

# THE ITHACA FARMERS MARKET STALL IMPROVEMENT GUIDELINES

Board Approved March 14 2018

## **GENERAL GOALS:**

### **Appearance:**

Stalls are to be kept simple and uniform, for a feeling of transparency, maintaining open views of the outdoors and waterfront, during non-market hours.

### **Safety:**

When improving your stall please avoid building small spaces where fingers and necks could get stuck, and using sharp pointed objects. All booths must conform to electrical code, weight, egress, visibility through market and down pavilion.

### **Structural Soundness:**

Vendor improvements shall be strong enough to support 50 lbs per sq. foot or be strong enough to support a 200 pound person standing on it. (P1/2018)

### **Egress to Exterior and Access from Exterior:**

Improvements must maintain easy egress to exterior (NYS Dept of State Variance for structure).

### **Flexibility of Use by Other Vendors:**

- Specialized improvements shall not limit the use of others.
- All booth improvements shall be accessible for use to the market as a whole. (P2/2018)

### **Coordination With Other Improvements and Adjacent Stalls:**

Coordinate enclosures to adjacent vendor stalls for simplicity and appearance: share support etc., as much as possible.

### **Booth Transfers and updates:**

- Booths must be updated when reservation is transferred in order to comply with current market guidelines. New booth holders will be expected to update B&G within 60 days of proposed changes to improve non compliance issues. Changes will be expected to be completed by March 1st the following season. (P3/2018)
- Booths regardless of reserve must be updated to current market safety guidelines every two years. Reserved booths are expected to update B&G within 60 days of notice of

non-compliance to guidelines with proposal for changes. Booth updates will be expected to be completed by March 1st two seasons later. (P4/2018)

- Buildings & Grounds committee will do an annual inspection in the beginning of the season and report to both booth owners and market managers who is out of compliance and what needs to be repaired. Drawings and improvement specs must be submitted to B&G within two months of being notified of compliance issues. (P5/2018)

### **METHOD OF APPROVAL:**

Drawings and specifications must be submitted to the Buildings and Grounds Committee prior to construction for approval. Submittals will be evaluated and approved or amended if necessary. The Buildings and Grounds Committee meets the first Monday of every month. Drawings must be submitted in person or by email a minimum of one week prior to building and grounds meeting. (P6/2018)

### **MATERIALS AND METHODS OF CONSTRUCTION:**

#### **Solid wood materials allowed:**

- Rough-cut lumber preferred for structural wood.
- Finished solid lumber allowed for finished surfaces
- Naturally decay resistant wood required where in contact with the earth.
- Naturally decay resistant preferred, in general.
- Treated lumber is usable for sleepers under floors (P7/2018)

#### **Materials not allowed:**

- Padlocks and chains are permitted with permission of buildings and grounds for use in cabinets and storage only. (P8/2018)
- Commercial Trellis not allowed (P9/2018)
- Pressure Treated Wood (except for above allowance)
- Sheet lumber products: Plywood not allowed where exposed to view but allowed as sheathing where completely covered.
- OSB (Oriented Strand Board) not allowed.
- Plastic, Vinyl, Cloth, Stainless Steel, Larger Rocks and Stones, and Carpets not allowed as permanent structure. (Must take home at end of day.)

- Vegetation: No woody vegetation is allowed.

**Painting and Finishing Methods:**

- Only transparent finishes are allowed. Natural varnishes are allowed.
- Wood stains with no color are allowed by approval.
- Opaque paints and finishes are not allowed.

**Hardware: Allowed**

- Screws: must be galvanized or stainless steel (weather resistant).
- Screws cannot be used as hooks, must be screwed in all the way.
- Lag Bolts: is the preferred method of structural attachment, and must be galvanized.
- Screw Eyes: must be galvanized and the maximum opening is  $\frac{3}{4}$ " (P10/2018)
- Forged Iron: Is allowed but must be approved.

**Hardware: Not Allowed**

- Nails: projecting nails are not allowed, must be nailed in all the way.
- Cup Hooks: Not allowed
- Staples: Not allowed
- Push Pins, thumb tacks: Only allowed if you remove them when you leave.

