

Vendor Information & Application Form

2019 Spring Season



Market Mission Statement:

The Linwood Farmers Market will serve to support local growers and businesses by bringing the community together to shop, eat, talk, and cultivate connection. Our vendors will strive to sell locally grown produce, locally produced food, and locally crafted items.

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 is 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. All necessary documents and fees are due by **March 25th, 2019**, however vendors will be selected on a rolling basis at the discretion of the market committee until the deadline. Vendors will be notified of their selection via email. Prepayment of all fees in full is required for participation in the market (checks can be made out to Linwood Farmers Market). If you are not selected as a Vendor, your fee will be returned to you.

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 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 the Division for the current year, fill out and submit a “Mobile Retail Food Establishment Application” to Atlantic County for approval.
- 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.
- 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.

Linwood Farmers Market Rules:

1. The Linwood Farmers Market will be open on the following consecutive Saturdays: **April 6th, April 13th, April 20th, April 27th, May 4th, and May 11th**. The market will open rain or shine, except in cases where the weather creates an unsafe environment.
2. The market will be open for business to customers from **9:00 a.m. to 12:30 p.m.** Vendors may arrive at 8:00 a.m. for set up, which must be completed by 8:30 a.m. (8:00 a.m. for Food Vendors according to the Atlantic County Division of Public Health). All cleanup must be completed by 1:00 p.m.
3. The market will be held in the parking lot of Central Square 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. All spaces are located outside.
6. For vendors selected to participate in the market, the seasonal participation fee is **\$125** for the duration of the market. A limited number of one day only pop up spots are available for a fee of \$25 per week. Prepayment of all fees is required.
7. 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. The address for Central Square is 199 New Road, Linwood, NJ 08221 and address for C.R.O.P.S. is P.O. Box 256, Linwood, NJ 08221.

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 #7 above, health certificates, and licenses no later than **April 1, 2019**.
9. Parking designation will be provided to each vendor. Vendors are required to park their vehicles in the areas designated by Central Square. Vendors are responsible for bringing all tables, chairs, canopies, tents, tent weights, or umbrellas and equipment.
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 before leaving each market after closing time. Their area is to be left "broom swept" and free of debris. 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 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 tent must procure and use tent weights with a minimum of 25 lbs. 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 practical if, in its discretion, the weather is not conducive 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.

Vendor Application: Linwood Farmers Market Spring 2019

Business Name: _____ Date: _____

Address: _____

Business Phone: _____ Business Email: _____

Do you have an Atlantic County Mobile Retail Food Establishment Permit:
_____ Yes _____ No _____ N/A _____ Applied For

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 below. Feel free to attach labels, photos of your display or products, advertising graphics, market signage, price sheets, news articles, or other promotional materials that clearly communicate your products or business.

3. Please list any accommodations and/or special requests below:

****Please note that access to electrical outlets is limited. Therefore, if you require electricity, please note this on your application.***

4. 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 undersigned's activities at the Linwood Farmers Market. The obligations of the undersigned as set forth herein shall survive the Spring 2019 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.

Signature: _____ Date: _____

Vendor Checklist (please review before submitting materials):

- Vendor Application
- Vendor Application Fee (\$125 for 6 weeks or \$25 per market)
- Proof of Insurance with Central Square and C.R.O.P.S. named as additional insureds

*If you are a food Vendor, make sure to submit the appropriate application with the Atlantic County Division of Public Health.

Mail completed application, fees, proof of insurance, and any other relevant documents to:

Linwood Farmers Market
P.O. Box 256
Linwood, NJ 08221
Or email to: cropsnj@gmail.com