



**David Roantree**

Market Manager

[www.brigantinegreenteam.com](http://www.brigantinegreenteam.com)

[brigantinefarmersmarket@gmail.com](mailto:brigantinefarmersmarket@gmail.com)

**Brigantine Farmers Market - A project of the All-Volunteer-Brigantine Green Team & Brigantine Farmers Market Committee**

**Dear Market Applicant,**

There is no application fee, so a completed Application (page 2) is all you need to submit at this time. **Do not send a check with your initial application.**

If your product, as described in your Application, sounds like a good fit, we will contact you. Please note that most of our loyal vendors return each year so turnover is minimal. However, to keep the Market vibrant, we fully evaluate every new applicant. Either way, we will acknowledge all applications and notify you of the Market Committee's decision. If you don't hear from us, please email the Market Team at [brigantinefarmersmarket@gmail.com](mailto:brigantinefarmersmarket@gmail.com)

**Full Season Vendors.** Our vendors commit to and prepay an entire season's worth of Saturdays. Our core vendors are farmers and primary food producers. They farm, fish or keep orchards; they grow flowers and horticultural plants; they raise livestock; they keep bees or raise chickens. Other vendors are artists or artisans who prepare foods, bake, create pottery, make jewelry, roast coffee and other value-added food businesses.

**Pop-Up Vendors.** We do sometimes have spaces available for a rotating roster of Pop-Up Vendors who commit to and prepay 1 or more Saturdays. Pop-Up Vendors businesses can apply to be Pop-Up Vendors. Pop-Up Vendors can fall into any of the same categories as full-time vendors and are subject to the same rules and regulations as Full Season Vendors.

**Legal Requirements.** All vendors must be licensed businesses covered by substantial business liability insurance (minimum \$500,000/1,000,000) and naming City of Brigantine as additional insured. All foods must be prepared in licensed commercial kitchens (which can never be your home kitchen). Food businesses must receive Mobile Vendor licenses from the Atlantic County Board of Health, which will also inspect all vendor kitchens.

If you have a compatible product to offer and can meet the legal requirements, we'd be delighted to consider you for inclusion in our Market. Good luck, and thank you for your interest.

Dave Roantree  
Market Manager

## Brigantine Farmers Market 2018 Application - One Page

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Farm/Business Name: \_\_\_\_\_ EIN# \_\_\_\_\_  
Address: \_\_\_\_\_  
Where your business is licensed: \_\_\_\_\_  
Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_  
CELL Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Current Facebook: \_\_\_\_\_ Current Website: \_\_\_\_\_  
Current Instagram or other Social Media: \_\_\_\_\_

If Approved, I would like \_\_\_\_\_ 10' X 10' space/s.

**Please initial all the items that apply and sign below:**

- |   |   |
|---|---|
| <input type="checkbox"/> I'm a farmer/primary food producer.  | <input type="checkbox"/> I am authorized to submit this application on behalf of the farm/business named in this application.         |
| <input type="checkbox"/> I accept EBT and Senior Food Vouchers  | <input type="checkbox"/> If I am selected, I understand and will acquire any and all required licenses, permits and certifications.   |
| <input type="checkbox"/> I am an artist/artisan – no food product.  | <input type="checkbox"/> If I am selected I will acquire and provide the required Certificate of Liability Insurance by April 1, 2018 |
| <input type="checkbox"/> I am a prepared food artisan.  | <input type="checkbox"/> If I am selected I will complete and return the Hold Harmless Agreement by April 1, 2018                     |
| <input type="checkbox"/> I have a licensed food business.   | <input type="checkbox"/> I want to be a FULL SEASON Vendor  |
| <input type="checkbox"/> I have read and understand the vendor application.   | <input type="checkbox"/> I want to be a Pop-Up Vendor   |
| <input type="checkbox"/> I have read, understand and agree to comply with the Market Rules, including set-up completion by 7:45am and tent weights. On Website <a href="http://brigantinegreenteam.com">brigantinegreenteam.com</a> | <input type="checkbox"/> I sell from a truck or trailer _____ feet long.  |
| <input type="checkbox"/> I have read, understand and will comply with the 2018 Sustainability Policy. Website <a href="http://brigantinegreenteam.com">brigantinegreenteam.com</a>  |   |
| <input type="checkbox"/> I participate in other markets.  |   |

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Describe all** the products you wish to sell at the Market. Add relevant comments. Please note—you must either farm, fish/harvest, or create your product. This Market does not accommodate the resale of products.

