



2019 VENDOR APPLICATION

WHAT IS THE MARLTON FARMERS MARKET?

The Marlton Farmers Market (“Market”) begins June of 2019. The mission of the Market is to provide access to fresh, locally produced fruit, vegetables, meats, baked goods, flowers, honey and other locally produced products to the residents of Evesham Township and surrounding communities. In addition to farm vendors, the market will include local businesses, community groups, and live music. Within walking distance of Main Street and North Maple Avenue, the Market will enhance the adjacent business district, establish an important gathering place to reinforce a sense of community and serve as a civic amenity. The Market will promote sustainability and provide local farmers with a way to connect directly with their customers. The Market will support public health by making fresh local fruits and vegetables readily available; while encouraging social interaction and assisting in the effort to revitalize downtown Marlton.

The Marlton Farmers Market will be located in the parking lot of Marlton Greene Shopping Center located at the intersection of Route 73 and Main Street.

WHAT IS THE MISSION OF THE MARLTON FARMERS MARKET?

The Market is a place where local farmers and producers of sustainable food and other products sell their goods and build relationships with consumers; where residents can come to see and meet their neighbors and enjoy local food and entertainment; while contributing to and participating in their Evesham Township community.

The Market aims to provide an outlet for delivering nutritious and locally produced foods to all members of our community. Beyond the transactions between vendors and customers, the Market intends to serve the community by raising the profile of downtown Marlton, reinforcing a positive image of Evesham Township, and creating a site for civic engagement and entertainment.

The primary goals of the Market are to:

- **Build an Alternative Food System:** The Market is an outlet for direct sales of nutritious and locally produced foods without the need for products to travel long distances and without large corporate “middlemen”.
- **Foster Entrepreneurship and Support Family and Small-Scale Food Producers:** The Market functions as an incubator for small-scale, local entrepreneurs, especially those in the food sector.
- **Build Community:** The Market serves the community by raising the profile of downtown Marlton, reinforcing a positive image of Evesham Township, and creating a site for civic engagement and entertainment.

Legal Requirements. All vendors must be licensed businesses covered by the required business liability insurance identified below. Food businesses have completed the Mobile Retail Food Establishment Application and inspection with the Burlington County Health Department.

APPLICATION INSTRUCTIONS

To submit your application please answer all applicable questions completely and attach additional required documentation as necessary. Incomplete applications will not be considered.

Vendors must include certification paperwork, insurance information and proper licensing as detailed in the pages that follow.

All vendors must read the rules and regulations in full. By signing the application, prospective Vendors agree to abide by the Market Rules.

The completed application and all supporting documents must be submitted to the Evesham Township Clerk's office by **May 29, 2019**.

Vendor fees are outlined on page 6. All vendor fees are non-refundable. Pop-Up Vendors, appearing at the market less than once per month, must pay in advance (upon acceptance) to reserve dates at the market. It is recommended that any new vendor applications after May 15 be submitted no later than 14 days prior to the first market day they wish to participate in to ensure sufficient time for application review.

Applications will be reviewed by the Township and approved by the Township Manager with advice and input from the Chair of the Marlton Farmers' Market Committee, or his or her designee. Applicants will be notified as to whether the application has been approved or denied by **May 29, 2019**. After the official application process has closed, the Township reserves the right, in its sole discretion, to admit additional vendors to the Market at any time.

MARKET SEASON

The Marlton Farmers Market will operate on the 2nd and 4th Wednesdays of the month from 4:00 pm to 8:00 pm and will run from **June 12, 2019** to **September 25, 2019**.

Preference will be provided to vendors who meet the selection criteria and who commit to the entire season.

RULES AND REGULATIONS

All participating vendors are expected to abide by the following Market Rules. The Township Manager and/or his or her designee shall have the authority to enforce these regulations and to exclude non-conforming growers/vendors. These rules are subject to revision at the discretion of the Township Manager at his or her discretion as necessary.

I. REQUIREMENTS FOR APPLICATION SUBMISSION

- A. All applicants must submit a complete application form and required supporting documents.
- B. Failure to provide all of the information requested shall be cause for rejection of an application.
- C. Selected applicants shall provide proof of the appropriate insurance, if applicable, have been provisionally-approved by completing the Mobile Retail Food Establishment Application and inspection with the Burlington County Health Department and any other licenses, or permits required prior to opening day of the Market season and/or their first day participating in the Market thereafter.
- D. Submission of an application shall constitute the consent of the vendor to comply with these Rules and Regulations.

