

**VENDOR APPLICATION  
BURLINGTON COUNTY AGRICULTURAL CENTER  
2022 FARMERS MARKET SEASON**

**I. PURPOSE**

This application is to be used for vendors interested in participating in the 2022 Farmers Market held at the Burlington County Agricultural Center. This section of the application packet will provide interested vendors with general information on the market and the categories of vendors desired.

**1.01 Description of Facility and Region**

The Burlington County Agriculture Center (Ag Center) is a preserved farm located at Hartford and Centerton Roads in Moorestown and Mount Laurel Townships. The Ag Center is owned by the Burlington County Board of County Commissioners, operated by the County's Department of Resource Conservation and maintained by the Division of Parks within that department. In addition to the seasonal farmers market, the Ag Center is home to demonstration gardens, community gardens, a culinary teaching kitchen and is host to various other activities focused on public education in the areas of agriculture, horticulture and nutrition throughout the year. Certain facilities at the Ag Center are available for rent by the public.

The site is subject to the rules of the Burlington County Parks System and the deed-restrictions contained in the farmland preservation deed of easement.

**1.02 2022 Farmers Market**

2022 will be the 16th year of the Farmers Market. A well-established customer base now exists. It is the intent of the County to continue to grow the customer base through quality and diversity of vendor products, advertising, and strategic event promotion.

In 2022, the Market will open on Saturday, May 7<sup>th</sup> and will run every Saturday (rain or shine, except for declared weather emergencies) until Saturday, October 29<sup>th</sup>. Market hours will be 8:30 a.m. until 1:00 p.m. during the regular season. The Holiday Markets will be held on November 19<sup>th</sup> and December 3<sup>rd</sup> with hours from 10 a.m. to 2 p.m.

Operation of the Farmers Market is subject to the Burlington County Farmers Market Rules and Regulations which are attached to this application. If necessary, special operating protocols may be put into place during the season to address the ongoing COVID-19 pandemic

Vendors will be assigned a space by the Market Manager. Depending on number of vendors, the Manager will assign spaces in the covered Market Barn, under the 30' x 60' tent on the concrete pad adjacent to the Market Barn, on the pad itself, along the walkways coming in from the main parking lot or along the pathways leading to the Farm House. The Market Barn will house as many vendors as possible. The 10,000 sq. ft. concrete pad will be used by vendors better suited for being outside as well as event programming and a customer seating area. Electric is available in the Market Barn. There is limited availability of electric to vendors assigned to the tent. Electric needs will be accommodated to the extent possible.

Vendors must supply their own tables, chairs and other equipment necessary for display of products for sale. The County may provide vendors with space to store tents, tables and other equipment between market days. No items may be stored without the consent of the County.

The number of and types of vendors at the market shall be determined at the sole discretion of Burlington County. Because the goal of the County is to promote local agriculture, the County's goal is to have 70% of the vendors be Agricultural Vendors. For the purpose of this application, agriculturally-derived products are defined as ***agricultural, horticultural, viticultural, and dairy products, livestock and the products thereof, the products of poultry and bee raising, the edible products of forestry, and any and all products raised or produced on farms and minimally processed or value-added products thereof.*** One space for a non-profit vendor not affiliated with the County will be allocated each week on a first come, first served basis.

Vendors will be contacted in September regarding participation in the Holiday Markets.

Bucket-style panhandling, petition signing, or voter registration is not allowed at any time. Partisan non-profits groups and/or Political Action Committees (PACs) are not eligible vendors.

**Please note that the Market Barn and the Market Tent and Pad are available for rent for private events, such as weddings. Renters and their caterers are not provided access to the facility until 3 p.m. on Saturdays during the Market season. The Market Vendors' cooperation in exiting the market before that time is greatly appreciated.**

### **1.03 Vendor Categories**

There are four (4) categories of vendors:

**Category 1: Agricultural Vendors** are local farmers that produce and/or grow one or more of the following products: Fruit, vegetables, plants (starts, annuals, perennials, herbs) cut flowers and herbs, dairy products, farm-raised meat, seafood, and eggs. In addition, value added products (such as jams, jellies, salsa, honey, soaps, herbal oils, 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.

You will be asked in the application to provide a list of the products that you will be selling. We understand the risks associated with farming and the unpredictability of weather. In the event that weather, disease or other circumstances prevent you from harvesting and selling the produce listed in your application, you shall so notify the market manager.

