Vendor Information/ Application Form
2016 Winter Market

Market Mission Statement:
Our market will serve to support local growers and businesses by bringing the community together to shop, eat, talk, and cultivate connection.

C.R.O.P.S. (Communities Revolutionizing Open Public Spaces), a New Jersey nonprofit corporation, will be hosting a winter farmers market in the parking lot of Central Square Shopping Center located at 199 New Road in Linwood, NJ. The market will be held on Friday, December 9th from 5:00 p.m. to 8:00 p.m. In the event of stormy weather we will postpone the market to Saturday, December 10th from 5:00 p.m. to 8:00 p.m.

About Linwood:
The City of Linwood is a suburban community located in Atlantic County, New Jersey. The city comprises an area of four square miles lying approximately nine miles to the west of Atlantic City and bounded by the municipalities of Northfield, Egg Harbor Township, and Somers Point.

A city that prides itself on its Sustainable New Jersey certification, Linwood has a bike path, an arboretum, and also holds the Tree City USA distinction.

Application Process and Fee Schedule:
Please complete and submit an application for review. Applications are due by December 2nd, 2016, however vendors will be selected on a rolling basis,
at the discretion of the committee until the deadline. Vendors will be notified of their selection.

If you participated in the fall market, there is no fee for participation. If you are selected as a new vendor, please note that there is a participation fee of $25. Vendors must provide their own tents, tables, and chairs. Tents must have tent weights (minimum of 25lbs. per pole) to ensure safety. Please note that access to electrical outlets is limited. Therefore, if you require electricity, please note this on your application.

**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 016310\0001\14470988.1 Establishment” means any movable restaurant, truck, van trailer, cart, bicycle, watercraft, or other movable unit including hand carried, portable containers in or 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](http://www.aclink.org/PublicHealth)

1. If you have not submitted an application to the Division for the current year: fill out and submit a “Mobile Retail Food Establishment Application” to Atlantic County for review and approval.

2. If you are a Mobile Retail Food Establishment that has already been approved to operate within Atlantic 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.

3. 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 ext. 4367 or Mark Vetter at 609.645.5971 ext. 4382.
All necessary documents and fees are due by December 2\textsuperscript{nd}, 2016. Payment in full is required (checks can be made out to Linwood Farmers Market). Mail application fee, completed application, applicable permits, proof of insurance, and any other relevant documents to:

C.R.O.P.S.
Linwood Farmers Market
21 Asbury Ave
Linwood, NJ 08221

Or email to: cropsnj@gmail.com

If you are not selected as a vendor, your fee will be returned to you.

\textbf{Linwood Winter Farmers Market Rules 2016}

1. Linwood Winter Farmers Market will be held on December 9\textsuperscript{th} from 5:00 p.m. to 8:00 p.m.

2. The market will be open for business to customers from 5:00 p.m. to 8:00 p.m. Vendors may arrive at 4:00 p.m. to set-up and must be complete by 4:30 pm. (4:00 p.m. for Food Vendors according to the Atlantic County Division of Public Health). All cleanup must be completed by 9:00 p.m.

3. The market will be held in the parking lot of Central Shopping Center located at 199 New Road, Linwood, NJ 08221 in areas designated by Central Square.

4. Vendors must disclose all products they intend to sell. Farm products should be harvested no more than 48 hours before being offered for sale at the market.

5. The site allocated to Vendors at Central Square shall be approximately 18' x 18' (or 2 parking spots), except on an exception basis as may be mutually agreed upon prior to the market date.

6. Fees: For vendors selected to participate in the Farmers Market, the participation fee is $25. There is no fee for vendors who participated in
the fall market. Please make checks payable to Linwood Farmers Market. Prepayment of fees is required.

7. Insurance: All vendors must obtain a policy of general commercial liability with insurance in limits of no less than $1M/$2M which shall name Central Square and C.R.O.P.S., a NJ nonprofit organization as additional insureds.

