

**VENDOR APPLICATION
BURLINGTON COUNTY AGRICULTURAL CENTER
2018 FARMERS MARKET SEASON**

I. PURPOSE

This application is to be used for vendors interested in participating in the 2018 Farmers Market held at the Burlington County Agricultural Center. This section of the application packet will provide interested vendors with background information on the facility and the region, general information on the market, and the categories of vendors desired.

1.01 Description of Facility and Region

The Burlington County Agriculture Center (Ag Center) is a preserved farm located at Hartford and Centerton Roads in Moorestown and Mount Laurel Townships. The Ag Center is owned by the Board of Chosen Freeholders, operated by the County's Department of Resource Conservation and maintained by the Division of Parks within that department. The Ag Center is home to established on-site seasonal farmers market, demonstration gardens, community gardens, a culinary teaching kitchen and is host to various other activities focused on public education in the areas of agriculture, horticulture and nutrition.

The Ag Center is located in the western part of Burlington County in close proximity to major New Jersey roadways, including Route 38, Interstate 295 and the New Jersey Turnpike. This area is the most densely populated in the County as well as the most ethnically diverse. This site is one of the few remaining farms in the area. Bringing agricultural education and access to fresh agricultural products to a region without much exposure to farming is one of the objectives of the Ag Center.

The location is optimal for the continuation and growth of a successful community farmers market. 2018 will be the 12th year of the Farmers Market with each year bringing increases in customer volume. The market has experienced a steady increase in attendance over the past several years. The County will continue to grow the customer base of the market through continued quality and diversity of vendor products, increased programming and strategic event promotion.

The site is subject to the rules of the Burlington County Parks System and the deed-restrictions contained in the farmland preservation deed of easement.

1.02 2018 Farmers Market

For the 2018 season, the market will be open to customers starting Saturday, May 19th and will run every Saturday (rain or shine, except for declared weather emergencies) until Saturday, October 27th. Market hours will be 8:30 a.m. until 1:00 p.m. during the regular season. Special holiday markets will be held on November 17th and December 1st. As in past years, the hours of the holiday markets will be 10 a.m. to 2 p.m. All vendors are encouraged to participate.

Vendors will be assigned a space by the Market Manager. Depending on number of vendors, the Manager will assign spaces in the covered Market Barn, under the 30' x 60' tent on the concrete pad adjacent to the Market Barn, on the pad itself, along the walkways coming in from the main parking lot or along the pathways leading to the Farm House. The Market Barn will house as many vendors as possible. The 10,000 sq. ft. concrete pad will be used by vendors better suited for being outside as well as event programming and a customer seating area. Preference in location will be given to those vendors that have been with the market the longest. Electric is available in the Market Barn. Other vendor needs for electric will be accommodated to the extent possible.

Vendors must supply their own tables, chairs and other equipment necessary for display of products for sale. Vendors may have access to space for storage of tents and tables with prior, written consent from the County. Access at other times must be in writing with the express permission of the County.

The number of and types of vendors at the market shall be determined at the sole discretion of Burlington County. Because the goal of the County is to promote local agriculture, the County's goal is to have 70% of the vendors be Agricultural Vendors. For the purpose of this application, agriculturally-derived products are defined as ***agricultural, horticultural, viticultural, and dairy products, livestock and the products thereof, the products of poultry and bee raising, the edible products of forestry, and any and all products raised or produced on farms and minimally processed or value-added products thereof.***

One non-profit vendor space will be allocated each week on a first come, first served basis.

Bucket-style panhandling, petition signing, or voter registration is not allowed at any time. Partisan non-profits groups and/or Political Action Committees (PACs) are not eligible vendors.

Please note that the Market Barn and the Market Tent and Pad are available for rent for private events, such as weddings. Renters and their caterers are not provided access to the facility until 3 p.m. on Saturdays during the Market season. The Market Vendors' cooperation in exiting the market before that time is greatly appreciated.

1.03 Vendor Categories

There are four (4) categories of vendors:

Category 1: Agricultural Vendors are local farmers that produce and/or grow one or more of the following products: Fruit, vegetables, plants (starts, annuals, perennials, herbs) cut flowers and herbs, dairy products, farm-raised meat, seafood, and eggs. In addition, value added products (such as jams, jellies, salsa, honey, soaps, herbal oils, etc.) from one or more of the above referenced items are eligible. This list is not intended to be exhaustive. If the vendor also operates as a Community Supported Agriculture (CSA) farm, share pickup at the market is allowed during regular market hours with notice to the Market Manager. Agricultural products not on this list may be sold with approval.