II. SPACE ASSIGNMENTS/HOURS of OPERATION/PARTICIPATION

- A. The market will be open from 4:00 pm to 8:00 pm on market days. Vendors must check in with the Township designee upon arrival.
- B. All vendors are responsible for booth set-up. Mobile Retail Food Establishment Vendors may arrive at 2:45pm to be set up to vend by 3:00pm at least 1 hour before the event start time, as required by the Burlington County Health Department. All other vendors may set up no earlier than 3:00 pm. No vehicles will be permitted to drive through the market beginning fifteen (15) minutes prior to market opening (3:45 pm) and fifteen (15) minutes after market closing (8:15 pm). Vendors should be set up and ready to sell by market opening time and shall remain at the vendor space until the market closes.
- C. Vendors without PROVISIONALLY APPROVED APPLICATIONS will be required to leave.
- D. Food vendors who lack required equipment, who attempt to vend unsafe foods, who vend a menu they were not pre-approved for or vend foods from an unapproved source will be required to leave.
- E. The Township will assign spaces prior to market days. The Township will endeavor to maintain consistency in space assignment but reserves the right to reassign spaces as necessary to organize the market each week.
- F. Vendors must notify the Township 24 hours in advance if they are unable to attend on a Market Day when they are expected. Failure to provide the manager with prior notice may result in loss of a space in the market.
- G. Vendors are limited to displaying, sampling, and selling products within the space assigned to the Vendor by the Township each Market Day.
- H. Participants in the market must obtain approval from the Township **before** introducing a new product not represented on the application.
- I. Growers/Vendors must maintain the space assigned to them in a clean and sanitary condition. The space must be left in clean condition when leaving. **No trash may be left at the market.** Aisle space is reserved for customer circulation.
- J. The grower, a member of the immediate family, or a paid employee may sell products. Collusion among growers/vendors to change prices or exertion of any influence, pressure or persuasion to cause a grower/vendor to change prices is strictly forbidden.
- K. Vendors must display a sign identifying the name and location of their farm or business.
- L. Vendors must have signs, boards, tags or labels listing prices of every item for sale.
- M. Consumption of alcoholic beverages and smoking are prohibited within the market area.

III. ELIGIBILITY FOR PARTICIPATION

- A. All persons/vendors intending to sell at the Marlton Farmers Market must, prior to participation, have an approved application on file with Evesham Township.
- B. Prior to participation all vendors shall have an executed Hold Harmless Agreement included on file with the Township of Evesham, in addition to, any required proof of insurance, licenses and or permits.
- C. Vendors must be the owner/operator of the farming/business operation and may not be operating the business under a franchise agreement.
- D. The Burlington County Health Department shall be contacted prior to opening to conduct a pre-opening inspection to determine compliance with all health-related regulations. The vendor must provide the Township with his/her most recent Health Inspection report upon request.

IV. TYPES OF VENDORS/PARTICIPANTS and SELECTION

- A. One of the Market's goals is to support local New Jersey agriculture and products. As such it is expected that all agricultural products must be grown or produced in New Jersey. Exceptions may be made for products that are local to the region, but not available in New Jersey (such as Pennsylvania mushrooms).
- B. All farm fresh products must be grown, produced, or foraged by the vendor. The re-sale of agricultural products is not permitted unless the product is otherwise unavailable at the market. If a product is currently unavailable at the market, a vendor can purchase that product from another; local producer as a supplement under a provisional arrangement. Should another purveyor begin offering that product produced on his/her farm, the purveyor selling the supplemental product under the provisional agreement must stop selling that purchased product.
- C. The primary vendors shall be farmers that propose to sell fruits, vegetables, berries, herbs, grains, squash, nuts, honey, dairy products, eggs, mushrooms, poultry, meat, seafood, flowers, bedding and potted plants that are grown/produced on property owned or leased by the farmer.
- D. Space will also be available for the following types of vendors:
 - 1. Value added agricultural products. This category includes preserved, jams/jellies, cider, wine, distilled spirits, syrups, salsas, smoked or canned meats or fish, dried fruit, dressing, soup and other food items **processed on the farm**. Value added farm foods must include raw products or ingredients grown locally by the farmer/vendor. Value added farm foods in which a majority of the ingredients are not grown on the farm but that are produced there may be permitted at the discretion of the Township and may not exceed 25% of the vendor's displayed inventory. Vendors must abide by all applicable federal, state, and local health regulations and adhere to all federal or other labelling guidelines.
 - 2. Processed Foods. This category includes juices, ciders, preserved foods, salad dressings, jams, wines, bread, pastries, baked goods, pasta, granola and related food products not prepared on the farm but containing locally grown ingredients. Vendors must bake or prepare their own products. No commercially prepared foods are permitted. Processed food purveyors will be admitted as space allows at the discretion of the Township.
 - 3. Locally prepared foods. This category includes food prepared locally and available for sale and immediate consumption. The types of foods prepared for consumption at the Market shall be in keeping with the mission of the Market. Vendors in this category will be given preference if key ingredients are purchased from local producers. Purveyors are encouraged to use environmentally friendly containers.

