

**VENDOR APPLICATION
BURLINGTON COUNTY COMMUNITY
AGRICULTURE CENTER
2009 FARMERS MARKET SEASON**

I. DESCRIPTION OF SERVICES.

1.01 BACKGROUND

The Burlington County Community Agriculture Center (BCCAC) is a publicly owned preserved farm formerly known as the Winner farm. The site is located at Hartford and Centerton Roads in Moorestown and Mount Laurel Townships. The BCCAC is home to an established on-site seasonal farmers market, a Community Supported Agriculture (CSA) farm, community gardens as well as various other endeavors focusing on public education and involvement in agriculture. The property is approximately 60 acres in size with barns and other agricultural buildings, silos, a historic farmhouse and a tenant house. The tenant farming family who live on and farm the property, the Carlisle's, will be leasing portions of the property until 2012. The Carlisle's farm the property for soybeans and hay, as well as raise sheep on grain and pasture. There is a pervious surface parking area that will provide parking for 100 cars including 4 handicap accessible spaces. There is an overflow parking area that can accommodate 50 more cars. The farmers market component of the BCCAC is the focus of this Application. The site is subject to the rules of the Burlington County Parks System and the deed-restrictions contained in the farmland preservation deed of easement.

The BCCAC Farmers Market (the "market") opened in June of 2007 and was well attended by customers throughout the summer and fall. In general, vendors and customers reported being highly satisfied with this new outlet for local agricultural products. The market is entering into its third season of operation.

For the 2009 season, the market will be open to customers starting Saturday, May 16th and will run every Saturday (rain or shine, except for declared weather emergencies) until Saturday, November 7th. Market hours will be between 8:30 am – 1:00 pm. The County will continue to use the renovated barn adjacent to the outdoor concrete pad for most vendors. The renovated barn is covered and has been equipped with sufficient electrical outlets and lighting. Vendors will be allotted an estimated 25' x 8' vending area in the renovated barn. The 1,000 sq. ft. concrete pad adjacent to the renovated barn will be used by vendors better suited for being outside, event programming and a customer seating area. The County anticipates that the customer base of the market will grow in 2009 through continued quality and diversity of vendor products, increased programming and strategic event promotion.

1.02 REGIONAL DESCRIPTION AND OVERVIEW

The Moorestown Township site of the BCCAC Farmers Market is located in the western part of Burlington County. This area is the most densely populated in the County as well as the most ethnically diverse. Moorestown is only a 25-minute drive from Philadelphia and is in close proximity to major New Jersey roadways such as Interstate 295 and the Turnpike. It is less than a mile from the Burlington County College Mount Laurel Campus and Route 38. The site of the former Winner farm was chosen because it is one of the few remaining farms in the western part of the County. Bringing agricultural education and providing access to fresh agricultural products to the areas of the County without much exposure to farming is one of the goals of the BCCAC. Burlington County offers a wide array of programming and entertainment throughout the year and has a history of attracting many people to events such as Earth Fair, the Amphitheatre and Farm Fair. In summary, the location is optimal for the continuation and growth of a successful community farmers market.

1.03 VENDOR CATEGORIES

The number of vendors at the market shall be determined at the sole discretion of Burlington County. **There are four (4) categories of vendors:**

CATEGORY 1: Agricultural Vendors are local farmers that produce and/or grown 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.. In addition, value added products (such as jams, jellies, salsa, honey, soaps, herbal oils, etc) from on 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.

ATTACHMENT 1 is the application for Agricultural Vendors.

CATEGORY 2: Food Vendors must take an active part in making/baking the majority of the items they plan to sell. Products sold by food vendors include items for on and offsite consumption including, for example baked goods, coffee, refreshments and value-added products (such as jams, jellies, salsa, honey, soaps, herbal oils, etc) preferably with at least one ingredient sourced from a local farm or farm cooperative. This list is not intended to be exhaustive. Food products not on this list may be sold with approval.

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.

ATTACHMENT 2 is the application for Food Vendors.