You will be asked in the application to provide a list of the products that you will be selling. We understand the risks associated with farming and the unpredictability of weather. In the event that weather, disease or other circumstances prevent you from harvesting and selling the produce listed in your application, we ask that you notify the market manager.

The Farmers Market Rules (Attachment 6) require that you grow 90% of what you sell. The County intends to conduct inspections of farms during the season to verify compliance with this rule.

Category 2: Food Vendors must take an active part in making the majority of the items they plan to sell. Food vendors may sell items for on and offsite consumption including, baked goods, coffee, soups, salads, sandwiches and value-added products (such as jams, jellies, salsa, honey, soaps, herbal oils, etc.) preferably made with ingredients sourced from local farms. This list is not intended to be exhaustive. Food products not on this list may be sold with approval.

Vendors selling prepared foods shall prepare and serve foods in accordance with all applicable Federal, State and local health regulations. All vendors must submit the “Mobile Retail Food Establishment Application” found in Attachment 7. The application must be submitted with the vendor application. Questions regarding this application should be directed to Tyrone Eugene of the Burlington County Health Department at the phone numbers listed on the application form.

Food Vendors may also be required to obtain a permit from the County Fire Marshal if cooking on premises. For more information contact the Fire Marshal’s office at (609)702-7158 or go to:

<http://www.co.burlington.nj.us/941/Uniform-Fire-Code-Permit-Application-Doc>

Category 3: Craft Vendors must take an active part in the making of the items they plan to sell. Products sold by craft vendors include, for example, artisan jewelry, crafts, brooms, wreaths, and baskets. This list is not intended to be exhaustive.

Category 4: Non-Profit Vendors are Burlington County community groups, schools, or other non-profit organizations selling items or food products for fund raising purposes. Selling of raffle tickets is acceptable provided that all necessary State and local approvals are obtained. Non-profit vendors will be exempt from vendor fees.

1.04 Garden Expo

The County will be hosting the Garden Expo at the Agricultural Center on May 5th. The event will begin at 9 a.m. and run until 3 p.m. Vendors that offer plants for sale, merchandise with a garden theme, and food vendors are invited to attend. There is a no separate application for those that are interested in participating in both the Farmers Market and Garden Expo. Vendors fees will be the same as the Farmers Market. Agricultural vendors are asked to indicate on a separate page if the products they plan on selling at Garden Expo will differ from the products identified in the application for sale at the Farmers Market.

II. APPLICATION/INSTRUCTIONS

2.01 Applications for Category of Vendor

Applications are included for each category of vendor:

ATTACHMENT 1 - Agricultural Vendors

ATTACHMENT 2 - Food Vendors

ATTACHMENT 3 - Craft Vendors

ATTACHMENT 4 - Non-Profit Vendors

2.02 Deadline for Submission of Applications

The deadline for submission is **Friday April 13, 2018, 4:00 p.m.**

The County will continue to accept applications after this deadline and throughout the market season. If vacancies become available, vendors will be selected at the discretion of the County. If there are no vacancies at the time an application is received, the applicant will be placed on a waiting list.

2.03 Requirements for Application Submission

Applicants shall complete and sign the relevant application found in the attachment section of this document and complete and sign Attachment 5,

Defense and Indemnification Agreement, and submit **ONE (1) ORIGINAL copy of the APPLICATION to:**

County of Burlington
Department of Resource Conservation
Attn: Farmers Market Manager
P. O. Box 6000
Mount Holly, New Jersey 08060-6000

Hand deliveries may be made to;

Department of Resource Conservation
Attn: Farmers Market Manager
624 Pemberton-Browns Mills Road
Pemberton, NJ 08068

All Food Vendors must submit with their application, the “Mobile Retail Food Establishment Application” found in Attachment 7.

2.04 Review of Applications

If necessary, a committee comprised of County representatives will evaluate applications to ensure that the objectives of the Ag Center are met. The review committee will determine what applicants are the most appropriate to participate in the Farmers Market. The County reserves the right to reject any application.

