

2018 BOONTON FARMERS' MARKET REGULATIONS

PURPOSE:

The Boonton Farmers' Market has been established as a community service to support regional Farmers by allowing them the opportunity to market quality products grown on their farms in a designated area. Communities benefit from this type of marketing because it provides consumers with access to fresh, high quality produce and attracts business activity to downtown areas. We reserve the right to allow non-farm and/or food vendors. **Since Boonton Main Street is a non-partisan organization, no space will be rented to political or religious organizations.**

REGISTRATION:

Participation is open to established farming operations and purveyors of regional produced processed and prepared foods.

FEES:

Registration: **\$50** due with completed application [This is a onetime annual fee to participate in Market]

Full time Vendors: If paid in full by May 1, 2018, market fees for the entire season are as follows:

- Up to 3 tent vendors: **\$672/season**
- More than 3 tents: **\$827/season**

Part time Vendors: If paid in full by May 1, 2018, the culmination of your weekly rental fees may be discounted by 10%.

Otherwise weekly rental fee is \$35.00, payable on each Market day.

Checks should be made out to: **Boonton Main Street, Inc.**

Market fees collected will be used for promotion/advertising and management of the market. These fees are nonrefundable.

LICENSE REQUIREMENTS: If you are selling anything other than Fruits and Vegetables; you must apply for a Vendor License from the Boonton Health Department. There is a fee of \$35.00 and a copy of the license must be given to the market manager prior to being seated at the market. (License Form is attached) **Please send your check and paperwork for your Vendor License directly to the Boonton Health Department (100 Washington Street, Boonton, NJ 07005) but include a copy of your paperwork and check with the paperwork you send to Boonton Main Street.**

INSURANCE: **A certificate of liability insurance is required with a minimum coverage of \$1,000,000, naming the Town of Boonton and Boonton Main Street, Inc. as an additional insured.** Certificates of insurance must be received and approved by the market manager before a vendor is permitted to sell at the market. Any prepared food must be prepared in a licensed kitchen or provide written approval from the Boonton Health Department before a vendor is permitted to sell at the market.

SALES AUTHORIZATION: Authorization to sell agricultural products is available to growers who have an established farming operation under their direct management. Only one authorization per market will be issued for each farming operation. The authorization entitles the farmer, family members and employees of the farming operation to sell agricultural products grown by that farming operation. The authorization is not transferable and may be limited to a specific number per market. Each market reserves the right to select the vendors that will participate. Selection will be based on size of market location, composition of products offered, and prior adherence to the market regulations. Authorization to sell at the market can be withdrawn by the sponsor if a grower violates market regulations or if the market must close due to lack of support by the community or participating growers.

LOCATION/TIME:

The market will operate every Saturday from June 9th through November 17th from 8:30 am to 1:00 pm at the Upper Plane Street parking Lot. No sales will occur before 8:30 am and breakdowns should be completed no later than 2:00 pm. All market stalls should be set up by 8:15am on Market days. No guarantees can be made for vendors who arrive late.

SPACES:

Spaces of appropriate dimensions will be assigned by the market manager. Assigned spaces will continue for the duration of the season unless otherwise noted by the Manager. Spaces assigned to growers are to be used only by that grower. No leasing or lending of market stalls will be allowed.

ORDERLY MARKET OPERATION:

A Market Manager or representative shall be present on-site of market every week for the duration of the market. The Market Manager is responsible for the orderly operation of the market. All questions and issues are to be directed to the Market Manager. Disputes between growers and/or growers will not be tolerated at the market site. The Market manager has the right to evict any grower from the market site. The grower's sole responsibility is a formal complaint in writing forwarded to the Market Manager. The Market Manager is only responsible for acting upon written complaints.

PRODUCTS:

We prefer that agricultural products to be sold at the Farmers' Market be produced at the farm of the grower. Purchased items will be allowed as long as the products are grown in New Jersey, New York, Pennsylvania or Delaware.

The sale of baked and other processed items is permitted. Growers (vendors) wishing to sell items freshly grown on their farm baked or processed on their premises must submit a copy of their County Health Department's Annual Sanitary Inspection Report.

- Cider and fruit juice should only be sold by the producers of those fruits.
- Products sold as organic must comply with the National Organic standards.

Full partnerships of two individual Farmers' sharing in the production of crops can participate in the Farmers' Markets only with **written pre-approval from the Market Manager** and supported with a partnership agreement filed in the county the farm is located. A full partnership is defined as two individual Farmers' actually sharing in the production (planting, cultivation, pest control, and

harvest) of crops. This cannot be a brokerage arrangement. It is the grower participant's responsibility to submit a legal partnership agreement to the Market Manager before bringing the partnership's products to market.

