

**VENDOR APPLICATION
BURLINGTON COUNTY COMMUNITY AGRICULTURE CENTER
2014 FARMERS MARKET SEASON**

I. PURPOSE AND INTENT

This application is to be used for vendors interested in participating in the 2014 Farmers Market that will be held at the Burlington County Community Agricultural Center. This section of the application packet will provide interested vendors with background on the facility and the region, general information on the market, and the categories of vendors desired.

1.01 Description and Background of Facility and Region

The Burlington County Community Agriculture Center (BCCAC) is a preserved farm located at Hartford and Centerton Roads in Moorestown and Mount Laurel Townships. BCCAC 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. BCCAC is home to an established on-site seasonal farmers market, demonstration gardens, and a community garden and is host to various other activities focusing on public education in the areas of agriculture and horticulture. The property is approximately 60 acres in size with barns and other agricultural buildings, silos, a historic farmhouse and a tenant house. A portion of the property is leased. The resident farm family grows soybeans and hay and raise sheep on grain and pasture.

BCCAC 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 goals of the BCCAC.

The location is optimal for the continuation and growth of a successful community farmers' market. 2014 will be the ninth year of the Farmers Market with each year bringing increases in customer volume. The parking area provides parking for 100 cars, including 4 handicap accessible spaces. There is an overflow parking area that can accommodate 50 more cars.

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 2014 Farmers Market

For the 2014 season, the market will be open to customers starting Saturday, May 17th and will run every Saturday (rain or shine, except for declared weather emergencies) until Saturday, October 25th. Market hours will be between 8:30 a.m. and 1:00 p.m. In addition, the County will be hosting a Gardening Expo on May 3rd that vendors are welcome to participate in.

A non-negotiable fee of \$35 per market day will be charged to all vendors occupying a space larger than 10' x 10'. A fee of \$25 per market day is required for all other vendors. Not for profits organizations will not be charged.

The renovated barn adjacent to the outdoor concrete pad will house most vendors. The renovated barn is covered and has been equipped with sufficient electrical outlets and lighting. The 10,000 sq. ft. concrete pad adjacent to the barn will be used by vendors better suited for being outside, event programming and customer seating area. There will be two 30' x 30' tents erected on the pad that will remain throughout the season to shelter vendors and the event/seating areas. Vendors will be allotted a space in the barn or on the pad by the market manager. We are in the planning stages to create a "Crafters' Row" along the path towards the farmhouse.

The County anticipates that the customer base of the market will grow in 2014 through continued quality and diversity of vendor products, increased programming and strategic event promotion.

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 BCCAC project 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 permitted per week. Fundraising and/or community space is on a first come, first served basis.

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. Agricultural products not on this list may be sold with approval.

Category 2: Food Vendors must take an active part in making/baking the majority of the items they plan to sell. Products sold by food vendors include items for on and offsite consumption including, baked goods, coffee, refreshments and value-added products (such as jams, jellies, salsa, honey, soaps, herbal oils, etc) preferably with at least one ingredient sourced from a local farm or farm cooperative. 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 foods and beverages sold or used in food preparation shall be first quality and conform in all respects to Federal, State and local food and other laws, ordinances and regulations.

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. Craft products not on this list may be sold with approval.

Category 4: Non-Profit Vendors are Burlington County community groups, schools, or other non-profit organizations selling a single food product for the purpose of raising money for their organization. Offering a raffle prize or for example, pumpkin carving or face painting is acceptable. 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 will be exempt from vendor fees.

II. APPLICATION/INSTRUCTIONS

2.01 Applications for Category of Vendor

Applications are included for each category of vendor:

ATTACHMENT 1 is the application for Agricultural Vendors

ATTACHMENT 2 is the application for Food Vendors

ATTACHMENT 3 is the application for Craft Vendors

ATTACHMENT 4 is the application for Non-Profit Vendors

2.02 Deadline for Submission of Applications

The deadline for priority selection is **Friday April 4, 2014, 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 Pre-Application Informational Meeting

A Pre-Application Informational Meeting is scheduled for **Tuesday, March 25, 2014, at 5:00 pm at the Burlington County Community Agricultural Center.**

Attendance at this pre-application meeting for interested vendors who have not previously participated is highly encouraged.

2.04 Requirements for Application Submission

A. Applicants shall complete and sign the relevant application found in the attachment section of this document.

B. **ONE (1) ORIGINAL copy of the RELEVANT APPLICATION must be enclosed in a sealed envelope addressed 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

The FRONT of the envelope must be marked with the following:

1. The name and address of the Applicant and
2. The words: **VENDOR APPLICATION FOR BCCAC 2014 FARMERS MARKET SEASON**

2.05. Review of Applications

If necessary, a committee comprised of County representatives will evaluate applications. The review process will be for the purpose of finding the specific applicants that are the most qualified to participate in the farmers market. The County reserves the right to reject all applications.