The County shall rely upon the following criteria in reviewing and ranking (if necessary) the applications received:

- Participation at 2006 – 2017 Farmers Market
- Whether the operation is located in Burlington County
- Whether the operation is located in New Jersey
- Experience at other farmers markets
- Number of years in business
- Percentage of product that is directly related to agriculture

In addition, for Agricultural Vendors, the following criteria shall be used to review applications:

- Willingness to accept food assistance program vouchers/checks/EBT (e.g., food stamp EBT, WIC, Senior Farmers Market)
- Seasonal diversity of produce offered for sale
- Ethnic diversity of produce offered for sale
- Certified organic products offered for sale
- Willingness to participate in donation program (e.g. Farmers against Hunger)

2.05 Acceptance of Application

Vendors selected by the County to participate in the 2018 Garden Expo and/or the 2018 Market shall be notified in writing no later than Friday, April 20, 2018. If determined to be necessary, all vendors selected will be invited to attend a pre-opening day meeting, the date and time of which will be provided with selection notice.

2.06 Required Submissions After Selection

A. If not included with the application, selected applicants shall transmit the certificate of insurance as described in Section 3.04 below to the County at the above address no later than **April 27, 2018**.

B. If required, Food Vendors must submit the fire permit obtained from the County Fire Marshal 10 days prior to opening day of the market or 10 days prior to the date of the Garden Expo.

III. TERMS AND CONDITIONS

3.01 Rules of Market

All vendors must agree to abide by the rules established for the farmers market included in this document as Attachment 6.

3.02 Vendor Fees

Vendor fees are per market day, non-negotiable and dependent upon the linear frontage of space occupied covered versus uncovered. For the covered areas (Market Barn and tent on pad) the fee will be:

10 linear feet:	\$30
15 linear feet:	\$38
20 linear feet:	\$45
30 linear feet	\$60

Vendors assigned to an uncovered area will pay based upon linear foot at a rate \$5 less than that same space in a covered area. Not for profits organizations will not be charged.

Fees shall be payable to the County for each market day the vendor is present and selling goods. The fee must be paid monthly at the beginning of each month. Weekly payments will not be accepted except from those vendors that attend on a periodic basis. The County reserves the right to substitute another vendor if the selected vendor fails to pay the required fee. Fees paid in advance will be credited toward future payments if a market day is cancelled due to inclement weather.

3.03 Procedures for Payment

The vendor fee is to be paid to the Market Manager or designated County Staff present at the Garden Expo and at the market on the first market day of every month. A written receipt will be issued upon receipt of payment. Payment may be made with cash, check or credit card. Checks shall be made payable to **“Burlington County Treasurer”**.

3.04 Insurance Requirements

Vendors in carrying out their responsibilities, as a matter of course, will represent itself as an independent contractor and not as an agent or employee of the County.

Submission of a certificate of insurance is not required for Agricultural Vendors selling only plants, all Category 3 Craft Vendors and Category 4 Non-Profit Vendors not selling food items. Please note that all vendors are required to execute the Defense and Indemnification Agreement found in Attachment 5.

It is recommended that you send this section to your insurance broker.

At its own cost and expense, the vendor must secure and maintain the following insurance coverage during the term of the Agreement:

Commercial General Liability, including Products Completed Operations, coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate.

No later than **April 27, 2018**, Vendors shall provide the County with a Certificate of Insurance evidencing that said insurance is and will be in effect during the market season and naming the Board of Chosen Freeholders of the County of Burlington as an Additional Insured. Certificates that name the County as a **certificate holder only** will not be accepted.

If required by your insurance broker, the Certificate of Insurance shall contain a statement that the policy applies to all activities that are undertaken by the insured during the 2018 Farmers Market season and Garden Expo, if applicable. Certificates of Insurance that do not include a specific description of activities or events, may be used for any County event that the vendor participates in during the term of the insurance policy.

In addition, each Certificate of Insurance shall contain the following information or statements:

1. Name and address of insured.

2. A statement that the **Board of Chosen Freeholders of the County of Burlington** is an Additional Insured under Commercial General Liability (see below).
3. The number and description of each policy in force on the date of the Certificate.
4. The expiration date of each policy shown as well as the amount of coverage for each party.
5. A statement showing the method of cancellation. If cancellation may be effected by the giving of notice to the insured and the Board of Chosen Freeholders of the County of Burlington by the insurer, the policy and Certificate must provide that cancellation shall not be effective until ten (10) days after receipt of such notice by the said Board of Chosen Freeholders.

All said policies shall be kept in full force during the term of the 2018 Farmers Market season and each policy shall contain a rider stating that the policies are non-cancelable unless sixty (60) days written notice is given to the parties insured. During the 2018 Market season, it shall be the responsibility of the applicant to provide the County with additional Certificates of Insurance in compliance with the above when any insurance policy for the above-listed coverage expires.

