



## Open Farm Day Policies 2020

Open Farm Day is a signature event of CCE Madison County and our offices are incredibly proud to be able to offer farms and the public the opportunity to participate each year. Months of planning and coordination go into Open Farm Day, which we feel is worth it for the attention it brings to our farms. In order to maintain the quality of Open Farm Day, CCE Madison has developed the following participation policies. Open Farm Day is a commitment for all involved, but a commitment that we hope all will find rewarding.

Please read and consider these policies carefully in order to decide if participating in Open Farm Day is a good fit for your operation. Please feel free to contact our offices at any time with any questions and concerns you may have regarding participation.

### Open Farm Day Objectives

The main objectives of Open Farm Day are:

1. To showcase all farming enterprises in Madison County, educating the public about agriculture in Madison County while highlighting local food, animal husbandry, production techniques, and farm tours or rides.
2. To introduce new customers to the high-quality products grown in Madison County and generate sales for local farms.

### Participation Eligibility

Any active farming enterprise in Madison County can participate if they fall into one of the following categories **and** they meet all of the **Participation Requirements** listed in the section below:

1. Any farm producing specialty crops (fruit, vegetable, hops, etc.), dairy, honey, maple or fiber.
2. Any farm with livestock operations: cattle, sheep, goats, equine, alpaca, exotic, etc.
3. Pending approval by the AED program staff, any farm-related business or organization, including farm stands, agri-tourism operations, or value-added producers.

### Participation Requirements

1. A refundable deposit submitted at time of registration. A check for \$100, post-dated to one week after Open Farm Day and made out to Cornell Cooperative Extension of Madison County will be required at the time of registration. This check *will not be cashed if all participation requirements are adhered to*, namely that all supplies are picked up and dropped off in accordance with all deadlines. Failure to adhere to participation requirements will result in a loss of deposit and inability to be part of Open Farm Day the following year. ***We sincerely hope that we do not have to cash any checks!*** We are requiring this deposit to assure that farms adhere to their responsibilities to make this event as great as possible.
2. All participating farms or organizations must offer either a sample of their farm-produced product, animal interaction, a farm tour or ride, or other farm-related activity, pending approval by AED at time of registration. The planned activity/sample must be included in your farms description in the OFD passport.
3. Entrance to farms is free; no farm may charge an admittance fee. However, farms may charge for additional activities beyond those listed above, pending AED approval at time of registration; **activity fees must appear in OFD passport.**



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4. All farms must submit their completed Open Farm Day registration, including deposit check, planned activities, and farm information, for review by AED staff no later than **March 27, 2020**.
5. Farms must make available to the public the Open Farm Day materials provided to them by the AED program. Materials will include: signage, passports and passport stamps, and any OFD giveaways.
6. All farms must display sign-in sheets and capture as many visitor sign-ins as possible. Farms may set-up their own sign-in sheets, separate from CCE Madison's sign-ins, to capture visitor information. Farms may NOT use visitor information from CCE Madison sign-in sheets for their own marketing purposes; it is against CCE Madison policy to share personal information from event attendees from any of its events, including Open Farm Day.
7. Farms MUST send at least 1 representative to the Open Farm Day kick-off picnic for farmers to be held **June 30, 2020** at CCE Madison's offices. All logistics and regulations will be reviewed and materials will be dispersed at the picnic. Also, there will be a workshop on "prepping your farm for public" at this event.
8. Participating farms must remain open for the entire duration of Open Farm Day.
9. Farm products can be sold to the public and farms are encouraged to market their operation.
10. OFD materials including sign-in sheets, surveys, signage, passport stamps, and the number of extra giveaways your farm has (farms may keep giveaways if they choose, but must report how many they have leftover) must be returned to CCE Madison within one week of Open Farm Day by **August 1**.
11. Farms must conform to safety and health regulations provided by AED and Madison County Department of Health, this may include providing access to hand-washing and other regulations as deemed necessary by the Temporary Health Permit.
12. Farms agree that their farm is in clean, working condition and that it is free of excessive debris. AED has the right to visit and review the farm for approval before listing in the OFD Passport.
13. Failure to adhere to the above participation requirements, including the pick-up/drop-off of ALL materials by set deadlines, will result in forfeit of OFD deposit check and inability to participate in Open Farm Day the following year. In extenuating circumstances, *always contact AED first*, we are willing to work with farms in cases of true emergencies. Otherwise, **no exceptions will be made**.

The following will be considered before Open Farm Day to assure that the farms are giving a positive image of farming in Madison County:

- A. There is not excessive debris around the farm
- B. There is not excessive manure and manure handling is in accord with DEC standards
- C. Each participating farm can provide signs or volunteers ready to answer questions about any debatable practices that may need to be clarified



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