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

- Participation at 2007 – 2013 BCCAC 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 agricultural

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)

2.06 Acceptance of Application

Vendors selected by the County to participate in the 2014 Market shall be notified in writing no later than Friday, April 18, 2014. All selected vendors will be asked to attend a pre-opening day meeting. The date and time of meeting will be provided with selection notice.

2.07 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 or the signed indemnification document (Attachment 5) to the County at the above address by **May 2, 2014**.

B. Vendors requiring a Food Vendors Food Handler's License (Attachment 7), Office of Weights and Measures certification, New Jersey Business Registration Certificate and any other Health Department and Local Municipality license or permit must provide proof of receipt of each to the County by **May 2, 2014**.

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 7.

3.02 Vendor Fees

A non-negotiable fee of \$35 per market day will be charged to all vendors occupying a space larger than 10' x 10'. A fee of \$25 per market day is required for all other vendors. This fee shall be payable to the County for each market day the vendor is present at the farmers market and sells his or her goods. The fee must be paid monthly at the beginning of each month. Weekly payments will not be accepted. The County reserves the right to substitute another vendor if the selected vendor fails to pay the required fee. Fees paid in advance may be refunded 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 market on the first market day of every month. A written receipt will be issued upon receipt of payment. Checks shall be made payable to **“Burlington County Treasurer.”**

3.04 Insurance Requirements

The County recommends that you send this section to your insurance broker.

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. 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;

By May 2, 2014, the selected vendor shall provide the County with a Certificate of Insurance evidencing that said insurance is and will be in effect during the term of the Agreement and naming the Board of Chosen Freeholders of the County of Burlington as an Additional Insured.

Each Certificate of Insurance shall contain a statement that the policy applies to all operations of the project that are undertaken by the insured during the 2014

Farmers Market season. 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.
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 2014 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 2014 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**

In lieu of insurance, Category 1 Vendors (Agricultural) selling only plants, all Category 3 Vendors (Craft) and Category 4 Vendors (Non-Profit) not selling food items must execute the indemnification document found in Attachment 5.

3.05 Discrimination Prohibited

The selected vendor shall be prohibited from discrimination in the hiring of persons who are qualified and available to perform work at the BCCAC Farmers Market relates by 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 BCCAC Farmers Market is:

Name: Mary Pat Robbie
Title: Director, Burlington County Dept. of Resource Conservation
P.O. Box 6000
Mt. Holly, NJ 08060
Telephone: 856-642-3850

3.07 Indemnification Of County

Selected vendors for the BCCAC 2014 Farmers Market shall indemnify and hold harmless the Board of Chosen Freeholders of the County of Burlington, its officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys fees, incurred or suffered on account of property damage or loss and/or personal injury, including loss of life, of any person, agency, corporation or governmental entity which shall arise out of the course of or in consequence to any acts or omissions of the applicant, its employees, agents, servants or subcontractors in the performance of the work described in these specifications. The selected vendor further agrees that this indemnification by the applicant shall continue after completion of the market season for all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys fees resulting from acts or omissions the applicant, its employees, agents, servants or subcontractors which occur prior to the completion of the season.

3.08 Entry And Inspections

The County, its agents or employees shall have the right and privilege of entering the Farmers' Market Area for the purpose of making inspections. 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 Burlington County Health Department shall be contacted prior to operating for a pre-opening inspection/approval to determine compliance with all regulations. A copy of the Rules, Regulations, and Guidelines for Operation of Temporary/Mobile Retail Food Establishments is attached.

The County, its agents or employees shall have the right and privilege of inspecting 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 7). 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

**AGRICULTURAL VENDOR APPLICATION
2014 FARMERS MARKET SEASON**

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: _____ owned _____ leased

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.