The Certificate of Insurance should be issued to:

**Burlington County Board of Chosen Freeholders
P.O. Box 6000
Mt. Holly, N.J. 08060
Attn: Insurance & Risk Management**

3.05 Discrimination Prohibited

Vendors selected to participate in events at the Ag Center shall not discriminate in the hiring of persons who are qualified and available to perform work at the Market for reason of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality in accordance with New Jersey Law.

3.06 County Representative

The person responsible for administration of the Farmers Market is:

Mary Pat Robbie, Director
Burlington County Dept. of Resource Conservation

P.O. Box 6000
Mt. Holly, NJ 08060
Telephone: 856-642-3850
Email: mprobbie@co.burlington.nj.us

3.07 Indemnification of County

All vendors that participate in the 2018 Market and Garden Expo shall agree to defend, indemnify and hold harmless the County and its officers, employees, servants and agents from all claims, suits or actions of every kind or character made upon or brought against the County and its officers, employees, servants and agents for or on account of any injuries or damages which shall arise, in whole or in part, out of, in the course of or as a consequence of any willful or negligent act or omission or tortuous act or omission of the Vendor, its employees, agents or subcontractors, in the performance of the said work or by or in the consequence of any negligence in the operations or any improper material or equipment used, or by or on account of any act or omission of Vendor or its servants, agents or employees. This indemnity shall include attorney's fees and costs and all other expenses incurred in the defense of any suit.

3.08 Entry and Inspections

The County, its agents or employees shall have the right to enter the Farmers' Market Area for the purpose of making inspections.

The County, its agents or employees shall have the right to enter the vendor's farming operation for the purpose of making inspections to ensure compliance with the producer requirements in the Farmers Market Rules (see Attachment 6). The County must provide at least 48 hours' notice prior to an inspection. If the vendor is found to be noncompliant with the requirements set forth in the Farmers Market Rules, the County reserves the right to terminate the agreement and select a vendor from the waiting list.

**ATTACHMENT 1
2018 AGRICULTURAL VENDOR APPLICATION**

Contact Name: _____

Farm Name: _____

Address: _____

Mailing Address (if other than farm address):

Contact phone number (normal business hours): _____

Contact phone number (Emergencies): _____

Email Address: _____

Acreage of your farm: _____

Acreage on which you grow produce: _____ own _____ lease

If leased land, provide locations of leased farmland:

Please choose a vendor description that best fits you (check all that apply):

Diversified Produce _____ Cut Flowers _____ Greenhouse Plants _____

Meat _____ Eggs _____ Dairy Products _____ Herbs _____

Value Added _____ Other _____

Type of farm practice: Traditional _____ Certified Organic _____ IPM _____
"Pesticide-Free" _____

If organic, how long has your farm been cultivated under organic practices?

Years _____ Months _____

Is farming a full-time or part-time occupation for you? Full-time _____

Part-time _____

Please list the items you intend to sell at the farmers market. Estimate harvest dates to the best of your ability. Please use additional paper if necessary.

Please list other farmers markets that you participate in or plan to participate in:

Do you plan to purchase any products to sell at the market? Yes ____ No ____

If yes, list products: _____

If you offer CSA memberships to your farm, will you be allowing for share pickup at the market?

Yes _____ No _____ N/A _____

Do you accept food assistance program vouchers/checks/EBT (e.g., food stamp EBT, WIC, Senior Farmers Market) Yes ____ No ____

Would you be willing to participate in an organized food donation program (e.g. Farmers against Hunger) Yes ____ No ____

Will you allow the County to use photographs of you and/or your products for advertising, website (www.burlcoagcenter.com) and social media?

Yes ____ No ____

Please indicate by checking the boxes below, the dates that you prefer to participate.

Garden Expo on May 5th _____

May 19		July 14		September 8	
May 25		July 21		September 15	
June 2		July 28		September 22	
June 9		August 4		September 28	
June 16		August 11		October 6	
June 23		August 18		October 13	
June 30		August 25		October 20	
July 7		September 1		October 27	

Fall Market on November 17th _____ Winter Market on December 1st _____

PLEASE INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the Ag Center 2018 Farmers Market Rules _____
- I understand that if selected I must receive and show proof of the required insurance by April 27, 2018 _____
- I understand that if I am only selling plants, I will complete the indemnification document (Attachment 5) and attach it to this application _____
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by April 27, 2018 _____
- I understand that if selected as a Vendor, I am subject to inspections of my farm by County staff _____
- I am authorized to submit this application on behalf of the farm named in this application _____

Signature _____

For _____ **Farm**

Date: _____

Mail to: Burlington County Department of Resource Conservation
Attn: Farmers Market Manager
P. O. Box 6000
Mount Holly, New Jersey 08060-6000

Email: FarmMarket@co.burlington.nj.us

**ATTACHMENT 2
2018 FOOD VENDOR APPLICATION**

Contact Name: _____

Business Name: _____

Address: _____

Contact phone number (normal business hours): _____

Contact phone number (Emergencies): _____

Email Address: _____

Number of Years in Business: _____

Please describe the product(s) you would like to sell:

How are these products produced?

