's materials.

- c. Returning farmers to the FMNP satisfy the training requirement when they read the FMNP Rules and Procedures for Farmers (FMC-5).
 - d. All farmers must receive formal training again every five years or when the Department requires it. This may occur through the updated FMNP webinar found online at www.agriculture.ny.gov/programtraining, or through an in-person training hosted by an Department approved facilitator.
5. **Authorization.** Farmers who meet all the requirements and are approved for the program will be mailed an authorization package each year and listed on the "Authorized Farmers" list posted on the Department's website.
- a. This authorization is valid for three years, as long as the farmer remains in good standing with the Program. Farmers who do not maintain compliance with program rules are considered not in good standing and may be required to enroll annually.
 - b. The authorization package will include the FMNP farmer authorization letter, the FMNP farmer sign (color specific to the year), and coupon redemption information.
 - b. Farmers new to the FMNP will also receive their FMNP stamp in the authorization package.
 - c. Authorization must occur before accepting any coupons.
 - d. There will not be payment for coupons before a farmer is authorized in FMNP.
6. **Administration.** To participate and maintain in good standing in the FMNP, a farmer must perform or provide as necessary the following services and abide by the following requirements:
- a. Only accept FMNP coupons after receiving the annual authorization package or notification from the Department.
 - b. Only accept FMNP coupons at approved locations listed on their FMC-6 or posted on the list of Authorized Markets. If a farmer is attending a market not on the FMC-6, farmers should notify the Department.
 - c. The list of Authorized Markets is posted online at www.agriculture.ny.gov.
 - d. Only accept current FMNP coupons from participants during the FMNP season, June 1 through November 30.
 - e. Only accept FMNP coupons for locally grown fresh fruits, vegetables, or culinary herbs.
 - f. Display the promotional farmer sign, "We Accept NYS Farmers' Market Coupons," at the market stall at all times during the program season (June 1 through November 30).
 - g. Adhere to the "**50% Grow Rule**" at authorized FMNP markets or meet the market's higher standard where applicable (e.g. 100% producer only market).
 - h. Permit a farm visit to occur, as necessary, by a representative from an FMNP market or from the Department, to verify information submitted on the Crop Plan.
 - i. Treat FMNP coupons like cash and safeguard them from possible loss or theft.
 - j. Always accept cash in addition to coupons from coupon recipients.
 - k. Never return cash as change for purchases made exclusively with FMNP coupons.
 - g. Never participate in "**coupon-trafficking.**" Coupon trafficking occurs when a customer or non-FMNP vendor exchanges the FMNP coupon improperly for cash or other currency. For the purposes of the FMNP, "coupon-trafficking" is defined as cashing and/or providing any other currency as a redemption for FMNP coupons either for customers, non-FMNP farmers, or non-FMNP vendors. See Violations below.
 - l. Never discriminate against FMNP coupon recipients in price, quality, or service, or establish separate produce displays exclusively for FMNP coupon recipients.
 - m. Never accept mutilated FMNP coupons or coupons lacking the serial number and bar code, as they will be rejected by the redemption provider.
 - n. Display notices at the point-of-sale stating that any tropical citrus or other non-locally grown produce cannot be purchased with FMNP coupons because they are not locally grown.
 - o. Stamp each FMNP coupon using their authorized FMNP stamp with **black ink only**.
 - i. The Department issues stamps to each participating farmer;; farmers can request a replacement stamp by calling the Department. A fee may apply.
 - ii. The stamp image must be clearly legible, including the state seal and all four digits. Unstamped or illegibly stamped coupons will not be paid; farmers do not need to endorse or stamp the back side of the FMNP coupon.
 - p. Redeem all FMNP coupons by December 15.

7. Coupon Redemption.

- a. Deadline for coupon redemption is **December 15** each year. If this falls on a weekend, plan accordingly. If you believe you will not make the deadline, please contact the Department immediately to make arrangements.
 - i. Old year coupons may not be submitted for reimbursement. Please contact the Department if you have old year coupons.
- b. Reimbursement instructions are on the back of each coupon.
- c. Coupons may be submitted using a mobile app or by mail.
- d. The Department strongly recommends that farmers take the training on the Coupon Redemption Process found online at www.agriculture.ny.gov/programtraining.
- e. Coupons are mailed to RPS Processing in Ithaca, NY.
 - Do not mail coupons to the Farmers' Market Federation in Syracuse.
- f. Each farmer will have a payment record with RPS Processing subject to tax reporting if threshold is met.
- g. **By Mail**
 - i. Coupons must be mailed for redemption and post marked by December 15 of each year.
 - ii. **Mailing Address:**

RPS Processing
99 Eastlake Rd.
Ithaca, NY 14850
 - iii. Requirements for Mailed Coupons:
 - Treat coupons like cash. We recommend tracking for each package.
 - Stamp each coupon before submitting for redemption.
 - Unmarked coupons may not be paid.
 - Farmers may choose payment as direct deposit or check.
 - iv. Checks will be mailed to the contact on the FMC-6 or payment record with RPS Processing.
 - v. Payment for mailed coupons may take up to six weeks for the farmer to receive.
- h. **Electronically**
 - i. Authorized farmers have the option to redeem coupons electronically using a mobile app.
 - The mobile app is free to use.
 - Once authorized, farmers will receive an email from notifications@fmvendor.com. Farmers should follow the prompts in this email to get started with the mobile app.
 - Farmers must stamp all coupons prior to scanning them.