INSPECTIONS:

Boonton Main Street or its agent may inspect each registered farm during the marketing season to verify agricultural products being grown, acreage, and scheduled time of harvest. We reserve the right to re-inspect farms to clarify or resolve questions or complaints with 48 hour advance notice. Farmers' will be billed \$125 for re-inspection if a violation is found. Farmers will receive copies of their farm inspection report as well as the Market Manager.

At least one market inspection per year at each of the community sites will be made to ensure produce being sold by the participating growers is on their Crop Plan form and/or Purchased Product Request form(s). The results of this market inspection will be forwarded to the Market Manager.

DISPLAY:

Tables displaying produce will be set up, so that no seller blocks or limits the view or access of consumers to a neighboring seller. Producers must supply their own scales, bags, tables, electrical power etc. Producers must maintain scales acceptable to the County Department of Weights and Measures. Produce may be sold by the count, weight, bunch, or in legally acceptable containers. All containers must identify the net weight of the contents. Produce 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 produce that does not comply with the market regulations to be removed from any stand. **All prices must be posted before and during sale time.** Please note that pricing is the sole responsibility of the vendors and the Boonton Farmers' Market will not intervene in pricing disputes between vendors or customers. If you have a strict no refund policy, the seller must post a sign stating so. **Each seller must display a sign in a prominent place giving his or her farm name and address.**

Producers will comply with all federal, state, and county regulations including, responsibility for cleaning the area around his or her stall and providing at least one trash receptacle. Grower generated waste should be disposed back at but not limited to, Chapter 12 of the New Jersey Sanitary Code. Producers must also comply with other terms and conditions that may be added for the public health, safety, and welfare.

ABSENCES: Boonton Main Street will endeavor to keep each selling space occupied each week. Vendors who will not be attending the market must notify the market manager in advance (3 days prior, if possible, no less than 24 hours). Vendors who cannot attend the market due to unusual circumstances must contact the Market Manager no less than 48 hours before the next market they are slated to be at. We have retained a credit card number from you to keep on file. If you are a no call/no show we reserve the right to charge your credit card the \$35 weekly fee.

CONDUCT:

Market participants are expected to conduct and present themselves in a safe, courteous and professional manner at all times. No rude, abusive, insulting, disruptive or threatening language or behavior is permitted. Producers and their employees must wear shirts, trousers/shorts/skirts and

shoes. Hawking or shouting to attract customers will not be permitted. Conduct is particularly important.

VIOLATIONS:

If a Market Manager determines a grower is in violation of the regulations, the grower will be notified by phone or in person, and a written notice will follow. If the violation continues, the following penalties may be assessed:

PENALTIES:

One violation - a warning letter issued and/or suspension from the market(s) where the violation was found for one day.

Two violations - suspension from the market(s) for up to one month and a mandatory meeting with the Market Manager.

Additional violations - suspension from the market(s) for up to the remainder of the season.

*Re-application to the market(s) will be at the Market Manager's and community sponsor's discretion.

Major violations in which suspension from a market was necessary are cumulative and stay on a growers record for two years from the date of the violation. Minor violations in which only a warning letter was issued cumulate only during the year they were issued.

APPEALS:

Upon receiving a violation notice, you may request an appearance before the Market Manager to contest the findings. A meeting will be called within two weeks of your request. Items in violation may be suspended from sale until the hearing. To assure speedy resolution of violations, an enforcement subcommittee may hear your case in lieu of a full committee.

Market Contact:

Cassie Duncan, Executive Director 620 Main Street, Boonton, NJ 07005

P: (973) 257-9107 e-mail: FM@BoontonMainStreet.org

2018 Vendor Registration Form

Name of Business: _____

Name of Contact _____

Phone _____ Email address: _____

Mailing address _____

City _____ State _____ Zip _____

Website: _____

Social Media:

FB/ _____ Twitter/ _____ Instagram/ _____

List of products that you plan to offer or attach a crop plan:

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

_____ I would like to participate as a full time vendor and will be at every

_____ I would like to participate as a part-time vendor. Please mark your preferred dates below with an X.

JUNE

June 9 _____
June 16 _____
June 23 _____
June 30 _____

JULY

July 7 _____
July 14 _____
July 21 _____
July 28 _____

AUGUST

August 7 _____
August 11 _____
August 18 _____
August 25 _____

SEPTEMBER

Sept 1 _____ (early
close for parade)
Sept 8 _____
Sept 15 _____
Sept 22 _____
Sept 29 _____

OCTOBER

Oct 6 _____
Oct 13 _____
Oct 20 _____
Oct 27 _____

NOVEMBER

Nov 3 _____
Nov 10 _____

Nov 17 _____

Part time vendors: Dates will be confirmed upon receipt of completed applications and spaces will be allotted on a first come, first serve basis.