Percentage of materials used to make products sourced from NJ Farmers: _____ %

Have you sold these products at other farmers markets, festivals, fairs or events in the past? Yes ____ No ____

If Yes, please list (include dates):

Will you allow the County to use photographs of you and/or your products for advertising, website (www.burlcoagcenter.com) and social media?

Yes _____ No _____

Please indicate by checking the boxes below, the dates that you prefer to participate in the Market.

Garden Expo on May 5th _____

May 19		July 14		September 8	
May 25		July 21		September 15	
June 2		July 28		September 22	
June 9		August 4		September 28	
June 16		August 11		October 6	
June 23		August 18		October 13	
June 30		August 25		October 20	
July 7		September 1		October 27	

Fall Market on November 17th _____ Winter Market on December 1st _____

PLEASE INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the Ag Center 2018 Farmers Market Rules _____
- I understand that if selected I must receive and show proof of the appropriate insurance by April 27, 2018 _____
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by April 27, 2018 _____
- I am authorized to submit this application on behalf of the business named in this application _____

Signature _____

For _____

Date: _____

Mail to: Burlington County Department of Resource Conservation
 Attn: Farmers Market Manager
 P. O. Box 6000
 Mount Holly, New Jersey 08060-6000

Email: FarmMarket@co.burlington.nj.us

ATTACHMENT 3
2018 CRAFT VENDOR APPLICATION

Contact Name: _____

Business Name: _____

Address: _____

Contact phone number (normal business hours): _____

Contact phone number (Emergencies): _____

Email Address: _____

Number of Years in Business: _____

Please describe the product(s) you would like to sell:

How are these products produced?

Percentage of materials used to make products sourced from NJ Farmers: ____ %

Have you sold these products at other farmers markets, festivals, fairs or events in the past? Yes ____ No ____

If Yes, please list (include dates):

Please indicate by checking the boxes below, the dates that you prefer to participate in the Market.

Garden Expo on May 5th _____

May 19		July 14		September 8	
May 25		July 21		September 15	
June 2		July 28		September 22	
June 9		August 4		September 28	
June 16		August 11		October 6	
June 23		August 18		October 13	
June 30		August 25		October 20	
July 7		September 1		October 27	

Fall Market on November 17th _____ Winter Market on December 1st _____

PLEASE INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the Ag Center 2018 Farmers Market Rules _____
- I understand I must complete the indemnification document (Attachment 5) and submit it with this application _____
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by April 27, 2015 _____
- I am authorized to submit this application on behalf of the business named in this application _____

Will you allow the County to use photographs of you and/or your products for advertising, website (www.burlcoagcenter.com) and social media?

Yes _____ No _____

Signature _____

For _____

Date: _____

Mail to: Burlington County Department of Resource Conservation
Attn: Farmers Market Manager
P. O. Box 6000
Mount Holly, New Jersey 08060-6000

Email: FarmMarket@co.burlington.nj.us

**ATTACHMENT 4
2018 NON-PROFIT VENDOR APPLICATION**

Contact Name: _____

Non-Profit Name: _____

Contact's Connection With Non-Profit Group: _____

Non-Profit Address: _____

Contact phone number (normal business hours): _____

Contact phone number (Emergencies): _____

Email Address: _____

Please describe the product(s) you would like to sell:

Please describe activities you would like to conduct:

Please indicate by checking the boxes below, the dates that you prefer to participate in the Market.

Garden Expo on May 5th _____

May 19		July 14		September 8	
May 25		July 21		September 15	
June 2		July 28		September 22	
June 9		August 4		September 28	
June 16		August 11		October 6	
June 23		August 18		October 13	
June 30		August 25		October 20	
July 7		September 1		October 27	

Fall Market on November 17th _____ Winter Market on December 1st _____

PLEASE INITIAL ALL:

I have read and understand the vendor application: _____

I have read and understand the Ag Center 2018 Farmers Market Rules _____

I understand that if selected and plan to sell food, I must receive and show proof of the appropriate insurance (Section 3.04) a week before the date of our participation at the market _____