Name of item	Acreage or Linear Feet	Anticipated Harvest Dates

Other Items

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 _____

PLEASE INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the BCCAC 2014 Farmers Market Rules _____
- I understand that if selected I must receive and show proof of the required insurance by May 2, 2014 _____
- I understand that if selected and am only selling plants, 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 by May 2, 2014 _____
- I am authorized to submit this application on behalf of the farm named in this application _____

Signature _____

For _____ **Farm**

Date: _____

ATTACHMENT 2

**FOOD VENDOR APPLICATION
2014 FARMERS MARKET SEASON**

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 INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the BCCAC 2014 Farmers Market Rules _____
- I understand that if selected I must receive and show proof of the appropriate insurance by May 2, 2014 _____
- I understand that if selected, I am responsible for any & all applicable licenses, permits & certifications by May 2, 2014 _____
- I am authorized to submit this application on behalf of the business named in this application _____

Signature _____

For _____

Date: _____

ATTACHMENT 3

**CRAFT VENDOR APPLICATION
2014 FARMERS MARKET SEASON**

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 INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the BCCAC 2014 Farmers Market Rules _____
- I understand that if selected I must complete the indemnification document (Attachment 5) by May 2, 2014 _____
- I understand that if selected, I am responsible for obtaining any & all applicable licenses, permits & certifications by May 2, 2014 _____
- I am authorized to submit this application on behalf of the business named in this application _____

Signature _____

For _____

Date: _____

ATTACHMENT 4

**NON-PROFIT VENDOR APPLICATION
2014 FARMERS MARKET SEASON**

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:

Have you participated at other farmers markets, festivals, fairs or events in the past? Yes ___ No ___

Please list four preferred dates for participation:

Date 1: _____

Date 3: _____

Date 2: _____

Date 4: _____

PLEASE INITIAL ALL:

I have read and understand the vendor application: _____

I have read and understand the BCCAC 2014 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: _____

ATTACHMENT 5

**2014 FARMERS MARKET SEASON
FOR CATEGORY 1 (AGRICULTURAL) VENDORS SELLING PLANTS ONLY, ALL
CATEGORY 3 (CRAFT) VENDORS, AND CATEGORY 4 (NON-PROFITS) NOT
SELLING FOOD ITEMS**

**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**

**Michael D. Smith
Risk Manager**

**Farmers' Market 2014
May - December 2014
Burlington County Community Agricultural Center**

DEFENSE AND INDEMNIFICATION AGREEMENT

PLEASE SIGN AND RETURN

VENDOR NAME: _____
(Please Print)

VENDOR ADDRESS: _____
(Please Print)

The Vendor shall be solely responsible for and shall keep, save and hold harmless the Burlington County Board of Chosen Freeholders and its servants, employees, and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, cost, and expenses in connection therewith on account of property damage or loss and/or personal injury, including loss of life, of any person, agency, corporation or governmental entity which shall arise out of the course of or in consequence to any acts or omissions of Vendor, his employees, agents, servants or sub-contractors in the performance of the work described in this Agreement.

Print Name

Signature

Date

ATTACHMENT 6

BURLINGTON COUNTY COMMUNITY AGRICULTURAL CENTER FARMERS MARKET RULES 2014 SEASON

1. **Dates of the Market:** The Burlington County Community Agriculture Center (BCCAC) Farmers Market will be open for the 2014 Season each Saturday from **May 17th through October 25th.**

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 BCCAC Farmers Market will operate at the County-owned property located in Moorestown Township 500 Centerton Road. The approximate location of the market will be in the covered barn and on the adjacent concrete pad. 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. 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. Market Management: The oversight and management of the BCCAC 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 & CSA farmer
- n) Put up and take down any temporary signage placed nearby to advertise market

11. Fees: A non-negotiable fee of \$35 per market day will be charged to all vendors occupying a space larger than 10' x 10'. A fee of \$25 per market day is required for all other vendors. This fee must be paid for each day that the vendor will be present at the market, paid in advance monthly. Refunds will be issued if market days are cancelled due to inclement weather or other unforeseen circumstances. 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 with another vendor from the list 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 COMMUNITY AGRICULTURAL CENTER
FARMERS MARKET RULES
2014 SEASON**

APPLICATION FOR MOBILE/TEMPORARY FOOD SERVICE FACILITY



Burlington County Health Department
15 Pioneer Boulevard, P.O. Box 6000, Westampton, New Jersey 08060
Phone: 609-265-5515 Fax: 609-265-5541

Official Use Only	
Date Rec'd _____	Insp _____
Approved _____	Disapproved _____
Date: _____	Insp Initials: _____

APPLICATION FOR MOBILE / TEMPORARY FOOD SERVICE FACILITY
(HOME PREPARATION & STORAGE OF FOOD IS PROHIBITED)

****ATTACH DRAWING WITH FACILITY LAYOUT, IDENTIFICATION AND PLACEMENT OF EQUIPMENT ITEMS**

TYPE OF FACILITY: MOBILE TEMPORARY MUNICIPALITY: _____
 FACILITY TRADE NAME: _____ TAX ID # _____ LIC PLATE# _____
 MAILING ADDRESS: _____
 PHONE: _____ CELL PHONE #: _____ E MAIL: _____
 NAME, ADDRESS & PHONE NUMBER OF AUTHORIZED AGENT (if applicable) _____
 NAME OF EVENT: _____ LOCATION: _____ DATE: _____ TIME: _____