Category 3: Craft Vendors must take an active part in the making of the items they plan to sell. Products sold by craft vendors include, for example, artisan jewelry, crafts, brooms, wreaths, and baskets. This list is not intended to be exhaustive. Craft products not on this list may be sold with approval.

ATTACHMENT 3 is the application for Craft Vendors.

4. **Non-Profit Vendors** are Burlington County community groups, schools, or other non-profit organizations selling a single food product for the purpose of raising money for their organization. Offering a raffle prize or for example, pumpkin carving or face painting is acceptable. "Bake sales" and products similar to agricultural/food/craft vendor provided items are not permitted. Bucket-style panhandling, petition signing, or voter registration is not allowed at any time. Partisan non-profits groups and/or Political Action Committees (PACs) are not eligible vendors. Any required tents, chairs and tables are provided by the non-profit group. Non-profit vendors will be exempt from vendors fees.

Only one non-profit vendor space is permitted per week. Fundraising and/or community space is on a first come, first served basis. **Groups are limited to two** reserved dates per market season. Groups may be offered more dates if no other groups have reserved the space.

Attachment 4 is the application for Non-Profit Vendors.

Because the goal of the BCCAC project is to promote local agriculture, the County is requiring that approximately 70% of the vendors at the farmers market be Agricultural Vendors. All vendors must agree to abide by the rules established for the farmers market (see Attachment 7). Agriculturally-derived products are defined as ***agricultural, horticultural, viticultural, and dairy products, livestock and the products thereof, the products of poultry and bee raising, the edible products of forestry, and any and all products raised or produced on farms and minimally processed or value-added products thereof.***

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 County shall be the sole judge concerning the merits of all applications submitted.

2.02 DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for the initial application materials (see section 2.05A) for priority selection is **Friday, April 3rd, 2009, 3:00 pm** local time. Applications received after this deadline will be accepted, and if there are vacancies available at the market, vendors will be selected at the discretion of the County. If there are no vacancies at the time an application is received, the applicant will be placed on a waiting list for participation in the market.

2.03 PRE-APPLICATION INFORMATIONAL MEETINGS

One Pre-Application Informational Meetings are scheduled for **Tuesday, March 24th, 2008, at 3:00 pm at the County Engineering Building**. The location of this meeting is as follows:

March 24, 2009
3:00 PM
County Engineering Building
Main Conference Room
1900 Briggs Road
off of Route 38 in Mount Laurel

Attendance at this pre-application meeting for interested vendors not participating in 2007 or 2008 is highly encouraged.

2.04 VENDOR FEE

A non-negotiable fee of \$25 per market day is required. This fee shall be payable to the County for each market day the vendor is present at the farmers market and sells his or her goods. The fee must be paid monthly at the beginning of each month or in a lump sum at the start of the market season. Weekly payments will not be accepted. The County reserves the right to substitute

another vendor if the selected vendor fails to pay the required fee. If fees are paid in advance and a market day is subsequently cancelled due to inclement weather, the fee will not be refunded.

2.05 REQUIREMENTS FOR APPLICATION SUBMISSION

A. Applicants shall complete and sign the relevant application found in the attachment section of this document.

Agricultural Vendors: Attachment 1

Food Vendors: Attachment 2

Craft Vendors: Attachment 3

Non-Profit Vendors: Attachment 4

Failure to provide this information shall be cause for rejection of application as submitted.

B. All applicants that are selected shall apply for, receive and show proof of the appropriate insurance (Attachment 5) by **May 8, 2009**.

C. Vendors requiring a Food Vendors Food Handler's License (Attachment 6, if applicable), Office of Weights and Measures certification, New Jersey Business Registration Certificate and any other Health Department and Local Municipality license or permit must provide proof of receipt to the County by **May 8, 2009**.

2.06 REJECTION OF APPLICATION

The County 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 County to do so. The determination of a material defect shall be a matter solely within the discretion of the County.

