



BRIGANTINE FARMERS MARKET VENDOR APPLICATION PROCESS & RULES 2018 SEASON

OVERVIEW

The Brigantine Farmers Market (the “Market”) will open on Saturday, May 26, 2018 for its fifth season. The Market will be open every Saturday through September 1, 2018 plus a Fall Market on Saturday, October 20. Summer Market hours will be 8:00 a.m. to noon; the Fall Market hours will be 9:00 a.m. until 1:00 p.m. Our Market operates rain or shine, except for declared weather emergencies.

The Market is held on Revere Boulevard between 15th and 16th Streets. All spaces will be outside. The location is between two main thoroughfares in Brigantine and steps away from the central business district.

The primary goals of this Market are:

1. Provide local access for acquiring fresh and healthy food
2. Support and promote local growers and business
3. Enhance foot traffic and exposure for Brigantine businesses
4. Increase community awareness of sustainability by interacting with farmers and artisans
5. Raise community socialization.

Backed by the City of Brigantine, the Brigantine Farmers Market Committee (the “Committee”), a sub-committee of the Brigantine Green Team operates and is involved in all aspects of the Market.

ABOUT BRIGANTINE

The City of Brigantine is one of New Jersey’s premier destinations with miles of coastline and beautiful beaches that are the driving force behind our economy.

During the summer, people flock to Brigantine increasing our population to 25,000-30,000 creating a busy beach community with people from NJ, NY, and PA. Residents and visitors enjoy a healthy and active lifestyle while spending hours outdoors enjoying the sand and smell of the fresh ocean air. Brigantine’s initial 2014 Market proved an extremely successful community farmers market.



APPLICATION PROCESS AND FEE SCHEDULE

STEP 1 – Submit Application

Complete and submit an application for consideration. Application will be posted by November 30, 2017. The Vendor Application and Rules are posted at: <https://brigantinegreenteam.com/farmers-market> in the VENDORS section.

Mail application documents to: **Brigantine Farmers Market**
The City of Brigantine
1417 W Brigantine Avenue
Brigantine, NJ, 08203

or

Scan and email to brigantinefarmersmarket@gmail.com

Vendors will be selected at the discretion of the Committee. If there are no vacancies at the time an application is received, the applicant may be placed on a waiting list for consideration in the Market if spaces become available.

STEP 2 - Application Review and Vendor Selection

The Committee will evaluate applications and select the most qualified vendors to participate in the Market. Please note that the Committee reserves the right to accept or reject all applications if it is in the best interest of the Farmers Market.

Considerations in the review of all applications will include:

1. Whether the business is located in Brigantine or operated by a Brigantine resident
2. Whether the operation is located in New Jersey
3. Percentage of product that is directly agricultural or produced in New Jersey with New Jersey materials

A detailed list of the selection criteria is posted at <http://brigantinegreenteam.com/farmers-market/>

Considerations for Agricultural Vendors:

1. Willingness to accept food assistance program vouchers/checks/EBT (e.g., food stamp, EBT, WIC, Senior, Farmers Market)
2. Certified organic products offered for sale



STEP 3 – Vendor selection

The Committee will notify vendors if they have been selected to participate in the Market as soon as possible after receiving your completed application. The Seasonal Participation fee includes all Market Saturdays including the Fall Market on October 20, 2018.

If a vendor is selected to participate in the Market, the annual Seasonal Participation fee for one 10' x 10' location is:

- \$300.00 for one location – if full payment received before January 31, 2018
- \$350.00 for one location – if full payment received between February 1, 2018 & February 28, 2018
- \$400.00 for one location – if full payment received after February 28, 2018

- \$150.00 for second 10' x 10' locations for the same vendor.
- \$100.00 for third 10' x 10' locations for the same vendor.

Pop-up Vendor fee is \$35.00 per Market Day for a 10 x 10 space. Payment due upon notification of date/s approved.

Please make your check payable to **City of Brigantine**. (cash will not be accepted) Include the name of your business on your check.

Mail check to the address on page 2 above. Final application approval and market spaces will be confirmed after full payment is received.

FOOD VENDOR PERMITTING

The Atlantic County Division of Public Health requires all mobile retail food vendors to submit an application to their department prior to participating in a special/temporary event or vending in any municipality within the County (except Atlantic City). A "Mobile Retail Food Establishment" means any movable restaurant, truck, van, trailer, cart, bicycle, watercraft, or other movable unit including hand carried, portable containers in or on which food or beverage is transported, stored, or prepared for retail sale or given away at temporary locations. The appropriate applications outlined below can be found online: <http://www.aclink.org/PublicHealth>

If you have not submitted an application to this Department for the current year: Fill out and submit a "Mobile Retail Food Establishment Application" for review and approval

If you are a Mobile Retail Food Establishment that has already been approved to operate within this County for the current year and plan to participate in a special event: Fill out and submit a "Mobile Retail Food Application - Amendment" prior to the event.