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**Please attach**, photos of your products or display tables, your advertising graphics, market signage, price sheets, or promotional materials, websites, news articles or other items that communicate your product or business. This material may be used in Market advertising and social media. Complete and send **1 page application** plus any material to:

*Email to:*  
  
Farmers Market Team  
[brigantinefarmersmarket@gmail.com](mailto:brigantinefarmersmarket@gmail.com)  
Subject: BFM Vendor Application

*Or Mail to:*  
  
City of Brigantine – Farmers Market  
1417 West Brigantine Avenue  
Brigantine, NJ 08203

## **VENDOR INFORMATION— BRIGANTINE FARMERS MARKET**

### **I. DESCRIPTION OF SERVICES**

#### **1.01 BACKGROUND**

The goal of the BRIGANTINE FARMERS MARKET is to bring fresh and locally grown produce and artisanal products to Brigantine residents and visitors. This mission helps to sustain and preserve farms in our Garden State, contributes to the public health and increases community awareness of sustainability by interacting with farmers and artisans. The Market also strives to increase foot traffic in the adjacent business district, and serve as a social hub for those who live nearby or visit.

The market is backed by the City of Brigantine and operated as a community service by the Brigantine Farmers Market Committee, a sub-set of the Brigantine Green Team. The Committee is an all-volunteer group of full and part-time Brigantine residents and friends. The Brigantine Farmers Market Committee plans, manages, and promotes the market assisted by a larger group of volunteers who provide essential market day support. The Market's yearly operating budget is comprised of participants' Market fees and sponsor contributions.

The market rules are the standards by which the BRIGANTINE FARMERS MARKET operates. The rules are posted at <https://brigantinegreenteam.com/farmers-market> Participants must abide by these standards; failure to adhere to the standards may result in loss of permission to sell.

The market will be open to customers the first Saturday prior to Memorial Day in May and will run every Saturday (rain or shine) until the Saturday before Labor Day with a Fall Market on October 20th. Market hours will be between 8:00 am – 12:00 Noon. Fall Market hours are 9:00am – 1:00pm.

#### **1.02 REPRESENTATIVES**

The persons responsible for administration of the BRIGANTINE FARMERS MARKET are David Roantree, Market Manager and the Brigantine Farmers Market Committee.

Send your application, and any follow up questions or correspondence, to:

City of Brigantine – Farmers Market  
1417 West Brigantine Avenue  
Brigantine, NJ 08203

*OR EMAIL TO*  
[brigantinefarmersmarket@gmail.com](mailto:brigantinefarmersmarket@gmail.com)  
Subject: BFM Vendor Application

## 1.03 VENDOR TYPES AND SERVICES

### THE BRIGANTINE FARMERS MARKET IS NOT A VENUE FOR RESELLING PRODUCE OR PRODUCTS.

There are three categories of vendors:

1. **Agricultural Vendors:** These are local farmers that produce and/or grow one or more of the following products: fruit, vegetables, plants (starts, annuals, perennials, herbs) cut flowers, herbs, and dairy products, farm raised meat, seafood, and eggs. Value added products such as jams, jellies, salsa, honey, etc. from one or more of the above referenced items are eligible. This list is not intended to be exhaustive. Agricultural products not on this list may be sold with approval of the Farmers Market Committee. If the vendor also operates as a Community Supported Agriculture (CSA) farm, share pickup at the market is allowed.
2. **Food Vendors:** Food Vendors must make/bake the items they plan to sell. Products sold by food vendors include items for onsite and offsite consumption including, for example, baked goods, coffee, refreshments, and value-added products such as jams, jellies, salsa, honey, etc. This list is not intended to be exhaustive. Food products not on this list may be sold with approval of the Farmers Market Committee. 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.
3. **Artisan Vendors:** Artisan vendors must take an active part in the making of the items they plan to sell. Products sold by artisan vendors include jewelry, woodwork, knit or sewn items, wreaths, soap, and baskets for example. This list is not intended to be exhaustive. Artisan products not on this list may be sold with the approval of the Farmers Market Committee.