2.07 APPLICATION INSTRUCTIONS

ONE (1) ORIGINAL set of the RELEVANT APPLICATION must be enclosed in one sealed envelope addressed to:

County of Burlington
Department of Resource Conservation
Attn: BCCAC Application
P.O. Box 6000
Mount Holly, New Jersey 08060-6000

The FRONT of the envelope must be marked with the following:

1. The name and address of the Applicant and
2. The words: **VENDOR APPLICATION FOR BCCAC 2009 FARMERS MARKET SEASON**

III. AGREEMENT TERMS.

3.01 INSURANCE REQUIREMENTS (The County recommends that you send this section to your insurance broker.)

The vendor, in carrying out its responsibilities, as a matter of course, will represent itself as an independent Contractor and not as an agent or employee of the County. At its own cost and expense, the vendor must secure and maintain the following insurance coverage during the term of the Agreement:

Commercial General Liability, including Products Completed Operations, coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate;

Within five (5) days of receiving advice of the County's intent to award the applicant a space as a vendor in the farmers market, the applicant shall provide the County with a Certificate of Insurance evidencing that said insurance is and will be in effect during the term of the Agreement and naming the Board of Chosen Freeholders of the County of Burlington as an Additional Insured.

Each Certificate of Insurance shall contain a statement that the policy applies to all operations of the project that are undertaken by the insured during the 2009 farmers 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 Board of Chosen Freeholders of the County of Burlington is 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 Board of Chosen Freeholders of the County of Burlington by the insurer, the policy and

Certificate must provide that cancellation shall not be effective until ten (10) days after receipt of such notice by the said Board of Chosen Freeholders.

All said policies shall be kept in full force during the term of the 2009 farmers market season and each policy shall contain a rider stating that the policies are non-cancelable unless sixty (60) days written notice is given to the parties Insured. During the 2009 market season, it shall be the responsibility of the applicant to provide the County with additional Certificates of Insurance in compliance with the above when any insurance policy for the above-listed coverage expires.

The Certificate of Insurance should be issued to:

**Burlington County Board of Chosen Freeholders
P.O.Box 6000
Mt.Holly,N.J. 08060
Att: Insurance & Risk Management**

3.02 DISCRIMINATION PROHIBITED

The successful applicant shall be prohibited from discrimination in the hiring of persons who are qualified and available to perform work at the BCCAC Farmers Market relates by reason of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality in accordance with New Jersey Law.

3.03 PROCEDURES FOR PAYMENT

The fee of \$25 / market day is to be paid to the Market Manager or designated County Staff present at the market on the first market day of every month. The amount due on the first market day of the month will be equivalent to the number of market days the vendor anticipates attending x \$25. The vendor may select to pay for the entire season at the beginning of the market season. A written receipt will be issued upon receipt of payment. Checks may be made payable to "Burlington County Treasurer."

3.04 COUNTY REPRESENTATIVES

The person responsible for administration of the BCCAC Farmers Market is:

Name: Dan Kennedy
Title: Program Coordinator
Burlington County Farmland
Preservation Program
P.O. Box 6000
Mt. Holly, NJ 08060
Telephone: 856-642-3850

3.05 INDEMNIFICATION OF COUNTY

Applicants who are awarded opportunities as vendors at the BCCAC Farmers Market under these specifications shall indemnify and hold harmless the Board of Chosen Freeholders of the County of Burlington, its officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys 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 market season for all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys fees resulting from acts or omissions the applicant, its employees, agents, servants or subcontractors which occur prior to the completion of the season.

3.06 ENTRY AND INSPECTIONS

The County, its agents or employees shall have the right and privilege of entering the Farmers Market Area for the purpose of making inspections. Vendors may have access to space for storage of tents and tables with prior, written consent from the County. Access at other times must be in writing with the express permission of the County.

The Burlington County Health Department shall be contacted prior to operating for a pre-opening inspection/approval to determine compliance with all regulations. A copy of the Rules, Regulations, and Guidelines for Operation of Temporary/Mobile Retail Food Establishments is attached.

