



Woodland Park Farmers Market

Application & Regulations

2021

Location: Dowling Gardens: 963 McBride Ave., Woodland Park, NJ (at the corner of Dowling Parkway and McBride Ave.)

Vendor Locations: Along Dowling Parkway and wrap into the park (road will be closed)

Date & Time: Every Saturday from June 5th to October 9th 9:00 am - 1:00 pm, Rain or Shine

Market Managers: Donna Novak, 973-345-8120; Kelly Spinalli, 973-345-8100 x213

Emergencies only the day of or night before: Linda Hoffman 973-626-0227

PLEASE REVIEW ALL DOCUMENTS CAREFULLY:

1) Please review, complete, and sign the Farmers Market Application and Regulations.
Incomplete application will not be accepted.

2) Please include a payment dependent on fee schedule, made payable to the Friends of the Alfred H. Baumann Free Public Library. This is a non-refundable payment.

Weekly payments (paid the day of the market) - \$25 (**Payment will be collected at entry. Vendor will be denied entry without payment – no exceptions!**)

Weekly payment (paid a week in advance) - \$20 (**first payment must be sent with application**)

Seasonal payment (19 weeks) - \$15 per week (**\$285/season, sent with application**)

3) Complete the Board of Health Application for the **Vendor Permit. The \$50 fee has been waived.** (Businesses located in Woodland Park do not need to apply). If you will be cooking using propane, you will need to complete a **Fire Permit and Tent Permit. Again, the (2) \$55 fees have been waived.**

4) Include your Liability Insurance Certificate with this application. Liability should be covered for the amount of \$1,000,000 and name the Borough of Woodland Park as insured. On the bottom of your insurance certificate, in the box labeled “Description of

Operation/Location/Vehicles”, please have your insurance carrier include the wording: “Woodland Park Farmers Market Season of 2021”. The Borough of Woodland Park, its employees, and representatives are additionally insured. Crafters with non-food items do not need to include this certificate.

5) Please enclose copies of all licenses and/or permits necessary for the types of products you are planning to sell. (Organic certificate, processing licenses, FDA certified, etc.)

6) **Mail all documents to:**

The Alfred H. Baumann Public Library,
7 Brophy Lane,
Woodland Park, NJ 07424
Attention: Donna Novak

OR

The Borough of Woodland Park - Recreation Department
5 Brophy Lane
Woodland Park, NJ 07424
Attention: Kelly Spinalli

In order to provide a safe shopping experience for vendors, staff, and visitors, PLEASE BE AWARE OF COVID-19 PANDEMIC ADDITIONAL REQUESTS AND PROCEDURES:

In addition to practicing social distancing, wearing face coverings, and frequent handwashing. The Farmers Market management team has specific requests and procedures in place, including:

- Everyone must use a designated entry and exit point.
- Everyone must wear a face covering.
- Vendors are asked to enforce and post social distancing signs (6 feet apart).
- Vendors are asked to request visitors to limit their time at each booth to allow all shoppers access. Do not allow congregating at your booth.
- Please DO NOT attend or participate in the Farmers Market if you are not feeling well or have recently been in contact with someone who has recently tested positive for COVID-19.
- Please be patient as the organizers, staff, and vendors adapt to new and changing protocols.
- Given the ever-changing nature of this pandemic, rules, regulations etc. are subject to change at any time.

RULES AND REGULATIONS

GENERAL:

- Included in this application is an inventory list of items to be sold at the market. Should you wish to modify your list, please advise the market manager in advance.
- All vendors must arrive no earlier than 7:30 am and no later than 8:15 am to set up. **Late vendors may be denied access to market since the street is being closed to traffic.**
- Vendors must vacate the selling area no later than 1:45 pm. Vendor space must be left clean and trash free.
- Vendors must agree to sell and be present for the duration of the market hours.

SPACES:

Spaces (of a specified size and location) will be assigned by the Market Manager. Seasonal vendors will have first choice of space location and may request that location for the duration of the market. Spaces assigned to vendors are to be utilized only by that vendor. No leasing or lending of market stalls will be allowed. When unable to attend, vendors must notify the Market Manager in advance (48 hours, unless an emergency). Vendors must use weights on the tents.

MISSING MARKETS:

If a vendor is going to miss a scheduled Market, they must notify the Manager by the Thursday noon before their scheduled Market.

Notification should be completed by telling the Market Manager previous to the date you will be missing, sending an email to farmersmarketwoodlandpark@gmail.com or by calling 973-973-345-8120 (Donna Novak). Emergencies may be directed to Linda Hoffman at 973-626-0227.

Vendors who miss a Market three (3) times without notifying the Market Manager will risk losing their designated space. Vendor will be notified in writing upon their second missed Market that any future un-notified missed Markets will result in exclusion from the Market. All vendors must include a cell phone number where they can be reach in case of emergency.

ORDERLY MARKET OPERATION:

The Market Manager of the day is responsible for the orderly operation of the market. All questions and issues are to be directed to the Market Manager. Disputes between vendors and/or vendors and market managers will not be tolerated at the market site. The market manager will not tolerate any vendor who makes negative comments about the market or about any other market vendor to the public. No loud hawking of items is permitted. Vendors shall be courteous to other vendors and the general public. Vendors and their representatives are expected to maintain a neat and clean personal appearance. Vendors must keep the vicinity in and around their selling area clean at all times. The Market Manager has the right to evict any vendor from the market site. Decision of the market manager is final and not subject to review. The Vendor's sole responsibility is a formal

complaint in writing to the Market Manager. The Market Manager is only responsible for acting upon written complaints.

