



Longport Farmers Market Vendor Information/ Application Form 2017 Season

The Borough of Longport, in cooperation with Longport's green team, Sustainable Longport, will be hosting a 2017 summer farmers market. The market will be held from 8:30 am to 12 noon on Saturdays starting June 24, 2017, with the last market held on September 2, 2017. The market will be open rain or shine except for declared weather emergencies.

The market will be held behind Longport Borough Hall at 2305 Atlantic Avenue, Longport, NJ.

The purpose of the market will be to:

1. Help provide access to local fresh foods
2. Support our local growers and businesses
3. Raise sustainability awareness

About Longport:

The Borough of Longport is a small seashore community, approximately one mile long and a half-mile wide. It is located on Absecon Island and neighbors the City of Margate. The year round population is an estimated 900 persons; however, summer populations can reach up to 15,000. It has a small downtown area, but is mostly residential. Residents and visitors alike enjoy Longport's pristine beaches.

Application Process and Fee Schedule:

Complete and submit an application for consideration. Please have applications submitted by March 7, 2017. Applications are available online at www.longportnj.gov. Vendors will be selected at the discretion of the committee. Vendors will be notified of their selection.

If you are selected as a vendor, please note that there is an Annual Seasonal Participation fee for an approximate 20' x 20' location. The fee is \$250 for the season and you must fit your vehicle in this space along with your tent/display. New this year is an opportunity to be a "Pop Up Vendor." The "Pop Up" vending fee is \$20 per day and includes a 10' x 10' space along the bulkhead behind Longport Borough Hall and does NOT include parking. Vendors must find a legal parking space for vehicles. Vendors must bring their own tents, tables and chairs. **Tents must have tent weights (a minimum of 25 lbs. per pole) to keep them secured to the ground.**

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 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>

1. 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
2. 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.
3. 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 ext. 4367 or Mark Vetter at 609.645.5971 ext. 4382.

If You Are a Vendor of Alcoholic Beverages:

1. **You will need proof of licensing/ permitting with the NJ Division of Alcoholic Beverage Control and NJ Department of Agriculture.**
2. **Alcoholic beverage vendors must comply with all State of New Jersey Alcoholic Beverage Control rules and regulations.**
3. **All vendors serving or selling alcohol must carry a minimum of \$1,000,000 per occurrence/ \$1,000,000 aggregate of Liquor Liability insurance in addition to the other insurance requirements noted in this agreement. The Borough of Longport shall be named as additional insured.**

**Longport Farmers Market 2017
Hold Harmless Agreement
Indemnification & Release Form**

The undersigned, as additional consideration for being permitted to be a Vendor at the Longport Farmers Market, does hereby agree to indemnify, defend and hold harmless the Borough of Longport, its 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, or in any way relate to, any acts or omissions, in either case intentional or otherwise, of the undersigned, its employees, agents, servants, subcontractors patrons, invitees or customers in connection with the undersign's activities at the Longport farmers market. The obligations of the undersigned as set forth herein shall survive the 2017 Longport Farmers market season.

I hereby state that I have read, understand, and agree to the above provision.

Name: _____

Signature: _____

Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Please submit the above in addition to required insurance and health department documents. All necessary documents and fees are due by May 1, 2017.

Mail application documents to:

Longport Farmers Market
The Borough of Longport
2305 Atlantic Avenue
Longport, NJ 08403

Or email to: mkyle@longport-nj.us

Longport Farmers Market Rules 2017

1. Dates of the Market: The Longport Farmers Market will be open for the 2017 season on Saturdays beginning June 24, 2017, with a final market on September 2, 2017.
2. Times for Set-Up and Market Sales: The market will be open for business from 8:30 am to 12 noon. Vendors may arrive at 7 am to set-up and set-up must be complete by 8 am. All cleanup must be completed by 12:30 pm.
3. Location: The market is held behind Longport's municipal building located at 2305 Atlantic Avenue, Longport, NJ. Vendors who have paid for a 20'x20' space will be located in the back parking lot. Those who are "Pop Up Vendors" will have a 10'x10' space near the bulkhead behind Borough Hall.
4. Vendors must disclose all products they intend to sell.
5. Farm products should be harvested no more than 48 hours before being offered for sale at the market.
6. Fees: For vendors selected to participate in the Farmers Market, the annual Seasonal Participation location fees are:

\$250 for an approximate 20' x 20' location. Vehicle must be included in that space.
"Pop Up Vendors" will be charged \$20 per day for a 10'x10' space. Parking is NOT included for a "Pop Up Vendor."
Please make checks out to the **Borough of Longport.**
7. Insurance: All vendors will be required to have \$500,000/ \$1,000,000 liability insurance with the **Borough of Longport named as additional insured.**
**If you are vendor and selling alcoholic beverages there are additional insurance requirements as previously noted in this application.*
8. Upon acceptance notification, all vendors will be required to submit the Hold Harmless Agreement, proof of appropriate insurance, health certificates, permits, licenses and fees by May 1, 2017.
9. Space and Parking Designation: Market space will be provided to each vendor. Vendors are responsible for bringing all tables, canopies, tents, tent weights, or umbrellas and

equipment. Additional requirements should be discussed with the borough. Vendors in a 20'x20' space are required to park their vehicles in the assigned spot.

10. Compliance with 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 Borough or Market Manager 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.
11. Vendor Conduct: Vendors should present themselves in an appropriate manner, dress, and state of cleanliness. Shirts must be worn. 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. Vendors not complying with this provision may be asked not to return to the market without a refund. Vendors are not to smoke cigarettes during market hours or in the market area.
12. 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.
13. For the safety of vendors and patrons, every vendor using a tent must procure and use tent weights with a minimum of 25 pounds per tent pole. **No vendor will be permitted to sell without the required tent weights.**
14. **Longport has a carryout bag fee ordinance that requires vendors to charge an additional 10 cents per single use bag provided, with some exceptions provided.** We request that vendors consider providing alternative packaging/ bagging solutions. The market will be advertised as a bike up market in the hope that participants will either bike or walk to the market. In addition, participants will be reminded to bring a reusable bag or basket to bring home any purchased products.

**Application Information
Longport Farmers Market 2017**

Date: _____

Contact Name: _____

Farm/ Business Name: _____ EIN# _____

Address: _____

Where your business is licensed: _____

Phone: _____ Business Email: _____

Cell Phone: _____ Email: _____

Facebook: _____ Website: _____

Instagram or other Social Media: _____

1. Please describe all the products you wish to sell at the Market:

***If you are alcoholic beverage vendor please check here:** _____

2. Please provide additional comments or attach labels, photos of your products or display tables, your advertising graphics, market signage, price sheets, or promotional materials, websites, news articles or other items that communicate your product or business:

3. Are you applying for a 20'x20' space or as a "Pop Up Vendor" with a 10'x10' space: "Pop Up Vendors" will receive additional information on available dates (*fees are per day and not for the season*). ___ 20'x20' space ___ 10'x10' Pop Up Vendor

By submitting this application, each applicant accepts, and agrees to comply with, the Longport Farmers Market Rules 2017.

Send your completed application to:

**Longport Farmers Market
The Borough of Longport
2305 Atlantic Avenue
Longport, NJ 08403**