4. Crafted farm products. This category includes handmade agricultural crafts that the purveyor makes predominantly of material grown or gathered locally. The agricultural material should be the focus of the craft product. (Example: hats, socks, gloves made from local alpaca wool).
 5. Agricultural or Environmentally related products. This category includes products whose sale is consistent with the mission of the Marlton farmers Market and whose focus is the promotion of sustainable living. These vendors will be admitted as space allows at the discretion of the Township.
 6. Vendors in categories 2, 3, 4, and 5 will be limited to 50% or less of the total number of vendors at the Market.
- E. There may be limited space for ancillary vendors; which shall be approved at the discretion of the Township.
 - F. The Township reserves the right to accept new growers/vendors and/or commodities into the market based on availability of space, type of product, and compliance with the USDA, Burlington County Health Department New Jersey Dept. of Public Health, any necessary licenses, and the Rules and Regulations of Marlton Farmers' Market.
 - G. Preference will be given to vendors that accept SNAP, WIC and other applicable food assistance programs.

V. PERMITS/CERTIFICATION

- A. Prepared Food vendors must provide a copy of their license from the Burlington County Department of Health and have completed the Mobile Retail Food Establishment Application and inspection with the Burlington County Health Department (if applicable)
- B. Organic farmers must provide a copy of their certification and certifier's organization.

VI. INSURANCE REQUIREMENTS

Vendors must secure and maintain Commercial General Liability insurance coverage during the term of participation in the Market. Upon receiving notice that the vendor is being offered a space as a vendor at the Marlton Farmers Market, the vendor shall provide the Township of Evesham with a Certificate of Insurance evidencing that said insurance is and will be in effect during the term of participation in the Market, and naming the Township of Evesham as an Additional Insured.

Each participating vendor in the farmer's market provide with application an Accord Certificate of Insurance with a Commercial General Liability limit of \$1,000,000 each Occurrence, \$1,000,000 General Aggregate and \$1,000,000 Products Completed Operations Aggregate.

Each Certificate of Insurance shall contain a statement that the policy applies to all operations that are undertaken by the insured during the 2019 Market season. In addition, each Certificate of Insurance shall contain the following information or statements:

1. Name and address of insured
2. A Statement that the Township of Evesham, 984 Tuckerton Road, Marlton, NJ 08053 Burlington County and Marlton Greene Development, LLC, 30 Jackson Road, Suite C- 3, Medford, NJ 08055 is listed as an Additional Insured under Commercial General Liability.
3. The number and description of each policy in force on the date of the Certificate
4. The expiration date of each policy shown as well as the amount of coverage for each party.

5. A statement showing the method of cancellation. If cancellation may be effected by the giving of notice to the insured and the Township by the insurer, the policy and Certificate must provide that cancellation shall not be effective until ten days after receipt of such notice by Evesham Township.

All policies must be kept in full force during the term of participation in the 2019 Marlton Farmers Market season and each policy shall contain a rider stating that the policies are non-cancellable unless sixty (60) days' notice are provide to the parties insured.

The Certificate of Insurance should be issued to:
 Evesham Township
 984 Tuckerton Road
 Marlton, NJ 08053

In lieu of insurance, non-profit and civic groups participating in the Market as well as craft sellers must execute the indemnification document provided by the Township of Evesham.

Greening the Market

As Evesham Township is a Sustainable Jersey certified community, we ask that vendors refrain from providing plastic bags to customers. The Market will be encouraging patrons to bring their own reusable bags and will have a "Leave a Bag, Take a Bag" station.

Also, in keeping with greening of the Market, all participating vendors must be primarily located within 60 miles of Evesham Township.