8. Monitoring.

- a. The Department monitors enrolled farm organizations and market locations for the purposes of the FMNP on an annual basis. Monitoring may include a site visit to the enrolled farm or market, or a phone interview, or a combination thereof.
- b. Farmers in the FMNP agree to monitoring when the Farmer Participation Agreement (FMC-6) is signed.
- c. Farmers must provide a person of contact available at the farm for the Department to speak with during a site visit. A farm's growing site(s) and grow practices will be reviewed during this visit. This person will provide information about the operation of the FMNP to the Department staff.
- d. Department staff conducting the site visit will observe operations with respect to the FMNP and identify areas of programmatic non-compliance to the Program Manager for review and response.
- e. The Department may liaison with market managers to provide site monitoring information.
- f. The Department may use covert shopping techniques at the FMNP enrolled market locations as a farmer monitoring tool.

9. Non-Compliance and Notifications.

- a. A farmer who does not follow the above rules and procedures will be considered not compliant.

- b. Non-compliance includes farmers who do not meet eligibility, application, or administration criteria (sections 2, 3 & 5) or who do not comply with the intentions of the program.
- c. A farmer determined to be in non-compliance may be required to re-apply annually.
- d. A determination of noncompliance may result in informal verbal communication, written formal communications, or possible sanctions.
- e. Farmer payment may be withheld until the compliance issue is resolved.
- f. If an FMNP-authorized farmer is identified through monitoring (outlined in section 8) that a program rule has not been met (ex. eligibility, foods sold, timely enrollment, coupon submissions, etc.), they will be notified in writing by the Department that such a finding has occurred, and they must come into compliance.
- g. Where a farmers' market may be involved, the market sponsor or manager will also be notified and may also be determined to be in non-compliance.
- h. Issues of non-compliance that occurred in the prior year and occur again in the current year will be considered part of a consecutive series.
- i. If there is a second issue of compliance, the farmer will be notified in writing and may be disqualified from future participation in the program.
- j. A third issue of non-compliance will result in disqualification from the FMNP.

10. **Fraud and abuse.** Committing fraud or abuse deems a market or farmer liable to prosecution under applicable federal, state, and local laws.

11. **Agreement termination.** Immediate disqualification from the FMNP will occur if a farmer: (1) is found to be trafficking FMNP coupons or (2) is found to be discriminating against coupon customers or (3) fails to respond to a second notice of non-compliance or (4) fails to attend a scheduled meeting to discuss non-compliance.
- i. If a disqualification decision is made by the Department, the farmer will be notified in writing that they are being disqualified from the program and their agreement is terminated. Farmers disqualified from the program may not accept nor redeem coupons and may be ineligible to participate in future years. This disqualification may affect their participation in other state-run nutrition programs.
 - ii. Upon disqualification, the farmer's stamp will be cancelled immediately and will no longer be valid for coupon redemption. The farmer must then return their FMNP stamp and FMNP sign to the Department.
 - iii. A disqualified farmer may request a Fair Hearing at the Department at which an Administrative Hearing Officer will review the disqualification decision.

12. **Standard assurances.** The Farmer hereby agrees that they will comply with all nondiscrimination laws, regulations, instructions, policies, and guidelines. This includes Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189) as implemented by Department of Justice regulations at (28 CFR Parts 35 and 36); Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000), all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq); and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

This assurance is binding on the Farmer, its successors, transferees, and assignees as long as the farmer receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear on the FMNP Farmer Agreement (FMC-06) have agreed to this assurance on behalf of the farm/business.

13. **Civil rights violations and the complaint process.** Farmers that receive complaints from FMNP coupon recipients alleging civil rights violations must explain there is a complaint process and refer them to the United States Department of Agriculture, Food and Nutrition Services (USDA FNS) within five days, in accordance with FNS requirements as stated below:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights,
1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Department Contact Information:

Farmers' Market Nutrition Programs
New York State Department of Agriculture and Markets
10B Airline Drive
Albany, NY 12235

farmersmarkets@agriculture.ny.gov
(518) 457-7076 x1