



BrigantineFarmersMarket@gmail.com

Brigantine Farmers Market Application

Dear Market Applicant,

There is no application fee. A completed Application (page 6) 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.** If your application has been approved, we will notify you that payment is due.

The Brigantine Farmers Market Committee, further known as the BFMC, will fully evaluate every application to determine if your product meets the criteria for participation in the Brigantine Farmers Market. Each application is reviewed and voted on based upon our requirements, and how to best serve our community and the best interest of the vendors. You will be notified of the BFMC's decision.

Requirements. In order to be considered as a vendor, you must meet the following criteria. Our core vendors are farmers and 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, or create another original craft, roast coffee and other value-added food businesses. There is no resale of items permitted at our Farmers Market unless it is an accompaniment to the actual product approved. For example, if your core business is the creation of dips, we would permit the resale of a chip or cracker to accompany it.

Full Season Vendors. Full season vendors commit to and prepay an entire season's worth of Saturdays and receive a financial discount and preferential treatment for that commitment.

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. Pop-Up Vendors must meet the same requirements as full time vendors and are subject to the same rules and regulations as Full Season Vendors.

Legal Requirements. All vendors must be a **licensed business** 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.

If you have a product that meets our requirements 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,
The Brigantine Farmers Market Committee

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 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 BFMC is an all-volunteer group of full and part-time Brigantine residents. The BFMC plans, manages, and promotes the market, assisted by a larger group of volunteers and friends 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. Participants must abide by these standards: failure to adhere to the standards may result in loss of permission to sell.

The Brigantine Farmers Market will be open to customers in May on the Saturday of Memorial Day weekend and will run every Saturday (rain or shine) until the Saturday of Labor Day weekend. May 27, 2023, through September 2, 2023, with two Fall dates to be determined. Market hours will be between 8:00 am – 12:00 Noon.

1.02 REPRESENTATIVES

The persons responsible for administration of the BRIGANTINE FARMERS MARKET are the **Brigantine Farmers Market Committee**

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

EMAIL TO:

OR

brigantinefarmersmarket@gmail.com

Subject: BFM Vendor Application

MAIL TO:

City of Brigantine – Farmers Market
1417 West Brigantine Avenue
Brigantine, NJ 08203

1.02 VENDOR TYPES AND SERVICES

THE BRIGANTINE FARMERS MARKET IS NOT A VENUE FOR RESELLING PRODUCE OR PRODUCTS.

There are several 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 BFMC. 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 the 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 of 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 BFMC.
4. ***Chamber of Commerce Vendors:*** Each week the BFM will allow for a maximum of six Chamber of Commerce members to participate in the market at no cost to the Chamber of Commerce Vendor. The Vendor is allowed to represent their Brigantine based business and allowed to sell or promote anything they sell or promote in their Brigantine based business. The vendors must be verified Brigantine Chamber of Commerce members in good standing with the Chamber and up to date on their Chamber dues. This is done in conjunction with our Support Local Business campaign through the Green Team and Sustainable Jersey. A BFM application is not required, and this will be coordinated through the Chamber representative from the BFM/Green Team.
5. ***Community/Charitable Vendors:*** Each week the BFM will allow up to three Community/Charitable Vendors including, but not limited to True Spirit Coalition, MMSC, South Jersey Cancer Fund, The Elks, The VFW, The Sons of Italy, Clean Communities, Census, Police Department (recruiting efforts), Fire Department (recruiting efforts) etc. A BFM application is not required, and this will be coordinated through the Community/Charitable representative from the BFM/Green Team.

The number of vendors shall be determined at the sole discretion of the BFMC 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 BFMC shall be the sole judge concerning the merits of all applications submitted.

2.02 SUBMISSION OF APPLICATIONS

ANYONE wishing to be a category 1, 2 or 3 vendor at the 2023 Market MUST SUBMIT AN APPLICATION. The BFMC 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 BFMC. All applications will be kept for reference should it be determined that the Market would benefit by the addition of vendors. A completed application form must be submitted by all applicants, including vendors that participated in previous years. Upon acceptance of the application, vendors shall complete and sign all forms required for participation as a vendor.