The County, its agents or employees shall have the right and privilege of inspecting the vendor's farming operation for the purpose of making inspections to ensure compliance with the producer requirements in the Farmers Market Rules (see Attachment 7). The County must provide at least 48 hours notice prior to an inspection. If the vendor is found to be noncompliant with the requirements set forth in the Farmers Market Rules, the County reserves the right to terminate the agreement and select a vendor from the waiting list.

IV EXPLANATION OF COUNTY REVIEW OF APPLICATIONS

4.01 EVALUATION AND RANKING METHODOLOGY

If necessary, a committee comprised of County representatives will evaluate applications. The review process will be for the purpose of finding the specific applicants that are the most qualified to participate in the farmers market. The County reserves the right to reject all applications.

If necessary, considerations in the review of all applications will include:

1. Participation at 2007 & 2008 BCCAC Farmers Market
2. Whether the operation is located in Burlington County
3. Whether the operation is located in New Jersey
4. Amount of experience at other farmers markets
5. Number of years in business
6. Percentage of product that is directly agricultural

If necessary, Considerations for Agricultural Vendors:

1. Willingness to accept food assistance program vouchers/checks/EBT (e.g., food stamp EBT, WIC, Senior Farmers Market)
2. Seasonal diversity of produce offered for sale
3. Ethnic diversity of produce offered for sale
4. Certified organic products offered for sale
5. Willingness to Participate in Donation Program (e.g. Farmers against Hunger)

ATTACHMENT 1

AGRICULTURAL VENDOR APPLICATION

2009 FARMERS MARKET SEASON

Name:

Farm Name:

Address of Farm:

Home Address (if other than farm address) and contact (cell) phone:

Acreage of your farm: _____

Acreage on which you grow produce: _____
owned leased

Do you grow produce from leased land? _____
yes no

If yes, give locations:

Please choose a vendor description that best fits you (check all that apply):

Diversified Produce _____ Cut Flowers _____ Greenhouse Plants _____
Meat _____ Eggs _____ Dairy Products _____ Herbs _____ Value Added _____
Other _____

Type of farm practice: Traditional _____ Certified Organic _____ IPM _____
"Pesticide-Free" _____

If organic, how long has your farm been cultivated under organic practices?

Years _____ Months _____

Is farming a full-time or part-time occupation for you? Full-time _____
Part-time _____

Please list the items you intend to sell at the farmers market. Estimate harvest dates to the best of your ability. Please use additional paper if necessary.

Name of item	Acreage or Linear Feet	Anticipated Harvest Dates

Other Items

Please list other farmers markets that you participate in or plan to participate in:

Do you plan to purchase any products to sell at the market?

Yes ____ No ____

If yes, list products:

Do you accept food assistance program vouchers/checks/EBT (e.g., food stamp EBT, WIC, Senior Farmers Market) Yes _____ No _____

Would you be willing to participate in an organized food donation program (e.g. Farmers against Hunger) Yes _____ No _____

Are you interested in selling early season plants (primarily flower, herb and vegetable starts) to Community Gardeners on weekends prior to the opening
Yes _____ No _____

PLEASE INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the BCCAC 2009 Farmers Market Rules _____
- I understand that if selected I must receive and show proof of the appropriate insurance (Attachment 5) by May 8, 2009 _____
- I understand that if selected, I am responsible for any & all applicable licenses, permits & certifications by May 8, 2009 _____
- I am authorized to submit this application on behalf of the farm named in this application _____

Signature _____

For _____ **Farm**

Date: _____

ATTACHMENT 2

FOOD VENDOR APPLICATION

2009 FARMERS MARKET SEASON

Contact Name: _____

Business Name:

Business Address:

Contact phone number (normal business during the week):

Contact phone number (pre-market day emergency):

Number of Years in Business: _____

Please describe the product(s) you would like to sell:

How are these products produced?

