



www.brigantinegreenteam.com
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. All vendors are asked to complete the entire application, including signature. **Do not send a check with your application.**

The Market Committee will fully evaluate every applicant. If your product, as described in your Application, sounds like a good fit we will contact you. We will acknowledge all applications and will notify you of the Committee's decision.

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 one or more Saturdays. Farmers and artisans can apply to be Pop-Up Vendors. Pop-Up Vendors 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 \$1,000,000/1,000,000) 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 and periodically inspect vendor booths at the Market.

A complete listing of the 2019 Application Process and Rules can be found at <https://brigantinegreenteam.com/farmers-market>

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.

Respectfully,

Fran Paullin and Chrissy Lauletta for the
The Brigantine Farmers Market Management Team

Brigantine Farmers Market 2019 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: _____

Please initial all the items that apply and sign below:

- | | |
|---|---|
| <input type="checkbox"/> If Approved, I would like <input type="checkbox"/> 10' X 10' space/s | <input type="checkbox"/> I request an electric outlet. Yes ___ No ___
Limited availability for electric |
| <input type="checkbox"/> I am 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 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 May 1, 2019 |
| <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 May 1, 2019 |
| <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 on dates listed:
____ _ |
| <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 brigantinegreenteam.com | <input type="checkbox"/> I sell from a truck or trailer _____ feet long. |
| <input type="checkbox"/> I have read, understand and will comply with the 2019 Sustainability Policy. Website brigantinegreenteam.com | |
| <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.

Please attach, photos of your products or display tables, advertising graphics, market signage, 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:
Farmers Market Team
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 19th. 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 the Brigantine Farmers Market Management Team.

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

EMAIL TO

brigantinefarmersmarket@gmail.com

Subject: BFM Vendor Application

OR MAIL TO

City of Brigantine – Farmers Market

1417 West Brigantine Avenue

Brigantine, NJ 08203

1.03 VENDOR TYPES AND SERVICES

THE BRIGANTINE FARMERS MARKET IS NOT A VENUE FOR RESELLING PRODUCE OR PRODUCTS.
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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 fabricate 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 also opportunities for non-vendors such as Entertainers, Local Business Spotlight, Local Community Organization Spotlight, Artist Spotlight and Cooking and other Demonstrations.

The number of vendors shall be determined at the sole discretion of the Market Committee, within the confines of available space. 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 SUBMISSION OF APPLICATIONS

ANYONE wishing to be a vendor at the 2019 Market 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 full-season or pop-up fee. Market attendance fees are subject to change each season and are made public prior to posting the Vendor Applications on the website. Checks for fee payment shall be payable to the "City of Brigantine" for each 10' x 10' spot the vendor requests and sells goods in any capacity.

FULL SEASON The 2019 Participation fee for 16 markets including the Fall Market on October 19th is:

- Full Season (16 Saturdays) Rate for one 10' x 10' location is \$400.00
- Early payment discount rate is **\$300.00 if full payment is received by February 15, 2019**
- Rate for a second 10' x 10' locations for the same vendor is \$150.00
- Rate for a third 10' x 10' locations for the same vendor is \$100.00

If Full Season payment is not received by April 15, 2019, your space may be forfeited and offered to the next applicant on the Approved/Waiting List.

POP-UP VENDOR fee is \$35.00 per Market Day for a 10' x 10' space. A check with your full payment for all approved dates is due immediately upon notification of date/s approved. If full payment is not received within 10 days of approval, you may forfeit your space.

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

The Market operates in rain or shine. If a Full-Season or Pop-Up 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 by 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 May 1, 2019.

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.