I understand that if selected and will not be selling food, I must complete the indemnification document (Attachment 5) prior to participation at the market _____

I understand that if selected, I am responsible for any & all applicable licenses, permits & certifications a week before the date of our participation at the market _____

I am authorized to submit this application on behalf of the group named in this application _____

Signature _____

For _____

Date: _____

Mail to: Burlington County Department of Resource Conservation
Attn: Farmers Market Manager
P. O. Box 6000
Mount Holly, New Jersey 08060-6000

Email: FarmMarket@co.burlington.nj.us

ATTACHMENT 5

**Board of Chosen Freeholders
of the
County of Burlington**



**Department of Finance
Division of Insurance & Risk Management**
49 Rancocas Road
P.O. Box 6000
Mt. Holly, New Jersey 08060-6000
Phone: (609) 702-7078
FAX: (609) 702-7077

**Edward J. Troy
Treasurer**

**Damon Burke
Risk Manager**

**FARMERS MARKET/GARDEN EXPO 2018
May – December 2018
Burlington County Agricultural Center**

DEFENSE AND INDEMNIFICATION AGREEMENT

PLEASE SIGN AND RETURN WITH APPLICATION

VENDOR NAME:

(Please Print)

VENDOR ADDRESS:

(Please Print)

Vendor hereby agrees to defend, indemnify and hold harmless the County and its officers, employees, servants and agents from all claims, suits or actions of every kind or character made upon or brought against the County and its officers, employees, servants and agents for or on account of any injuries or damages which shall arise, in whole or in part, out of, in the course of or as a consequence of any willful or negligent act or omission or tortuous act or omission of the Vendor, its employees, agents or subcontractors, in the performance of the said work or by or in the consequence of any negligence in the operations or any improper material or equipment used, or by or on account of any act or omission of Vendor or its servants, agents or employees. This indemnity shall include attorney's fees and costs and all other expenses incurred in the defense of any suit.

Print Name

Signature

Date

ATTACHMENT 6

BURLINGTON COUNTY AGRICULTURAL CENTER FARMERS MARKET RULES 2018 SEASON

- 1. Dates of the Market:** The Burlington County Agriculture Center (The Ag Center) Farmers Market will be open for the 2018 Season each Saturday from **May 19th through October 27th**.
- 2. Times for Market Sales:** The market will be open for business beginning at **8:30 am and will close at 1 pm**. No sales will be permitted before 8:30 am, however, sales will be permitted after 1 pm during the time when vendors are taking down their facilities. All vendors are required to remain at their designated location until the market closes at 1 pm. Hours may be extended for County programming and/or events.
- 3. Location:** The Ag Center Farmers Market will operate at the County-owned property located in Moorestown Township at 500 Centerton Road. The Market Manager will be responsible for assigning spaces to vendors.
- 4. Vendor Designation:** Vendors shall be designated as follows: agricultural, food, craft and non-profit. An “agricultural” vendor is defined as selling products that are agricultural, horticultural, viticultural, dairy products, livestock and the products thereof, the products of poultry and bee raising, the edible products of forestry, and any and all products raised or produced on farms and minimally processed or value-added products thereof. All agricultural vendors must abide by Rules 5 & 6, below)
- 5. Agricultural Vendor Allowable Products:** Agricultural vendors must list the individual products they plan to sell at the market on the ***Agricultural Vendor Application***. Products permitted for sale include fruits, vegetables, grain, hay, straw, herbs, tea, tinctures, flowers, plants, meat, dairy products, eggs, fish, approved farm-based crafts (defined as created from ingredients grown or produced on vendor’s farm and made by vendor or vendor’s farm employees), ornamental produce, honey, jellies, jams, salsa, maple syrup, farm-based baked goods (defined as created from ingredients grown or produced on vendor’s farm and made by vendor or vendor’s farm employees), wool/fleeces, animal products, soaps, beeswax or soy candles. If the vendor also operates as a Community Supported Agriculture (CSA) farm, share pickup at the market is allowed during regular market hours. If a vendor wishes to sell an agricultural product not listed in these rules, he or she must obtain written approval from the County or the Market Manager before selling said product.