Percentage of materials used to make products sourced from NJ Farmers: ____ %

Have you sold these products at other farmers markets, festivals, fairs or events in the past? Yes ____ No ____

If Yes, please list (include dates):

PLEASE INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the BCCAC 2009 Farmers Market Rules _____
- I understand that if selected I must receive and show proof of the appropriate insurance (Attachment 5) by May 8, 2009 _____
- I understand that if selected, I am responsible for any & all applicable licenses, permits & certifications by May 8, 2009 _____
- I am authorized to submit this application on behalf of the business named in this application _____

Signature _____

For _____

Date: _____

ATTACHMENT 3
CRAFT VENDOR APPLICATION
2009 FARMERS MARKET SEASON

Contact Name: _____

Business Name:

Business Address:

Contact phone number (normal business during the week):

Contact phone number (pre-market day emergency):

Number of Years in Business: ____

Please describe the product(s) you would like to sell:

How are these products produced?

Percentage of materials used to make products sourced from NJ Farmers: ____ %

Have you sold these products at other farmers markets, festivals, fairs or events in the past? Yes ____ No ____

If Yes, please list (include dates):

PLEASE INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the BCCAC 2009 Farmers Market Rules _____
- I understand that if selected I must receive and show proof of the appropriate insurance (Attachment 5) by May 8, 2009 _____
- I understand that if selected, I am responsible for any & all applicable licenses, permits & certifications by May 8, 2009 _____
- I am authorized to submit this application on behalf of the business named in this application _____

Signature _____

For _____

Date: _____

ATTACHMENT 4

NON-PROFIT VENDOR APPLICATION

2009 FARMERS MARKET SEASON

Contact Name: _____

Non-Profit Name:

Contact's Connection With Non-Profit Group: _____

Non-Profit Address:

Contact phone number (normal business during the week):

Contact phone number (pre-market day emergency):

Please describe the product(s) you would like to sell:

Please describe activities you would like to conduct:

Have you participated at other farmers markets, festivals, fairs or events in the past? Yes ___ No___

Please list four preferred dates for participation:

Date 1: _____ Date 3: _____
Date 2: _____ Date 4: _____

PLEASE INITIAL ALL:

- I have read and understand the vendor application: _____
- I have read and understand the BCCAC 2009 Farmers Market Rules _____
- I understand that if selected I must receive and show proof of the appropriate insurance (Attachment 5) a week before the date of our participation at the market _____
- I understand that if selected, I am responsible for any & all applicable licenses, permits & certifications a week before the date of our participation at the market _____
- I am authorized to submit this application on behalf of the group named in this application _____

Signature _____

For _____

Date: _____

ATTACHMENT 5

**VENDOR APPLICATION
FOR THE BCCAC
2009 FARMERS MARKET SEASON
STATEMENT FROM INSURANCE BROKER**

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INSERT STATEMENT REQUIRED BY SECTION 3.02 TO THIS PAGE

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ATTACHMENT 6

**SUBMIT TO:
Burlington County Health Department
C/O Kathleen Holmes
15 Pioneer Boulevard, P.O. Box 6000
Westampton, New Jersey 08060
Phone: 609-265-5521/ Fax: 609-265-5541**

APPLICATION FOR MOBILE/TEMPORARY FOOD SERVICE FACILITY

TYPE OF FACILITY: _____MOBILE_____TEMPORARY

MUNICIPALITY:_____

FACILITY INFORMATION:

TRADENAME: _____

ADDRESS:

PHONE: _____

NAME, ADDRESS & PHONE NUMBER OF AUTHORIZED AGENT (If applicable)

NAME OF EVENT (if applicable)

_____DATE:_____TIME:_____

COMMISSARY/BASE OF OPERATIONS:

NAME:_____ADDRESS:_____

PHONE:_____

(Include a letter from an approved facility stating that they give you permission to use their facility as a commissary, base of operations or

servicing area)

MENU INFORMATION – Provide a copy of the menu or list food and drink items below:

HANDWASHING

METHOD: _____

SOURCE OF FOOD/DRINK (**HOME PREPARATION & STORAGE OF FOOD IS PROHIBITED**)

ONSITE: _____ (describe how food is prepared onsite)

PRE-PACKAGED: _____

COMMERCIALY PREPARED: _____ (list where food is commercially prepared): _____

METHOD OF WASHING/ RINSING/ SANITIZING UTENSILS AND EQUIPMENT:

METHODS TO MAINTAIN PROPER FOOD TEMPERATURES: (Use Stem Type Indicating Thermometers To Monitor Temps)

HOT: _____ COLD: _____

METHODS TO PROTECT FOOD WHILE ON DISPLAY (e.g. Types of covering, sneeze guards, cabinets etc.)