If you have already received a license or "approval to operate" in Vineland City or Camden, Cape May, Cumberland, Gloucester, Salem Counties: - Submit a copy of the original application and a "Mobile Retail Food Establishment - Amendment"

If you have any questions, please contact Jill Miles at the Atlantic County Division of Public Health at 609-645-5971 extension 4367 or Mark Vetter at 609-645-5971 extension 4382.



BRIGANTINE FARMERS MARKET RULES 2018

1. Dates of the Market: The Brigantine Farmers Market (the Market) will be open for the 2018 season each Saturday from May 26 through September 1 and Saturday, October 20st.
2. Times for Set-Up and Market Sales: The Market will be open for business from **8:00 a.m.** to noon. The Market Manager will supervise the opening and closing of the Market. Vendors may arrive at 6:30 a.m. to set-up and must complete set-up by 7:45 a.m. All cleanups must be completed by 12:30 p.m. For the Fall Market vendors may arrive at 7:30 a.m. to set-up and must be complete set-up by 8:45 a.m. All cleanups must be completed by 1:30 p.m.
3. Vendor vehicles – Immediately after unloading vehicles should be moved from Market area. Other than Farmers Row, vehicles should be parked in the basketball court area accessed either from 15th Street or the alley off Revere between 15th and 16th Street.
4. **No vehicles will be permitted in the Market area after 7:45 AM during regular season and 8:45 for Fall Market.**
5. Location: The Market is held on 15th and 16th Streets, Revere Boulevard between 15th and 16th Streets and in Haneman Park. It is between two main thoroughfares in Brigantine and steps away from the central business district. All vendor spaces are located outside.
6. The Market Manager will be responsible for assigning spaces to vendors. The Brigantine Farmers Market Committee (the Committee) will select vendors and coordinate all Market efforts.
7. Vendor Designation: Vendors shall be designated as follows:
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 and herbs, 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. If the vendor also operates as a Community Supported Agriculture (CSA) farm, share pickup at the Market is allowed. This list is not intended to be exhaustive. Agricultural products not on this list may be sold with approval of the Committee. Agricultural Vendors must grow 99% of any products sold. Brigantine Farmers' Market Committee reserves the right to deny sale of any item.

Artisanal Food Vendors: Artisanal Food Vendors must make/bake the items they plan to sell. Products sold by food vendors include items for on and off-site 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 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. Products not on this list may be sold with the approval of the Committee and must be listed on the application.

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 artisan jewelry, woodwork, knit or sewn items, wreaths, soaps, and baskets for example. This list is not intended to be exhaustive. Products not on this list may be sold with the approval of the Committee and must be listed on the application.

BRIGANTINE FARMERS MARKET RULES 2018 continued

8. Because one of the primary goals of this Market is to promote local agriculture, the Farmers Market Committee strives for approximately 50% of the vendors at the Market to be Agricultural Vendors. Agriculturally derived products are defined as agricultural, horticultural, and dairy products, livestock and the products thereof, the products of poultry and bee raising, the edible products of forestry, locally harvested seafood, and all products raised or produced on farms and minimally processed.
9. Vendors must disclose, and the Committee must approve, all products they intend to sell.
10. Farm products should be harvested no more than 48 hours before being offered for sale at the Market.
11. Community, agricultural, health and food focused non-profit organizations can request to have an informational table at the Market at the discretion of the Committee. Non-Profit table/display locations will be at the discretion of the Market Manager in order to provide the best arrangement for the Market. *Advance notification is required.*
12. Market Management: The oversight and management of the Market will be handled primarily by a designated Market Manager. The person responsible for administration of the Brigantine Farmers Market on 2018 market days is:

DAVID ROANTREE

BrigantineFarmersMarket@gmail.com

Cell: 267-872-7669

- a. The Market Manager’s duties, or those he directly assigns to others on his team, will include:
 - b. Record attendance and keep a brief log of market events.
 - c. Assign spaces to Vendors and reassign 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.
13. Fees: For vendors selected to participate in the 2018 Farmers Market the Seasonal Participation fee for the Full Season (16 markets) for one 10 x10 space is determined by payment receipt date.

If payment is received:

By January 31, 2018

Between February 1 & February 28, 2018

After February 28, 2018

Rate for one 10 x 10 space is:

\$300.00

\$350.00

\$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.