NAME OF SERVICING AREA FACILITY / BASE OF OPERATIONS: _____
 ADDRESS: _____ PHONE: _____
 Food units shall operate from a commercial catering establishment, restaurant, or other approved facility in which food or supplies are prepared, kept, handled, packaged, and/or stored. **(Private Residences Prohibited)**
*** (Attach Completed Servicing Area/Base of Operations Certification Form for Temporary/Mobile Food Vendors)***

FOOD PREPARATION & MENU INFORMATION –List all menu items & volume of food _____

ONSITE: (list & describe how food is prepared onsite): Note: Limited onsite operations only- prior approval required: _____

PRE-PACKAGED: _____ **COMMERCIALLY PREPARED:** List Supplier info: _____

METHODS TO MAINTAIN PROPER FOOD TEMPERATURES: (Use Stem Type Indicating Thermometers to Monitor Temps)
 HOT: _____ COLD: _____
(STERNO NOT ALLOWED) _____

METHODS TO PROTECT FOOD WHILE ON DISPLAY AND DURING TRANSPORT: (Types of covering, sneeze guards, cabinets etc.)

HANDWASHING METHOD: Handwash Sink Handwash Station (Explain set up): _____

METHOD OF WASHING/ RINSING/ SANITIZING UTENSILS AND EQUIPMENT: _____

WASTE/TRASH DISPOSAL METHODS: SOLIDS: _____ LIQUIDS: _____

APPLICANT NAME (Print) _____ **SIGNATURE:** _____ **DATE:** _____



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SERVICING AREA /BASE OF OPERATIONS CERTIFICATION
FOR MOBILE/TEMPORARY FOOD VENDORS

Food Units shall operate from a commercial catering establishment, restaurant, or other approved facility in which food and supplies are prepared, kept, handled, packaged, and/or stored. Also as 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)

TO BE COMPLETED BY SERVICING AREA FACILITY OWNER/MANAGER: TAX ID #: _____

NAME OF FACILITY _____ ADDRESS _____

OWNER/CORPORATE NAME _____ DATE OF LAST HEALTH INSPECTION _____

MAILING ADDRESS _____

HOME PHONE NUMBER _____ CELL PHONE: _____ E-MAIL: _____

****NOTE: ATTACH A COPY OF MOST RECENT SANITARY INSPECTION REPORT IF NOT INSPECTED BY BCHD ****

SERVICING AREA CLASSIFICATION: (check all that apply)

_____ Food Source _____ Food Storage _____ Clean-up/Waste Discharge _____ Food Preparation

SERVICES PROVIDED AT FACILITY: (Check all that apply)

- _____ Refrigerated storage of perishable food (fruits, vegetables, shellfish, etc.)
- _____ Refrigerated storage of potentially hazardous food (i.e., meats, poultry, fish, eggs, other applicable foods)
- _____ Storage of non-potentially hazardous food
- _____ Three-compartment sink or commercial dishwasher for washing and sanitizing multi-use equipment and utensils
- _____ Food preparation area
- _____ Trash disposal _____ Waste water disposal

FOOD PROVIDED AT SERVICING AREA:

_____ Prepared hot food _____ Pre-packaged food _____ Beverages _____ Raw fruits and vegetables
 _____ Prepared cold food _____ Ice for consumption _____ Water (_____ Municipal Supply _____ Private Well) _____ Other
 (lab results req'd)

THE MOBILE OPERATOR REPORTS TO SERVICING AREA:

_____ Beginning of the day (Time : _____) _____ End of the day (Time : _____) Other (explain) _____

I hereby certify that the information listed above, provided to the Burlington County Health Department, is accurate. I also understand that the home preparation and storage of food is prohibited, and the cleaning of equipment or utensils used in this mobile/temporary retail food operation is not conducted in a private residence as per NJAC 8:24-3.1 and 3.2. Violations of these rules are subject to penalties, fines and possible license forfeiture. If there are any changes in my operation or the status of my servicing area, I agree to notify the Burlington Health Department immediately.

Owner/Operator of Mobile/Temporary Unit (Print) _____ Date _____

Owner/Operator of Mobile/Temporary Unit (Signature) _____

Owner/Operator of Servicing Area Facility (Print) _____ Date _____

Owner/Operator of Servicing Area Facility (Signature) _____