No vendor shall smoke tobacco, vape, drink alcohol or possess any controlled substance. The possession of firearms or explosives is strictly prohibited while on the premises. **Masks must be worn unless the public health policy changes.**

VENDOR RESPONSIBILITIES:

Vendors will be responsible to pay taxes on any income generated during the market. Tax rate will be based on Federal, State, and local laws that apply to the vendor. Vendors are required to comply with all federal, state, and/or local laws and regulations. Vendors must abide by NJ State Laws for the sale of products at community farmers markets.

WEATHER:

The Market is Rain or Shine. In the event of an electrical storm, torrential rain, or other weather related emergency, the market managers will decide to close the market.

PRODUCTS:

All products available for sale by vendors at the market must be approved by the Borough of Woodland Park and its Market Manager. The Borough of Woodland Park reserves the right to reject and/or deny the sale of any product it deems not in compliance with the stated purpose of the farmer's market or applicable laws and codes.

DISPLAY:

Display tables will be set up, so that no seller blocks or limits the view or access of consumers to a neighboring seller. Sidewalks surrounding the parking area and handicap ramps from the sidewalk to the street may not be blocked. Vendors must supply their own scales, bags, tables, etc. Vendors must maintain scales acceptable to the County Department of Weights and Measures. All other containers must identify the net weight of the contents. Any food product that is not of fresh or good quality will not be displayed nor sold at the market. The Market Manager has the right to require any product that does not comply with the market regulations to be removed from any stand. **All prices must be posted before and during sale time.** In addition, each seller must display a sign in a prominent place giving his or her business name and address. Vendors and their employees must wear shirts, trousers/shorts/skirts and shoes. **Masks must be worn unless the public health policy changes.** Hawking or shouting to attract customers will not be permitted. Each vendor is responsible for cleaning the area around his or her stall and providing at least one trash receptacle. Vendor generated waste should be removed from the Parking Lot. No vendor generated waste shall be left IN public trash receptacles. Vendors will be advised on the first day of the market where they may park their trucks and any other vehicles.

Vendors will comply with all federal, state, and county regulations including, but not limited to, Chapter 24 of the New Jersey Sanitary Code. Vendors must comply with other terms and conditions that may be added for public health, safety, and welfare.

Farmers

List below the individual items that you grow on your own farm and are requesting to sell at our market. Also, include any products that you produce from items that you grow on your farm, i.e. jams, donuts, cider. List any products that you will sell at the market from another farm.

Product

Attach another sheet if necessary.

Vendors

Please list all products to be sold.

Product

Attach another sheet if necessary.

The market management reserves the right to do spot visits and farm inspections to assure that the products sold are in compliance with the market's rules and regulations.

Read and sign below:

I, the undersigned, have read the above and agree to abide by all of the Rules and Regulations as well as comply with all other applicable laws, including the Borough of Woodland Park ordinances. I agree to operate my booth in a safe and courteous manner and to pay fees as set forth by this application.

I understand that failure to comply with Rules and Regulations as well as all other applicable laws, including the Borough of Woodland Park ordinances, may result in my dismissal from the Farmers Market. I understand that the booth fee, length of season, and hours of operation are determined solely by the Market Manager and I agree to comply with the same.

I verify that all information I have provided about my farm and products for sale is true and accurate.

As a Farmer/Vendor wishing to rent space in the Borough of Woodland Park Farmers Market, I agree to save and hold harmless, and indemnify, the Borough of Woodland Park Farmers Market, its sponsoring agents, members and employees from any and all liability or responsibility pertaining to any damages to person or property on the site leased by me from said Market, when such damages, or liability, arise out of any act or failure to act on my part, or on the part of my employees, agent or associates.

Farmer /Vendor Name (Please Print)

Date

Farmer/Vendor Signature

Date

Business Name: _____

Contact name: _____

Address (No PO Boxes): _____

Town/City: _____

Zip Code: _____

Telephone: _____

Cell Phone: _____

Email Address: _____

Website: _____

Vehicle Model/Size: _____

Is vehicle required to be at your booth? Yes____ **No** _____

Fee schedule commitment:

_____ **Weekly at entry \$25**

_____ **Weekly paid a week in advance \$20 (first payment must be sent with application)**

_____ **Seasonal payment (19 weeks @ \$15 = \$285 sent with application)**

Checks or Money Order sent with application should be made payable to:
The Friends of the Alfred Baumann Library.

Answer all that apply:

Cultivated Acreage: _____

Chemical/Fertilizer & Pesticide Free: Yes____ No____

Integrated Pest Management: Yes _____ No _____

Certified Organic: Yes _____ No _____ **Certifier:** _____

Conventional: Yes _____ No _____

Other: _____

Additional comments: _____

Please submit certificates for methods or certifications with this application.

Please email your logo and a few sentences about your business, products, etc. for marketing purposes to farmersmarketwoodlandpark@gmail.com .

Facebook name: _____

Instagram Name: _____

Website: _____

All vendors must use a tent for their space and have a sign with their business name.