Market Spaces:

Spaces at the Market are approximately 15 feet wide and 15 feet deep, intended for a maximum 6'-8' long folding table, with room for product storage to the rear. The maximum number of Spaces for any individual vendor is two.* Because the Market's layout is dictated by the venue's space, not all Spaces will allow equal amounts of space and may not be perfectly square.

**NOTE: Exceptions to this rule may be made by market management on a case-by-case basis and must be arranged prior to the beginning of the season.*

Vendors are expected to commit to the entire June through September season. If this is not possible, please use this space to explain. Specify which dates you would like to attend, or on which you will be absent, whichever is most concise. Upon approval of vendor application, vendor selected Market dates will be confirmed.

Select appropriate fee structure (below):

FEE STRUCTURE		
VENDOR TYPE	POP UP per Market per space	FULL SEASON 8 dates
FARMER, PRODUCER	\$50	\$240
PREPARED FOOD	\$50	\$240
NON-FOOD LOCAL BUSINESS	\$50	\$240

**HOLD HARMLESS/
INDEMNIFICATION
AGREEMENT**

Between the Township of Evesham and
_____ (Name of Vendor).

WITNESSETH:

1. _____ (Vendor) agrees to release, indemnify and hold harmless the Township of Evesham, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of Evesham Township, from and against any loss, damage or liability, including attorneys' fees and expenses incurred by the latter entities and their respective employees, agents, volunteers or other representatives arising out of or in any manner relating to Marlton Farmers' Market.

Dated: _____ Signed:

Authorized Signature of the Vendor

Name: _____

Title: _____

Witness: _____

APPLICANT CERTIFICATION & AFFIDAVIT

I, _____, hereby certify that I have read this application and the Marlton Farmers Market 2019 Rules and Regulations and if accepted into this Market, I will abide by all Rules and Regulations of the Marlton Farmers Market and accept all decisions and interpretations made by the operator of the Market, as final.

I agree to sell at the Market only those products listed in this application. I also acknowledge the products identified in my application are of my own production or produced at the location described on my application. The commercial activities proposed in said application comply with all relevant government rules and regulations. I acknowledge and accept full responsibility for actions taken at the Market by myself and all those employed by or assisting me.

I acknowledge the sole authority of the Township Manager or other designee of the Township to enforce and interpret the Rules of the Market, to immediately settle any disputes regarding product legitimacy, application deficiencies or vendor conduct violations and impose any penalties, up to and including possible suspension of privileges to participate in the Market now or in the future, immediate removal from the Market or revocation of permission to participate in subsequent Market events.

I agree to allow the Township and/or representatives of the Market at any time to inspect the premises where the products offered for sale are produced and acknowledge that failure to allow an inspection will constitute a violation of Market rules. I understand that the Marlton Farmers Market does not carry insurance covering individual participants and as a participating vendor I am required to carry such insurance.

Name of Business: _____

Signature: _____ Date: _____

Name of Signatory: _____

Title: _____

VENDOR APPLICATION

ALL VENDORS ARE ACCOUNTABLE FOR THE REQUIREMENTS DESCRIBED THEREIN.

REQUIREMENTS FOR APPLICATION SUBMISSION

A. A completed application form must be submitted for new 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. Selected applicants shall apply for, receive and show proof of the appropriate insurance and any other Health Department permits or required forms by the start of the market season.

Contact Information

Business Name: _____

Name of Primary Contact: _____

Business Mailing Address: _____

City, State, Zip: _____

Municipality: _____ County: _____

Business Phone: _____ Home Phone: _____

Cell Phone: _____ E-mail: _____

Website Address: _____

Business Type (check one):

Individual Family Partnership LLC For-Profit Corporation

Not-for-profit Corporation Other

Other individual(s) responsible for market day-of Space management:

- Name: _____ Title _____
- Cell Phone: _____ E-mail: _____
- Name: _____ Title _____
- Cell Phone: _____ E-mail: _____
- Name: _____ Title _____
- Cell Phone: _____ E-mail: _____

Vendor Type:

Choose one of the following Vendor categories:

- Farmer/Producer** of raw or minimally processed agricultural products
- Processor** of raw ingredients produced by others creating a value added product
- Prepared Foods** produced in whole or part at the Market, intended primarily for immediate consumption
- Other** (non-food) please specify _____

Are you applying as a Full-Season Vendor
 Pop Up Vendor (reserve space on a per week basis)

Insurance:

Insurance Co. _____
 Policy # _____ Expiration Date: _____

**NOTE: Each participating vendor in the farmer's market provide with application an Accord Certificate of Insurance with a Commercial General Liability limit of \$2,000,000 each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate.*

General Information

Please answer the following questions in the space below, or attach separately.