What will be the first market day you are attending? _____

Credit card # (only to be used for no call/no show) _____ Exp _____ CC _____

Size and type of your vehicle _____

For Applicable Parties:

Do you accept SNAP benefits? Yes No WIC? Yes No

I, the undersigned, certify that I am a professional farmer/food vendor and that I have read will comply with the by-laws and policies of the Boonton Farmers' Market and with all Federal, State and local health, safety and labor laws and standards.

Signature

Date

****Please check the appropriate boxes below when submitting this application.**

Enclosed is the one time \$50 registration fee

I have submitted the vendor application form to the Boonton Health Department

Select one:

Enclosed is the rental fee in the amount of _____

I will pay the weekly rental fee on a weekly basis – payable on day of each market.

I understand if I do not call within 48 hours of my attendance of the market I will be considered a no call/no show and my credit card on file will be charged the \$35 weekly fee

I would potentially be interested in participating in a Winter Market in Boonton

Please make checks out to Boonton Main Street, Inc. and send to Boonton Main Street, Inc. 620 Main St. Boonton NJ 07005

Thank you!

BOONTON HEALTH DEPARTMENT
100 WASHINGTON ST., BOONTON, NJ 07005
APPLICATION FOR FOOD SERVICE ESTABLISHMENT LICENSE
(973) 402-9410 x 631

PLEASE PRINT ALL INFORMATION

TRADE NAME OF FIRM: _____ PHONE #: _____

BUSINESS ADDRESS: _____

OWNER'S NAME: _____ HOME PHONE #: _____

RESIDENCE: _____

*IF CORPORATION, PLEASE LIST NAME OF PRESIDENT: _____

DESCRIBE FOOD SERVICES RENDERED: (i.e., HOT FOODS, SANDWICHES, DRINKS, ALCOHOLIC BEVERAGES, ETC.)

NAME OF EXTERMINATING COMPANY: _____ PHONE #: _____

NOTE: NO LICENSE SHALL BE TRANSFERABLE. LICENSES MAY BE SUSPENDED OR REVOKED BY THE HEALTH DEPARTMENT UPON VIOLATION OF THE PURPOSES, INTENT AND PROVISIONS OF CHAPTER 12 OF THE STATE SANITARY CODE, THE FOOD & BEVERAGE VENDING MACHINE CODE, THE SOLID WASTE CODE, OTHER ORDINANCES OF THE HEALTH DEPARTMENT, OTHER ORDINANCES OF THE MUNICIPALITY AND STATUTORY LAWS OF THE STATE OF NEW JERSEY RELATING TO THE CONDUCT OF SUCH BUSINESS. LICENSES ARE RENEWABLE DURING DECEMBER OF EACH YEAR.

BY CONSIDERATION OF SUCH LICENSE, I HEREBY AGREE TO CONDUCT THE SAID PREMISES IN CONFORMANCE WITH THE PURPOSES, INTENT AND PROVISIONS OF THE ABOVE MENTIONED CODES OR ORDINANCE STATED HEREIN.

SIGNATURE OF APPLICANT

TITLE

DATE

RETAIL FOOD ESTABLISHMENT - FEE SCHEDULE

(PLEASE REMIT APPROPRIATE FEE WITH YOUR APPLICATION)

Make check payable to "TOWN OF BOONTON"

FOOD & DRINK (NON-SEATING)	\$ 75	SUPERMARKET (2,500 + SQ. FT.)	\$225
RESTAURANT (1-50 SEATS)	\$ 85	MOBILE FOOD & DRINK	\$ 60
RESTAURANT (51-100 SEATS)	\$100	TEMPORARY LICENSE	\$ 35
RESTAURANT (100+ SEATS)	\$125	PRE-PACKAGE	\$ 50
INSTITUTION	\$ 75		

FOR OFFICE USE ONLY

FEE REMITTED _____ CASH/CHECK# _____ LICENSE # _____

ISSUE DATE _____ EXPIRATION DATE _____ APPROVED BY _____

REMINDER!!
A LATE FEE WILL BE CHARGED
AFTER JANUARY 15TH



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