2.03 VENDOR FEES AND EXPENSES

There is no fee to submit an application. Vendors who 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 2023 Participation fee is:

1. Category 1 Vendor - Full Season (Saturdays May 27, 2023, to September 2, 2023) Rate for one 10' x 10' location is \$300.00. If Vendor wants to participate in either of the two fall markets, the cost per market will be \$25.00 per market for a total of \$350.00 for the season. **If paid in full by April 15, 2023**
2. Category 2 and 3 Vendors – Full Season (Saturdays May 27, 2023 to September 2, 2023 and two Fall Dates -TBD) Rate for one 10' x 10' location is \$350.00. **If paid in full by April 15, 2023.**
3. Any payment received after April 15, 2023, will be **\$500.00** per season (17 weeks) and there will be no exceptions.
4. The rate for a second 10' x 10' location for the same vendor is \$150.00.
5. Rate for a third 10' x 10' location for the same vendor is \$100.00

If Full payment is not received by May 1, 2023, your space may be forfeited and offered to the next applicant on the Approved/Waiting List. This applies to both new and returning vendors. You will not be permitted to set up on May 27, 2023 unless payment has been received.

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 MARKET PARTICIPATION

1. 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, 2023.
2. Failure to provide proof of appropriate insurance and, if applicable, any Health Department permits, licenses and a signed Hold Harmless by May 1, 2023, shall be cause for rejection of application as submitted.

2.05 EXCLUSIVITY

There is no assumption of exclusivity when a vendor is approved. The BFMC reserves the right to approve vendors that may have some crossover products. We are careful in our selection process.

2.06 REJECTION OF APPLICATION

The BFMC 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 BFMC.

**BRIGANTINE FARMERS MARKET
RULES AND REGULATIONS 2023 SEASON**

Brigantine Farmers Market 2023 Application - One Page

Contact Name: _____ Date: _____
Farm/Business Name: _____ EIN# _____
Address: _____
Address where your business is licensed: _____
Phone: _____ Business Email: _____
Cell Phone: _____ Email: _____
Current Facebook: _____ Current Website: _____
Current Instagram or other Social Media: _____

- | | |
|---|---|
| <input type="checkbox"/> I would like ____ 10' x 10' space/s | <input type="checkbox"/> I sell from a truck or trailer _____ feet long |
| <input type="checkbox"/> I am a farmer/primary food producer | (10' or more requires more than 1 spot) |
| <input type="checkbox"/> I accept EBT and /Or Senior Food Vouchers | <input type="checkbox"/> I am authorized to submit this application |
| <input type="checkbox"/> I am an artist/artisan – no food product | <input type="checkbox"/> I am a prepared food artisan |
| <input type="checkbox"/> I have a licensed food business | <input type="checkbox"/> I have read and understand the application |
| <input type="checkbox"/> I agree to comply with the rules and regulations | <input type="checkbox"/> I will obtain all required licenses and permits |
| <input type="checkbox"/> I participate in other markets | <input type="checkbox"/> I will provide proof of insurance by May 1, 2023 |
| <input type="checkbox"/> I understand the COVID 19 guidelines | <input type="checkbox"/> I will complete the Hold Harmless and return |
| <input type="checkbox"/> I want to be a full time vendor | <input type="checkbox"/> I want to be a pop-up vendor |

Signature: _____ Print Name: _____ Date: _____

Describe ALL 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.
No additional products may be added without BFMC approval.