Farm/Business History: Please provide us some background on the history of your farm or business. Do you consider yourself a small or family business? Why or why not? How many people do you employ?

Farm/Orchard Site Location Information (Farmers/Producers Only)

Please list all sites including a map or GPS ready address for each. If items are wild gathered, identify the location(s). If the land is rented, shared or leased, please include contact information for the owner. A representative of the Market may perform a site visit. Please make sure of the accuracy.

Land Description and Address: _____

County: _____ City: _____ State: _____

Number of Acres: _____ Total Acreage in production: _____

Greenhouse (# and sq ft): _____ Tunnels (# and sq ft): _____

Landlord: _____ Phone: _____

Land Description and Address: _____

County: _____ City: _____ State: _____

Number of Acres: _____ Total Acreage in production: _____

Greenhouse (# and sq ft): _____ Tunnels (# and sq ft): _____

Landlord: _____ Phone: _____

Products:

Do you grow and/or raise all products or raw ingredients that you plan to sell at the Market?

Yes No

If "No," please list all products in question including their origin. Note any products that will be purchased or taken on consignment from others to sell.

* See the Rules and Regulations, Section IV for further information.

Processed Products (Producers, Processors, and Prepared Food Vendors Only)

If you intend to sell anything at the Market other than products listed in Section IV of the Market Rules, please fill out this section as applicable.

- Producers of meat, fish, poultry, eggs and dairy – Please list your licensed processing locations below.

Product	Processor's Name & Location	Licensed By			License#
		USDA	FDA	Dept. of Health	

- On a separate sheet, please type a list of all food or other products you plan to sell at the Market (including bakery goods, cheeses, sandwiches, granola, jams, pickles, non-food items, etc.) Be as specific as possible. Please make note of your sourcing for ingredients, highlighting locally sourced ingredients or any ingredients which are organically certified. It is strongly encouraged that vendors source from other local and sustainable producers.

___ I have attached my product list to my application.

- List the major ingredients that you grow that go into your products.

- If you use a co-packer or co-producer, please explain what involvement you have in the development and production of your product.

- Licensed Food Processing Locations (where products are fabricated):

Product	Processors Name & Location	Licensed by	License #

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.

- If you intend to sell foods that require hot or cold storage to prevent spoilage, how do you intend to keep them at correct Health Department stipulated temperatures during transport and at the Market? *(NOTE: Please describe the system you will use to verify that these temperatures are being maintained throughout the day.)*

***Note: You will need to provide your own source of electricity.**

2018-19 ITEMIZED CROP LIST

Please list all crops you plan to sell at the Market and the estimated dates that they will be available. There are separate sections for vegetables, fruits, and other crops.

Example:

Vegetable Crops	Number of Varieties	June	July	Aug.	Sept.
Mustard Greens	3	X	X		

Vegetable Crops	Number of Varieties	June	July	Aug	Sept.

Fruit Crops	Number of Varieties	June	July	Aug	Sept.

CUT FLOWERS AND POTTED PLANT LIST

Please list the types of cut flowers and potted plants that you intend to sell at the Market.
Include decorative holiday greens under "cut flowers".

Cut Flowers		Potted Plants	

APPLICATION CHECK LIST

- _____ Application, with details regarding additional submissions below
- _____ I have read the "Marlton Farmers Market 2019 Rules and Regulations"
- _____ Signed Certification
- _____ Hold Harmless/Indemnification Agreement
- _____ Certificate of Liability Insurance
- _____ Health Department permits or related required forms
(prior to the start of the market season)

If Applicable:

- _____ Certificates from any 3rd party certifying agencies

- _____ Product List

- _____ Health Department Permit and/or certifications

- _____ Health Inspection (within last six months*) (Prepared food vendors only)

- _____ Copies of applicable licenses (food safety and otherwise)

- _____ Other: _____

Please send completed application, supporting documents and payment to:

Township of Evesham
c/o Evesham Township Clerk
984 Tuckerton Road
Marlton, NJ 08053

Upon Application Approval and Invoicing, please make checks made payable to:

Township of Evesham

