

# Robbinsville Farmers Market Vendor Application



All fields are required

Applicant Name:						
Names of Sellers						
Address						
	City		State		Zip	
Phone			Cell phone			
E-mail						

<p>A Certificate of Insurance (COI) <b><u>Must Be Submitted With Application</u></b> showing <u>Robbinsville Township – 2298 Route 33, Robbinsville NJ 08691</u> as additional insured. Minimum limits of \$1,000,000.00</p>	
Liability Insurance Carrier:	
Policy Number:	
<p>Specify the products you produce and/or make and will be selling at the market</p>	
<p><u>For Farmers, please note this is a Jersey Fresh market and only produce grown in New Jersey is allowed to be sold at the Robbinsville Farmers' Market. You may sell items not grown by your farm, but the items must be grown in NJ. The majority of items sold must be grown on your own farm. (At least 75%) The market manager has the right to prohibit the sale of an item if questionable. Farmers need to be members of New Jersey Farm Bureau and in good standing.</u></p>	
<p>MARKET FEES: \$50 for the entire season Make checks payable to <i>Robbinsville Township</i></p>	<p>Mail application and fee together to: Recreation Dept./Farmers Market 2298 Route 33 Robbinsville NJ 08691</p>
<b>MARKET SEASON:</b>	The Robbinsville Farmers' Market runs Tuesday, July 4-Tuesday, September 20. 3:30-7 p.m.
<b>LOCATION:</b>	Behind the new township municipal building on Route 33 in Robbinsville NJ.

<b>TIMES AND DAYS:</b>	July 4, 11, 18, 25, August 1, 8, 15, 22, 29, September 5, 12, and 19. <b>The market is open 3:30 – 7 p.m.</b>		
<b>BOOTHS AND SPACES:</b>	<p>The market booth size is approximately two parking spaces. Farmers are allotted larger selling spaces (as determined by the market manager). Each vendor will be assigned a space for the season. There will be no moving or trading spaces once the spaces are assigned. The goal is to create a market layout that is complimentary to all vendors and to the market as a whole.</p> <p>*The market does not provide water or electricity to vendors. Hand sanitizer is encouraged at each vendor space. Portable bathrooms are on site.</p> <p>*Vendors must bring their own pop-up tent/canopy. Set-ups must be windproof, to protect people from blow-overs on blustery days at the market. All vendors are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down.</p> <p>*Products are to be displayed in a neat and presentable manor. Tables are to be covered and any signage used is to be tasteful and professional.</p> <p>*All vendors must wear shoes and shirts at the Market during market hours. *</p> <p>All vendors will adhere to the <b><u>NO SMOKING</u></b> policy. This means no smoking at vendor spaces during market hours.</p>		
<b>SITE MANAGEMENT:</b>	During market hours, the market manager directs set-up, and decides any immediate issues affecting the overall market. All inquiries should be directed to the market manager		
<b>SET-UP AND TAKEDOWN:</b>	<p>Vendors are not to start setting up their booths until 3:30 p.m. on market days. Vendors are required to be on site by 2:40 p.m. in order to participate in that day's market. Vendors are urged to arrive by 2:40 p.m. in order to be set up by 3:30 p.m. when the market opens. Vendors are requested to stay for the <b>entire</b> market day, unless the weather turns especially bad. <b>THIS MEANS NO BREAKDOWN UNTIL 7 p.m.</b> Vendors are responsible for taking down their set-up, disposing of their own garbage, and leaving their spot as trash-free as they found it. A dumpster is on site for ease of garbage removal.</p>		
<b>VENDOR PARKING:</b>	One vehicle may remain with the vendor during market hours. It must be parked behind the canopy set up of the vendor.		
<b>FOOD:</b>	Perishable farm products and baked goods must be appropriately packaged and handled, complying with any applicable regulations of the Robbinsville Township Health Department. Hand-held food vendors (foods that are prepared on-site and typically eaten on-site) are welcome at the Robbinsville Farmers market, so that market customers can enjoy eating at the market. Food vendors should have a garbage can at their space for customer use.		
<b>PERMITS AND LICENSING:</b>	<p>It is each vendor's responsibility to obtain and maintain any licenses or permits necessary for their particular operation. (ex. Temporary Food handlers license) Vendors must comply with all Robbinsville Township Health Department regulations and licensing requirements. All vendors must follow sanitary procedures.</p> <p><b><u>Temporary Food Handlers Permit should be mailed to:</u></b>  <b>Robbinsville Health Department</b>  <b>2298 Route 33</b>  <b>Robbinsville NJ 08691</b></p>		
The applicant agrees to release, indemnify and hold harmless the Township of Robbinsville or Recreation Division from and against any injury to person or damage to property and any other loss, damage, liability, including attorney's fees and expenses incurred by latter entities and their respective employees, agents, volunteers or other representatives arising out of or in any manner relating to the 2017 Farmers Market			
<b>Name and Signature</b>			
	Print Name	Signature	Date