8. Upon acceptance notification after receipt of a fully executed Vendor Application, all Vendors will be required to submit proof of the insurance listed in #8 above, health certificates and licenses no later than December 2nd 2016.

9. Space and Parking Designation: Market space and parking designation will be provided to each vendor. Each vendor's participation fee is for a space roughly 18' x 18' feet. All spaces are located outside. Vendors are responsible for bringing all tables, canopies, tents, tent weights, or umbrellas and equipment. Vendors are required to park their vehicles in the areas designated by Central Square.

10. 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 Market Managers are advised by the appropriate authority that applicable regulations are not being complied with, a Vendor will be removed from the list of eligible vendors.

11. Vendors must 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 should take their trash with them. Vendors not complying with this provision may be asked not to
return to the market without a refund. Vendors are not to smoke cigarettes during market hours or in the market area.

12. 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.

13. For the safety of vendors and patrons, every vendor using a tent must procure and use tent weights with a minimum of 25 pounds per tent pole. No vendor will be permitted to sell without the required tent weights.

14. The Market will run rain or shine, however the Market Managers reserve the right to cancel the operation of the Market upon as much notice to Vendors as is practicable if, in its discretion, the weather is not conductive to the safe operation of the Market on such times and days with no refunds given.

15. Each vendor must remove all of its equipment, trash, and vehicles within one hour of the close of the Market.

16. Each vendor must remain open during all hours of the Market unless the Market is closed early or opens late due to inclement weather etc.

17. Payment of all fees is required before Vendor shall be permitted to participate in the Market. If you are not selected as a vendor, prepaid fees will be returned to you.
Vendor Application
Linwood Farmers Market Winter 2016

___ Check here if you participated in the Fall 2016 Linwood Farmers Market and complete only those provisions that have changed since your prior application. However, you must complete the signature provisions below even if there are no changes.

Date:__________________________
Farm/Business Name:
______________________________________________________________

EIN#:________________________________________________________
Where is your business licensed? _______________ Do you have an Atlantic County Mobile Retail Food Establishment Permit: _____Yes ____ No _____ N/A _____ Applied For
Address:
______________________________________________________________

Business Phone: ________________ Business Email:
______________________________________________________________
Where is your business licensed?
______________________________________________________________
Contact Name:
______________________________________________________________
Cell Phone: ________________ Email:
______________________________________________________________
Website: ___________________________ Facebook:
______________________________________________________________
Instagram/Twitter: ____________________________

1. Please describe all of the products that you intend to sell at the Market:
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

2. Please provide additional comments or attach labels, photos of your display set up or products, advertising graphics, market signage, price sheets, news articles, or other promotional materials that clearly communicate your products or business.
   __________________________________________________________________
   __________________________________________________________________

3. The undersigned, as additional consideration for being permitted to be a Vendor at the Linwood Farmers Market, does hereby agree to indemnify, defend and hold harmless Central Square and C.R.O.P.S., the officers, employees, agents and servants of both organizations from and against any and all claims, demands, suits, actions, recoveries, judgements, 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, or in any way relate to, any acts or omissions, in either case intentional or otherwise, of the undersigned, its employees, agents, servants, subcontractors patrons, invitees or customers in connection with the undersign’s activities at the Linwood Farmers Market. The obligations of the undersigned as set forth herein shall survive the 2016 Linwood Farmers Market season.

By submitting an application, the applicant accepts the terms under which it may participate in the Linwood Farmers Market including the hold harmless and agrees to comply with the Linwood Farmers Market Rules 2016.

Name: ____________________________________________
Signature: ___________________________ Date: _______
Address: _______________________________________
City: ___________________________ State: _______
Zip Code: _______ Phone: ___________________________
Email: _______________________________________

Please submit the attached application, which includes a hold harmless, along with evidence of required insurance and health department documents. All necessary documents and fees are due by August December 2nd, 2016. Mail application documents to:

C.R.O.P.S.
Linwood Farmers Market
21 Asbury Avenue
Linwood, NJ 08221

Or email to: cropsnj@gmail.com