6. Producer-only rules and exceptions: 90% of products displayed for sale must be produced by the vendor who sells them on land either owned or leased by the farming operation with which the vendor is associated (Vendors selling only non-agricultural items such as coffee, drinks, jewelry and crafts are exempt from this rule). Under no circumstances may vendors re-sell produce purchased from other vendors at the market. This rule is designed to prevent unfair competition among vendors. At certain “in between harvest” times during the growing season, it is expected that produce vendors may not have enough product to sell under the 90% rule. At these times, with the prior consent of the Market Manager, vendors may purchase local produce, preferably in Burlington County, to constitute up to 50% of their product line. “Local” is defined as produced within 50 miles of Moorestown, New Jersey or within the state of New Jersey. Expected “in between harvest” times are weather-dependent and may occur during June, October and November. Such local supplementary products must be clearly labeled as to their place of origin and proof of purchase must be shown. Products should be harvested no more than 48 hours before being offered for sale at the farmers market. This is to ensure quality and freshness.

With prior approval of the Market Manager, agricultural vendors selling fruits and vegetables will be allowed to purchase and sell apples and peaches that are locally grown to meet unmet customer demands for these products that are not widely grown by local farmers. Agricultural vendors buying in these two items must make and indicate the variety and farm the item was grown on.

7. Food Vendor Allowable Products: Food vendors must list the individual products they plan to sell at the market on the ***Food Vendor Application***. Products permitted for sale include baked goods, prepared foods, coffee, bottled non-alcoholic drinks, prepared non-alcoholic drinks. If a vendor wishes to sell a food product not listed in these rules, he or she must obtain written approval from the County or the Market Manager before selling said product.

8. Craft Vendor Allowable Products: Craft vendors must list the individual items they plan to sell at the market on the ***Craft Vendor Application***. Products permitted for sale include jewelry (hand-made by vendor) and crafts (hand-made by vendor). Items cannot be purchased and then resold by the vendor. No mass produced items are permitted for sale. If a vendor wishes to sell a craft product not listed in these rules, he or she must obtain written approval from the County or the Market Manager before selling said product.

9. Non-Profit Vendor Allowable Products and Rules: Only Burlington County community groups, schools, or other non-profit organizations are eligible to sell items for the purpose of raising money for their organization. Offering a raffle prize or, for example, pumpkin carving or face painting is also acceptable, subject to applicable laws and regulations. Bucket-style panhandling, petition signing, or voter registration is not allowed at any time. Partisan non-profits groups and/or Political Action Committees (PACs) are not eligible vendors. Any required tents, chairs and tables are provided by the non-profit group. Non-Profit vendors must list the individual items they plan to sell at the market and activities they plan on

engaging in to raise money for their organizations on the *Non-Profit Vendor Application*.

10. **Management:** The oversight and management of the Ag Center Farmer's Market will be handled primarily by a designated Market Manager. The Market Manger's duties will include the following:

- a) Supervise opening and closing of market.
- b) Record attendance and keep a brief log of market events.
- c) Assign spaces to Vendors and re-assign spaces in the event of an absence or late arrival.
- d) Monitor customer interaction with Vendors and resolve conflicts that may arise.
- e) Appropriately respond to and address customer suggestions, questions and concerns
- f) Enforce market rules and report alleged violations in writing
- g) Coordinate necessary farm inspections
- h) Coordinate with local officials and inspectors at the market
- i) Convene Vendors at the market for brief meetings as necessary.
- j) Coordinate event planning with vendors and other County staff
- k) Coordinate set up and take-down of market information table
- l) Coordinate with Division of Parks maintenance staff to ensure that site is left clean, all trash is picked up, all vendors have left
- m) Coordinate with tenant
- n) Put up and take down any temporary signage placed nearby to advertise market

11. **Fees:** Fees are non-negotiable and assessed per market day based upon the linear frontage of space occupied and whether the space is in a covered location or uncovered. In covered areas (Market Barn and tent on pad), for an area of 10 linear feet, the fee will be \$30, for 15 linear feet \$38, for 20 linear feet will be \$45, for 30 linear feet, a fee of \$60. Vendors assigned to uncovered areas will pay a fee of \$5 less for the same linear footage. This fee must be paid for each day that the vendor will be present at the market, paid in advance monthly. Not for profits organizations will not be charged. Fees paid in advance will be credited toward future payments if a market day is cancelled due to inclement weather. Payment can be made by cash, check or credit card. Checks shall be made payable to "**Burlington County Treasurer.**"

12. **Tardiness/No-Shows/Early Departures:** Proper notification is required if a vendor must be late or absent for a market day or will need to leave early. If the vendor cannot adhere to the 8:30 am to 1 pm market schedule, he or she is obliged to call the Market Manager by 5:00 pm the day prior to the market day in question. If a vendor must miss a scheduled market day for any reason other than predicted inclement weather or legitimate emergency, he or she is required to give at least 24 hours notice to the Market Manager. If a vendor is late, misses a scheduled market day or leaves early on 3 market days when he or she is scheduled to sell, the vendor may be asked not to return to the market without a refund for any days

paid in advance. Vendors who are asked not to return due to tardiness/absences/early departures may be replaced at the County's discretion.