**MAINTENANCE AND CLEANING:**

- Chains must be removed after each market.
- Sawhorses, tables, tanks, equipment shelves, ladders must be removed after each market.
- Temporary signs Must be removed during non-market hours
- Trash, Garbage, Cardboard, ETC. must be removed after each market
- Stall floors must be left clean of trash, food waste, vegetable or flower debris at the end of each market day (P11/2018)
- Staples, screws, nails, push pins, thumb tacks, etc. must be removed after each market.
- All non permanent items not removed at the end of market day can result in a \$10 fine to be doubled at each occurrence. (P12/2018)

- Booths that build grease within the wooden structure must be pressure washed at a minimum once every season at the end of season or as deemed necessary by B&G during monthly walkthrough. (P13/2018)

## **STALL OPENINGS:**

### **Stall Opening to Customer Isle:**

- Counters: Height preferred 36", Maximum 40" (P14/2018)
- Non permanent displays (tables) may extend a maximum of 18" into the aisle and permanent extensions into the aisle may be 16".
- Counters must be able to lay flat. Tilting counter are allowed so long as they can be laid flat and usable by others. (P16/2018)
- Area below counters: solid allowed, open preferred. If solid, extension into aisle is not allowed. Not past aisle face of the pavilion post.
- Display shelves below counters may extend into aisle 16".

### **Area Above Counters:**

- Amount of enclosure limited to 30% of Area.
- All shall be behind the aisle face of the pavilion Posts.
- No solid extensions into the aisle from counter height upwards.

### **Area Above sign Boards:**

- No enclosure allowed above sign Boards. Area must be open.

### **Stall Opening to Adjacent Vendor Stalls:**

- No improvements are to be made beyond the centerline of the pavilion posts.
- You must coordinate with the adjacent stall to simplify and minimize the materials to be used.
- You must maximize the feeling of transparency and openness.
- Maximum enclosure is 30% of opening area total.
- Area below counter height. Below 36", solid construction is allowed.
- Area above counter height. Above 36" the maximum enclosure is 30% of opening area.
- Display partitions/shelf units, etc. shall store against sides of booth.

### **Stall Opening to Outside Structure:**

- No improvement shall extend beyond the exterior face of the pavilion posts except cooking canopies which must be approved by MM and B&G and follow all canopy guidelines (P17/2018)
- (even less to coordinate with future weatherization).
- The maximum enclosure is 30% of opening area.
- Must maintain minimum access to exterior of 36" width, with full height.

### **EXTERIOR CANOPIES: (P18/2018)**

- Permanent exterior canopies are reserved for food booths only unless special permission has been given by B&G and MM. Any food booth that has a valid need for a cooking canopy must first get approval to do so by food committee before submitting drawings to B&G.
- Drawings must be submitted and approved through building and grounds prior to structure being built following previously listed guidelines
- Building materials must be standardized gauge pipe & metal for roofing
- Canopies must be the same width of booth space
- Canopies eaves must be built to a height in line with roof of pavilion
- Back feet of canopy can be no lower than 7 feet
- Canopies must have green tin to blend in with pavilion roof
- Canopies must have pitched roofs. Pitch must be in line with the pitch of the pavilion. (rain must drain away from the pavilion and not into adjacent booth spaces)
- Canopies must be securely fastened to the ground
- Canopy cannot extend further than 10ft beyond pavilion
- Sides of canopy must remain open or follow stall opening guidelines.

### **SIGNAGE:**

#### **Parallel to the aisle:**

- Sign board preferred.
- Minimum size is 1 square foot.

- Maximum size is 12 square feet. (P19/2018)
- Minimum clearance height below 6'-8".

**Perpendicular to aisle:**

- Extension into customer aisle, maximum distance is 26".
- Sizes allowed: Maximum 3 square feet.
- Minimum clearance height below sign is 7'.
- All signs shall be removed during non-market hours.

**STALL FLOORS:**

- **Wood chips:** Wood chip flooring must be kept level with the pavilion floor.
- **Wood Strip Flooring:**
  - Sleeper system: Rot resistant laid parallel to aisle.
  - Flooring: Must be approved by B&G.
  - Exterior edge of floor must be flush with exterior of pavilion posts.
- **Floor finishes:** Permanent carpeting not allowed, must be taken home at end of market day.
- Brick flooring is allowed as approved by B&G and must be level and maintained as such (P20/2018)

**EXTERIOR OF STRUCTURE:**

**Weather Enclosures:**

- Colored tarps or plastic are not allowed.

**Gutters and Downspouts:**

- Have been built at every other post and are expected to be maintained by B&G. Please inform B&G if a gutter outside your booth is in need of repair.
- Damage to gutters by vendors is the vendors responsibility to repair. Please inform B&G if you have backed into a gutter that is now in need of repair. (P21/2018)

**ELECTRICAL SYSTEMS:**

- All electrical modifications including semi-permanent lighting must be approved by B&G and follow electrical codes (P22/2018)
- Amperage allowed per stall is 5 amps (unless occupying a stall with upgraded electric).

Installation Guidelines:

- Permanent Installations can only be done by certified electricians after board approval.
- Temporary (Daily) Installations Track lighting, spots, extension cords, etc., must be removed during non-market hours.
- Payment for Electrical Upgrade and Usage by vendor.