Please attach, photos of your products or display tables, advertising graphics, market signage, promotional materials, websites, or other items that communicate your product or business. This material may be used in Market advertising and social media. Complete and send the **1-page application** plus any material to:

Email:
The Brigantine Farmers Market Committee
BrigantineFarmersMarket@gmail.com
Subject: BFM Vendor Application

Or Mail to:
City of Brigantine – Farmers Market
1417 West Brigantine Avenue
Brigantine, NJ 08203

OVERVIEW

The Brigantine Farmers Market, further known as the “Market”, will be open to customers in May on the Saturday of Memorial Day weekend and will run every Saturday (rain or shine) until the Saturday of Labor Day weekend. May 27, 2023, through September 2, 2023. Market hours will be between 8:00 am – 12:00 Noon. **There will be two additional Fall Markets for a total of 17 weeks.**

For 2023, the Market will be located at the Brigantine Community School parking lot on Sheridan off of Roosevelt. All spaces will be outside. Patrons shall travel through the market following a one-way direction.

The primary goals of this Market are:

- Provide local access for acquiring fresh and healthy food
- Support and promote local businesses (Brigantine businesses as our priority and up to 50 miles considered local)
- Enhance exposure for Brigantine businesses
- Increase community awareness of sustainability by interacting with farmers and artisans
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Backed by the City of Brigantine, the Brigantine Farmers Market Committee, further known as the BFMC, a sub-committee of the Brigantine Green Team, operates and engages 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 greatly increasing our population and 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 was the first of what proved to be an extremely successful community farmers market.



APPLICATION PROCESS AND FEE SCHEDULE

STEP 1 – Submit Application

Complete and submit an application for consideration.

Email to **BrigantineFarmersMarket@gmail.com**

or

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

Vendors will be selected at the discretion of the BFMC.

STEP 2 - Application Review and Vendor Selection

The BFMC will evaluate applications and select the most appropriate vendors to participate in the Market. Please note that the BFMC reserves the right to accept or reject any and all applications if it is in the best interest of the Market. The BFMC 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. Pop-Up rates are per Market Day.

Considerations in the review of all applications will include:

- Whether the business is located in Brigantine or operated by a Brigantine resident
- Whether the operation is located in New Jersey
- Whether the vendor is a returning vendor
- Percentage of product that is directly agricultural or produced in New Jersey with New Jersey materials
- Saturation of that type of product at the market (exclusivity should not be assumed)

Considerations for Agricultural Vendors:

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



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 2023

- 1. Dates of the Market:** The Brigantine Farmers Market will be open to customers in May on the Saturday of Memorial Day weekend and will run every Saturday (rain or shine) until the Saturday of Labor Day weekend. May 27, 2023, through September 2, 2023. Market hours will be between 8:00 am – 12:00 Noon. There will also be two Fall Markets for a total of 17 markets this season.
- 2. Times for Set-Up and Market Sales:** The Market will be open for business from 8:00 a.m. to noon. The BFMC will supervise the opening and closing of the Market. Vendors may arrive at 6:30 a.m. to set-up and must arrive by 7:30 a.m. Vehicles will not be permitted to enter the vendor rows after 7:30 a.m. Complete set-up must be achieved by 7:45 a.m., and all vehicles must be off site by 7:45 a.m. All cleanup must be completed by 12:30 p.m.
- 3. Vendor Vehicle & Parking:** Prior to tent set-up and immediately after unloading, vehicles should be moved from the Market area. Other than Farmers Row, **Vendor** vehicles are required to park outside of the market area and are NOT permitted to park in the shopper parking lot. All vendor vehicles must be removed from the Market area no later than 7:45 a.m.
- 4. Location:** The Market is held on Sheridan in the Brigantine Community School parking lot off of Roosevelt. All vendor spaces are located outdoors.
- 5. Space Assignments:** The BFMC will be responsible for assigning spaces to vendors. The BFMC will select vendors and coordinate all market efforts.
- 6. 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 BFMC. Agricultural Vendors must grow 99% of any products sold. The BFMC 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 BFMC. 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 prior approval of the BFMC and must be listed on the application.

Artisan Vendors: Artisan vendors must fabricate 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 BFMC and must be listed on the application.