****A FLOOR PLAN SHOWING DIMENSIONS OF FACILITIES, IDENTIFICATION AND PLACEMENT OF EQUIPMENT ITEMS AND AVAILABLE TOILET FACILITIES SHALL BE ATTACHED. INCLUDE A LIST OF BUILDING MATERIALS FOR FLOORS, WALLS, AND CEILINGS.**

NAME: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT 7

BCCAC FARMERS MARKET RULES 2009 SEASON

1. Dates of the Market: The Burlington County Community Agriculture Center (BCCAC) Farmers Market will be open for the 2009 Season each Saturday from **May 16th through November 7th**.
2. Times for Market Sales: The market will be open for business beginning at **8:30am and will close at 1pm**. No sales will be permitted before 8:30am, however, sales will be permitted after 1pm during the time when vendors are taking down their facilities. Hours may be extended for County programming and/or events. The Market Manager will supervise the opening and closing of the market.
3. Location: The BCCAC Farmers Market will operate at the former Winner farm in Moorestown Township, at Hartford and Centerton Roads. The approximate location of the market will be in the covered barn and on the adjacent concrete pad. The Market Manager will be responsible for assigning spaces to vendors.
4. Vendor Designation: Vendors shall be designated as follows: agricultural, food, craft and non-profit. An "agricultural" vendor is defined as selling products that are agricultural, horticultural, viticultural, dairy products, livestock and the products thereof, the products of poultry and bee raising, the edible products of forestry, and any and all products raised or produced on farms and minimally processed or value-added products thereof. All agricultural vendors must abide by Rules 5 & 6, below)
5. **Agricultural Vendor Allowable Products:** Agricultural vendors must list the individual products they plan to sell at the market on the ***Agricultural Vendor Application***. Products permitted for sale include fruits, vegetables, grain, hay, straw, herbs, tea, tinctures, flowers, plants, meat, dairy products, eggs, fish, approved farm-based crafts (defined as created from ingredients grown or produced on vendor's farm and made by vendor or vendor's farm employees), ornamental produce, honey, jellies, jams, salsa, maple syrup, farm-based baked goods (defined as created from ingredients grown or produced on vendor's farm and made by vendor or vendor's farm employees), wool/fleeces, animal products, soaps, beeswax or soy candles. If a vendor wishes to sell an agricultural product

not listed in these rules, he or she must obtain written approval from the County or the Market Manager before selling said product.

6. **Producer-only rules and exceptions:** 90% of products displayed for sale must be produced by the vendor who sells them on land either owned or leased by the farming operation with which the vendor is associated (Vendors selling only non-agricultural items such as coffee, drinks, jewelry and crafts are exempt from this rule). Under no circumstances may vendors re-sell produce purchased from other vendors at the market. This rule is designed to prevent unfair competition among vendors. At certain “in between harvest” times during the growing season, it is expected that produce vendors may not have enough product to sell under the 90% rule. At these times, with the prior consent of the Market Manager, vendors may purchase local produce, preferably in Burlington County, to constitute up to 50% of their product line. “Local” is defined as produced within 50 miles of Moorestown, New Jersey or within the state of New Jersey. Expected “in between harvest” times are weather-dependent and may occur during June, October and November. Such local supplementary products must be clearly labeled as to their place of origin and proof of purchase must be shown. Products must be harvested no more than 48 hours before being offered for sale at the farmers market. This is to ensure quality and freshness.

7. **Food Vendor Allowable Products:** Food vendors must list the individual products they plan to sell at the market on the ***Food Vendor Application***. Products permitted for sale include baked goods, prepared foods, coffee, bottled non-alcoholic drinks, prepared non-alcoholic drinks. If a vendor wishes to sell a food product not listed in these rules, he or she must obtain written approval from the County or the Market Manager before selling said product.