13. **External Regulations:** Vendors are responsible for compliance with applicable municipal, county, state and federal regulations, such as (but not limited to):

- a. Agricultural business license
- b. Pesticide licensing and safe use
- c. Approval seal of the New Jersey Office of Weights and Measures on all scales
- d. State sales tax collected and reported as required
- e. Organic certification on claimed products as required
- f. Food safety, sanitation, health permits and labeling requirements pertaining to the items for sale
- g. State inspection of nursery stock required for selling whole plants for replanting (packs or pots)

If the Market Manager is advised by the appropriate authority that applicable regulations are not being complied with, they will be removed from the list of eligible vendors.

14. **Space and Parking Designation:** The Market Manager will be responsible for determining the space and position of each Vendor at the market on the first day of the market season, but may reassign positions for any reason.

15. **Vendor Conduct:** Vendors must completely clean-up the area around their designated space and sales area before leaving the market each day after closing time. Their area is to be left "broom swept" and free of debris. Vendors not complying with this provision will be charged a \$25 fee for each occurrence. If non-compliance continues, the Vendor in question may be asked not to return to the market without a refund for any days paid in advance. Vendors are not to smoke cigarettes during market hours in the market area or within 50 feet of the market area. Vendors will be asked to remove pets from the market if they are disruptive to other vendors or customers.

ATTACHMENT 7

**BURLINGTON COUNTY AGRICULTURAL CENTER
FARMERS MARKET
2018 SEASON**

APPLICATION FOR MOBILE/TEMPORARY FOOD SERVICE FACILITY

For more information, contact George Hamway at (609)265-5521 or visit <http://www.co.burlington.nj.us/391/Retail-Food-Program>



PROCEDURES FOR OPERATING A MOBILE / TEMPORARY RETAIL FOOD ESTABLISHMENT

APPLICATIONS FOR TEMPORARY EVENTS SHALL BE SUBMITTED NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE EVENT.

NOTE: All food vendors with a current year's inspection report from any member of the SJ Mobile Task Force (Camden, Gloucester, Salem, Cumberland, Vineland & Atlantic) are **NOT** required to submit an application to BCHD. A copy of the approved application and inspection report from the issuing county and a completed Mobile Retail Food Amendment Form will be accepted in lieu of the application. Once received, an Approval to Operate Letter will be issued for vending in Burlington County.

- A Mobile Retail Food Establishment Application (5 pages) must be completed and returned to the Burlington County Health Department (BCHD) prior to operating.
(Note: This application includes Temporary Food Facilities such as Tables and Tent set ups).
- The vendor shall provide proof of an agreement with a SERVICING AREA (BASE OF OPERATIONS). [A commercial kitchen that has been inspected by a local health dept.] (This is page 3 of the application) If this facility is located outside of Burlington County, then a copy of the establishment's MOST RECENT health inspection written report is also required.

Servicing Areas are facilities in which food and supplies are prepared, kept, handled, packaged, and/or stored. Also an operating base location to which a mobile retail food establishment or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. **(Private Residences Prohibited)**

- **NJ TAX ID # required.** NJ law requires all vendors, even seasonal businesses and "one-time" vendors, who make retail sales and conducts business in NJ to register with the State for tax purposes and to collect NJ sales tax on all sales of taxable tangible personal property or services. File Form NJ-REG (Business Registration Application) Contact the NJ Dept. of Taxation at 609-292-6400, email nj.taxation@treas.state.nj.us or online: www.state.nj.us/treasury/revenue/gettingregistered.shtml
Publications: <http://www.state.nj.us/treasury/taxation/publsut.shtml>
- All vendors shall provide a method of handwashing such as running water with soap and paper towels or a hand wash station approved by the BCHD.
- Written Permission from municipalities regarding vending locations may be required prior to BCHD approval.
- An inspection by a representative of the BCHD shall be conducted prior to operating or arrangements shall be made with BCHD for an inspection during an event to determine compliance. Upon completion of a Satisfactory inspection, a written inspection report and Satisfactory evaluation placard will be issued to the vendor.
- The vendor shall then provide a copy of the inspection report and evaluation placard to each municipality serviced, to obtain a food vending license or permit, prior to operating.
- The inspection placard must then be posted in view of the public during all working hours. Annual inspections are required by BCHD, in addition to local Municipal licensing.