Chamber of Commerce Vendors: Each week the BFM will allow for a maximum of six Chamber of Commerce members to participate in the market at no cost to the Chamber of Commerce Vendor. The Vendor is allowed to represent their Brigantine based business and allowed to sell or promote anything they sell or promote in their Brigantine based business. The vendors must be verified Brigantine Chamber of Commerce members in good standing with the Chamber and up to date on their Chamber dues. This is done in conjunction with our Support Local Business campaign through the Green Team and Sustainable Jersey. A BFM application is not required, and this will be coordinated through the Chamber representative from the BFM/Green Team.

Community/Charitable Vendors: Each week the BFM will allow up to three Community/Charitable Vendors including, but not limited to True Spirit Coalition, MMSC, South Jersey Cancer Fund, The Elks, The VFW, The Sons of Italy, Clean Communities, Census, Police Department (recruiting efforts), Fire Department (recruiting efforts) etc. A BFM application is not required, and this will be coordinated through the Community/Charitable representative from the BFM/Green Team.

7. Market Goal: Because one of the primary goals of this Market is to promote local agriculture, the BFMC strives for a high percentage 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.

8. Products Which May be Sold: Prior to Market Day, vendors must disclose, and the BFMC must approve, all products vendors intend to sell. The BFMC reserves the right to ask vendors to remove items for sale that have not been approved by the BFMC.

9. Product Freshness: Farm products should be harvested no more than 48 hours before being offered for sale at the Market.

10. Market Management: The oversight and management of the Market will be handled by the BFMC. This team is responsible for administration of the Brigantine Farmers Market on 2023 market days. To contact the BFMC please email:

BrigantineFarmersMarket@gmail.com

The Brigantine Farmers Market Committee's duties will include:

- Record attendance and keep a brief log of market events.
- Assign spaces to Vendors and reassign spaces in the event of an absence or late arrival.
- Monitor customer interaction with vendors and resolve conflicts that may arise.
- Appropriately respond to and address customer suggestions, questions, and concerns.
- Enforce Market rules and report alleged violations in writing.
- Keep the community updated regarding Market activities through social media and an article in The Brigantine Times, a Market sponsor.

11. Fees: For vendors selected to participate in the 2023 Farmers Market

FULL SEASON The 2023 Participation fee is:

- Category 1 Vendor - Full Season (Saturdays May 27, 2023 to September 2, 2023) Rate for one 10' x 10' location is \$300.00. If Vendor wants to participate in either of the two fall markets, the cost per market will be \$25.00 per market for a total of \$350.00 for the season. **If paid in full by April 15, 2023**
- Category 2 and 3 Vendors – Full Season (Saturdays May 27, 2023, to September 2, 2023, and two Fall Dates -TBD) Rate for one 10' x 10' location is \$350.00. **If paid in full by April 15, 2023** ○ Any payment received after April 15, 2023 will be \$500.00 per season (18 weeks) and there will be no exceptions.
- The rate for a second 10' x 10' location for the same vendor is \$150.00. (limited availability) ○ Rate for a third 10' x 10' location for the same vendor is \$100.00 (limited availability)

If Full Season payment is not received by May 1, 2023, your space may be forfeited and offered to the next applicant on the Approved/Waiting List.

Vendors selected to participate as Pop-Up vendors in the 2023 Market:

Pop-up Vendor rate for each 10 x 10 space is \$35.00 per Market Day. Payment is due upon notification of your approved dates. If full payment is not received within 10 days of approval, you may forfeit your space.

Payments

Please make your check payable to **City of Brigantine** (cash will not be accepted) and mail **along with a copy of your application** to:

City of Brigantine

1417 W. Brigantine Ave. Brigantine,
NJ 08203

Final product approval and Market spaces will be confirmed after full payment is received.