8. **Craft Vendor Allowable Products:** Craft vendors must list the individual items they plan to sell at the market on the ***Craft Vendor Application***. Products permitted for sale include jewelry (hand-made by vendor) and crafts (hand-made by vendor). If a vendor wishes to sell a craft product not listed in these rules, he or she must obtain written approval from the County or the Market Manager before selling said product.

9. **Non-Profit Vendor Allowable Products:** Only Burlington County community groups, schools, or other non-profit organizations are eligible to sell items for the purpose of raising money for their organization. Offering a raffle prize or, for example, pumpkin carving or face painting is also acceptable, subject to applicable laws and regulations. "Bake sales" and products similar to agricultural/food/craft vendor provided items are not permitted. Bucket-style panhandling, petition signing, or voter registration is not allowed at any time. Partisan non-profits groups and/or Political Action Committees (PACs) are not eligible vendors. Any required tents, chairs and tables are provided by the non-profit group. Non-Profit vendors must list the individual items they plan to sell at the market and activities they plan on engaging in to raise money for their organizations on the ***Non-Profit Vendor Application***.

8. Market Management: The oversight and management of the BCCAC Farmer's Market will be handled primarily by a designated Market Manager. The Market Manger's duties will include the following:

- a) Record attendance and keep a brief log of market events.
- b) Assign spaces to Vendors and re-assign spaces in the event of an absence or late arrival.
- c) Monitor customer interaction with Vendors and resolve conflicts that may arise.
- d) Appropriately respond to and address customer suggestions, questions and concerns
- e) Enforce market rules and report alleged violations in writing
- f) Coordinate necessary farm inspections
- g) Coordinate with local officials and inspectors at the market
- h) Convene Vendors at the market for brief meetings as necessary.
- i) Coordinate event planning with vendors and other County staff
- j) Coordinate set up and take-down of market information table
- k) Coordinate with Parks Dept. maintenance staff to ensure that site is left clean, all trash is picked up, all vendors have left
- l) Coordinate with tenant & CSA farmer
- m) Put up and take down any temporary signage placed nearby to advertise market

9. Fees: The weekly fee for a space at the BCCAC Farmers Market is \$25. This fee must be paid for each day that the Vendor will present at the market, paid in advance monthly or at the start of the season in one lump sum. Payment from weekly vendors will not be accepted on a weekly basis. No refunds will be issued if market days are cancelled due to inclement weather or other unforeseen circumstances. Checks may be made payable to "Burlington County Treasurer."

10. Tardiness/No-Shows: Proper notification is required if a vendor must be late or absent for a market day. If the vendor must be late for some reason, he or she is obliged to call the Market Manager via cell phone before 8:30am on the market day in question. If a vendor must miss a scheduled market day for any reason other than predicted inclement weather, he or she is required to give at least 24 hours notice to the Market Manager via cell phone. If a vendor arrives after 8:30am without properly notifying the Market Manager on 4 market days when he or she is scheduled to sell during a market season, the vendor may be asked not to return to the market without a refund for any days paid in advance. If a vendor is absent on 3 market days when he or she is scheduled to sell during a market season without providing proper notification to the Market Manage, the vendor may be asked not to return to the market without a refund for any days paid in advance. Vendors who are asked not to return due to tardiness/absences may be replaced with another vendor from the list at the County's discretion.

10. External Regulations: Vendors are responsible for compliance with applicable municipal, county, state and federal regulations, such as (but not limited to):

- a. Agricultural business license
- b. Pesticide licensing and safe use
- c. Approval seal of the New Jersey Office of Weights and Measures on all scales
- d. State sales tax collected and reported as required
- e. Organic certification on claimed products as required
- f. Food safety, sanitation, health permits and labeling requirements pertaining to the items for sale
- g. State inspection of nursery stock required for selling whole plants for replanting (packs or pots)

11. Space and Parking Designation: The Market Manager 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 is limited to 25 linear feet in width of their display and 8 linear feet of depth.

12. 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.