There are additional opportunities for Market entertainment, a Local Brigantine Business Spotlight, Community Organization Spotlight and a Cooking Demonstration.

The number of participants is determined by the Market Committee. The number of vendors shall be determined at the sole discretion of the Market Committee. Vendors selling one or more of the following products are eligible: Fruit, vegetables, herbs, baked goods, dairy products, cut flowers, meat, eggs, plants (such as annual bedding plants, perennial potted plants, herbs, greenhouse plants), prepared foods, artisan crafts, and value-added items. This list is not intended to be exhaustive and vendors are not limited to selling only the items listed.

## II. RULES OF THE APPLICATION / APPLICATION INSTRUCTIONS

### 2.01 INTENT & PURPOSE

The conditions and requirements of these specifications are intended to be open and non-restrictive for the purpose of obtaining adequate participation of interested vendors and uniformity in the submission of applications. The Market Committee shall be the sole judge concerning the merits of all applications submitted.

## 2.02 DEADLINE FOR SUBMISSION OF APPLICATIONS

Although vendors from previous years are given first priority to apply for each new season, ALL VENDORS OR POTENTIAL VENDORS MUST SUBMIT AN APPLICATION. The Market may add to the vendor roster at any time during the season as space permits. Most decisions to expand the Market roster are made before the season begins. Vendors are selected at the discretion of the Market. All applications will be kept for reference should it be determined that the Market would benefit by the addition of vendors.

## 2.03 VENDOR FEES AND EXPENSES

There is no fee to submit an Application. Vendors that have been selected for participation will be contacted and expected to pay a non-refundable season or pop-up fee. Market attendance fees are subject to change each season and are made public by January. Fees shall be payable to the "City of Brigantine - Farmers Market" for each 10' x 10' spot the vendor requests and sells goods in any capacity.

2018 Full Season (16 Saturdays) Rate for one 10' x10' space is determined by payment receipt date.

<u>If payment is received:</u>	<u>Rate for one 10' x 10' space is:</u>
By January 31, 2018	\$300.00
Between February 1, 2018 & February 28, 2018	\$350.00
After February 28, 2018	\$400.00

- Second 10 x 10 space for the same vendor is \$150.
- Third 10 x 10 space for the same vendor is \$100
- **Pop-up Vendor** fee is **\$35.00** per Market Day for a 10' x 10' space. Payment due upon notification of date/s approved.

Food vendors are expected to pay any applicable mobile vendor fee to Atlantic County Department of Health. All vendors will be required to provide insurance for their market participation.

The Market operates in rain or shine. If a vendor chooses not to attend in inclement weather, or if a market day is subsequently cancelled due to severe weather, the fee will not be refunded.

## 2.04 REQUIREMENTS FOR APPLICATION SUBMISSION

- A. A completed application form must be submitted for all applicants. Upon acceptance of the application, vendors shall complete and sign all forms required for participation as a vendor.
- B. Failure to provide this information shall be cause for rejection of application as submitted.
- C. All applicants shall apply for, receive and show proof of the appropriate insurance and, if applicable, any Health Department permits, licenses or required forms by April 1, 2018.

## 2.05 REJECTION OF APPLICATION

The Market Committee reserves the right to accept or reject any and all applications and to waive any immaterial defects or informality in any application if it is in the best interest of the Market to do so. The determination of a material defect shall be a matter solely within the discretion of the Market Committee.