13. Insurance: All Full-Season and Pop-Up vendors will be required to have \$1M/\$1M liability insurance with City of Brigantine named as additionally insured and provide the Certificate of Insurance by May 1, 2023.

14. Required Documents: Upon acceptance notification, all vendors will be required to submit the **Hold Harmless Agreement** and **Certificate of Insurance** by **May 1, 2023** or space may be allocated to another qualified vendor.

15. Space and Parking Designation: The BFMC 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 10 x 10 feet.

- All spaces are located outdoors. Vendors are responsible for bringing all tables, canopies, tents, 20 lbs. weights on each tent leg. Additional requirements should be discussed with the BFMC

16. Tardiness/No Shows: Proper notification is required if a vendor anticipates being late or absent for a Market Day. If the vendor must be late or absent for some reason, he or she is obliged to call the BFMC Team on Friday by 5:00 p.m. on the evening before the Market day in question. If the lateness is unanticipated the vendor will need to carry their product into the market area for set up or may be asked not to set up that day. If a vendor has more than two unplanned incidents of lateness they may be asked not to return to the Market with no refund. If a vendor misses a scheduled Market day without properly notifying the BFMC the vendor could be assessed a \$35 fee and may be asked not to return to the Market without a refund.

17. 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 the Market Management Team 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.

COVID 19 External Regulations for 2023

Unless otherwise notified in writing, for the 2023 season the following must be followed as well:

- The market shall be a one-way market with all traffic going in one direction to promote social distancing. **(This requirement was removed in the 2022 season, and will be put back into place if required by State, County or City Health Authorities.)**
- All vendors are required to have a hand sanitizer available at their spot.
- Vendors shall not participate if they or are not feeling well or within 5 days of a positive Covid-19 result.
- Vendors may decide to accept pre-orders and have cashless options available.
- Any and all other orders as issued by the City of Brigantine, Atlantic County Department of Health, NJ Executive Order or the Federal Government.

18. Vendor Conduct: Vendors should present themselves in an appropriate manner, dress, and state of cleanliness. Shirts must be worn. Smoking is always prohibited within the Market area. The volunteers, customers and fellow vendors must be treated with respect.

19. Clean Up: 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.

- No vendor may pour ice, liquids or chemicals on the grass.
- Vendors are responsible for removing their trash and recycling.
- Trash and recycling bins are located at several locations in the Market space. Vendors may use these bins unless they are full.
- No trash or recycling may be left on the ground near bins.
- If bins are full each vendor should remove their waste and dispose of it in an approved facility.

20. Non-Compliance: Vendors not complying with the provisions in Number 19 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.

21. 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 set up and sell without the required tent weights. After the first violation, the vendor will be fined \$35 or may be asked to breakdown for the day and or asked not to return to market without refund.
- Any vendor using a heat source must acquire protection so that patrons will be prevented from coming into contact with said heat source. That protection would be from the back, front or side. Only the Vendor is allowed access to the heat source.
- Any vendor using a heat source must have a K type fire extinguisher within easy reach.

22. **Animals:** The only animals permitted in the Market area are Trained and Registered Service Animals per ADA Guidelines.
23. **Green Initiatives:** With the help of vendors, sponsors and shoppers, the **Brigantine Farmers Market now prohibits the use of Single-use Plastic Bags, Styrofoam cups, Styrofoam plates, Styrofoam takeout containers, plastic straws, plastic tasting spoons** (Exceptions are those who have received prior approval from the BFMC). We require that Vendors continue this practice and provide alternative packaging/bag/utensil solutions.
24. 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 BFMC. Likewise, distribution of printed material also requires the BFMC's prior approval.
25. 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!



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: _____

Cell Phone: (____) _____ Email: _____

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 May 1, 2023**, or space will be allocated to the next qualified vendor on the wait list.

Mail documents to:

Brigantine Farmers Market

The City of Brigantine

1417 W Brigantine Avenue

Brigantine, NJ 08203

Or email to brigantinefarmersmarket@gmail.com