Please send your check made payable to City of Brigantine (cash will not be accepted) and mail to the address on page 2. Application approval and Market spaces will be confirmed after full payment is received.

14. Insurance – All vendors will be required to have \$500,000/\$1M liability insurance with City of Brigantine named as additionally insured, and provide the Certificate of Insurance by April 1, 2018
15. Upon acceptance notification, all vendors will be required to submit the Hold Harmless Agreement and proof of appropriate insurance by **April 1, 2018** or space may be allocated to another qualified vendor

BRIGANTINE FARMERS MARKET RULES 2018 continued

16. 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. Each Vendor's participation fee is for a space roughly
 - a. 10 x 10 feet. All spaces are located outside. Vendors are responsible for bringing all tables, canopies, tents, tent weights, or umbrellas and equipment. Additional requirements should be discussed with the Market Manager. Vendors are required to park their personal vehicles in their assigned parking spots, primarily in the basketball court on Revere Boulevard.
17. Tardiness/No Shows: Proper notification is required if a vendor must be late or absent for a Market day. If the vendor must be late for some reason, he or she is obliged to call the Market Manager by 7:30 p.m. on the evening before the Market day in question. If a vendor is late or misses a scheduled Market day without properly notifying the Market Manager on two market days, the vendor may be asked not to return to the Market without a refund. Vendors who are asked not to return due to tardiness/absences may be replaced with another vendor from the list at the Committee's discretion.
18. External Regulations: Vendors are responsible for compliance with applicable municipal, county, state and federal regulations, such as (but not limited to): agricultural business license; pesticide licensing and safe use; approval seal of the New Jersey Office of Weights and Measures on all scales; State sales tax collected and reported as required; organic certification on claimed products as required; food safety, sanitation, health permits and labeling requirements pertaining to the items for sale; State inspection of nursery stock required for selling whole plants for replanting; (packs or pots). If the City or Market Manager is advised by the appropriate authority that applicable regulations are not being complied with, a vendor will be removed from the list of eligible vendors.
19. Vendor Conduct: Vendors should present themselves in an appropriate manner, dress, and state of cleanliness. Shirts must be worn. 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 noncompliance continues, the Vendor in question may be asked not to return to the Market without a refund for any days paid in advance. Smoking is prohibited within the Market area at all times.
20. For the safety of vendors and patrons, every vendor using a tent/s must procure and use tent weights with a minimum equivalent of 20 pounds per tent pole. **No vendor will be permitted to sell without the required tent weights.**
21. The only animals permitted in the Market area are Trained and Registered Service Animals
22. With the help of vendors, sponsors and shoppers, the Brigantine Farmers Market is free of single-use plastic bags, plastic straws, plastic tasting spoons and the sale of packaged water. (Exceptions are those who have received prior approval from the committee). We are requiring that Vendors continue this practice and provide alternative packaging/bag/utensil solutions.
23. We're not blue, we're not red, we're Green. As a non-partisan venue, announcements are permitted only with prior approval from the Committee. Likewise, distribution of printed material also requires the Committee's prior approval.
24. These rules may be modified to address unanticipated circumstances not herein covered. Modifications will be communicated to all vendors in a timely manner and shall state the reason and the specific duration of the modification.

THANK YOU!



**2018 Brigantine Farmers Market
HOLD HARMLESS AGREEMENT
INDEMNIFICATION & RELEASE FORM**

Applicants who are awarded opportunities as vendors at the Brigantine Farmers Market under these specifications shall indemnify and hold harmless the City of Brigantine, it's officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorney's 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 applicant further agrees that this indemnification by the applicant shall continue after completion of the Brigantine Farmers Market season for all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorney's fees resulting from acts or omissions the applicant, its employees, agents, servants or subcontractors which occur prior to the completion of the season.

I hereby state that I have read, understand, and agree to the following above procedures outlined in this copy of the Brigantine Farmers Market Hold Harmless-Indemnification & Release Form.

Name: _____
 Signature: _____
 Date: _____
 Address: _____
 City: _____ State _____ Zip Code: _____
 Phone: (____) _____

After acceptance notification as a qualified vendor at the Brigantine Farmers Market, complete and submit this Hold Harmless Agreement, along with appropriate insurance documents. All documents are **due by April 1, 2018** or space will be allocated to the next qualified vendor on the wait list.

Mail application documents to:

Brigantine Farmers Market
 The City of Brigantine
 1417 W Brigantine Avenue
 Brigantine, NJ, 08203
 Or

Scan and email to brigantinefarmersmarket@gmail.com