



BrigantineFarmersMarket@gmail.com

Brigantine Farmers Market Application

Dear Market Applicant,

There is no application fee, so a completed Application (page 2) 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.** Once your application has been approved, we will notify you if payment is due.

The Brigantine Farmers Market 9-member 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 on Farmers Market requirements 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. 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 main 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 must name the 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 also strives to increase foot traffic in the adjacent business district and serve as a social hub for those who live nearby or visit.

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 and friends. The BFMC plans, manages, and promotes the market, assisted by a larger group of volunteers 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 29, 2021 through September 4, 2021. 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:

brigantinefarmersmarket@gmail.com

Subject: BFM Vendor Application

OR

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 three 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, 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 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 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.

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 vendor at the 2021 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. 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 that 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 2021 Participation fee is:

1. Full Season (Saturdays May 29, 2021 to September 4, 2021) Rate for one 10' x 10' location is \$400.00
2. Early payment discount rate is **\$300.00 if full payment received by March 1, 2021.**
3. Rate for a second 10' x 10' location for the same vendor is \$150.00
4. Rate for a third 10' x 10' location for the same vendor is \$100.00

If Full payment is not received by May 1, 2021, 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 29, 2021 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, 2021.
2. Failure to provide proof of appropriate insurance and, if applicable, any Health Department permits, licenses and a signed Hold Harmless by May 1, 2021 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.