The Farmers Market Rules (Attachment 6) require that you grow 90% of what you sell. The County may conduct inspections of farms during the season to verify compliance with this rule.

**Category 2: Food Vendors** must take an active part in making the majority of the items they plan to sell. Food vendors may sell items for on and offsite consumption including, baked goods, coffee, soups, salads, sandwiches and value-added products (such as jams, jellies, salsa, honey, soaps, herbal oils, etc.) preferably made with ingredients sourced from local farms. Food vendors also include holders of a limited brewery license, restricted brewery license, craft distillery license, plenary winery license, farm winery license, or cidery and meadery license. This list is not intended to be exhaustive. Food products not on this list may be sold with approval.

Vendors selling prepared foods shall prepare and serve foods in accordance with all applicable Federal, State and local health regulations. All vendors with the exception of those selling alcohol must submit the "Mobile Retail Food Establishment Application" that can be obtained from the County Health Department. Please contact George Hamway at the Health Department at (609)265-5521 or [ghamway@co.burlington.nj.us](mailto:ghamway@co.burlington.nj.us). Please be aware that the Health Department will require a completed application by Monday, April 25<sup>th</sup>, in order to participate in opening day on May 7<sup>th</sup>.

Food Vendors may also be required to obtain a permit from the County Fire Marshal if cooking on premises. For more information contact the Fire Marshal's office at (609)702-7158 or go to <http://www.co.burlington.nj.us/941/Uniform-Fire-Code-Permit-Application-Doc>.

**Category 3: Craft Vendors** must sell goods that are handmade, of original design and the direct product of the vendor. Vendors must display goods that are consistent with the type and quality represented in the application. Crafts that are not eligible include commercially manufactured art, products assembled from commercial kits, patterns or designs or embellished commercially made objects such as t-shirts, totes, charms, drinking vessels, and jewelry or accessories made from stringing commercially made beads or charms. This does not apply to complex bead threading and handmade beads. Goods that incorporate illegally sourced items such as ivory and other materials acquired from the killing of endangered species are not permitted.

In keeping with the goals of the County to promote local agriculture, the number of craft vendors allowed to participate in each Saturday's Market during the regular season will be limited as described above.

**Category 4: Non-Profit Vendors** are Burlington County community groups, schools, or other non-profit organizations selling items or food products for fund raising purposes. Selling of raffle tickets is acceptable provided that all necessary State and local approvals are obtained. Non-profit vendors will be exempt from vendor fees.

## **II. APPLICATION/INSTRUCTIONS**

### **2.01 Applications for Category of Vendor**

Applications are included for each category of vendor:

**ATTACHMENT 1 - Agricultural Vendors**

**ATTACHMENT 2 - Food Vendors**

**ATTACHMENT 3 - Craft Vendors**

**ATTACHMENT 4 - Non-Profit Vendors**

### **2.02 Deadline for Submission of Applications**

The deadline for submission is **Friday, March 7, 2022, 4:00 p.m.**

The County will continue to accept applications after this deadline and throughout the market season. If vacancies become available, vendors will be selected at the discretion of the County. If there are no vacancies at the time an application is received, the applicant will be placed on a waiting list.

### **2.03 Requirements for Application Submission**

Applicants shall complete and sign the relevant application found in the attachment section of this document and complete and sign Attachment 5, Defense and Indemnification Agreement, and submit **ONE (1) ORIGINAL copy of the APPLICATION to:**

County of Burlington  
Department of Resource Conservation  
Attn: Farmers Market Manager  
P. O. Box 6000  
Mount Holly, New Jersey 08060-6000

Applications may also be emailed to [bflanagan@co.burlington.nj.us](mailto:bflanagan@co.burlington.nj.us). Hand deliveries may be made to:

Department of Resource Conservation  
Attn: Farmers Market Manager  
50 Rancocas Road, 2<sup>nd</sup> Floor  
Mount Holly, NJ 08060

### **2.04 Review of Applications**

If necessary, a committee comprised of County representatives will evaluate applications to ensure that the objectives of the Ag Center and Farmers Market are met. The County reserves the right to reject any application.

The County shall rely upon the following criteria in reviewing and ranking (if necessary) the applications received:

- Participation at prior years Farmers Market
- Location of the operation in Burlington County
- Location of the operation in New Jersey
- Experience at other farmers markets
- Number of years in business
- Percentage of product that is directly related to agriculture
- Diversity of products being offered
- Willingness to accept food assistance program vouchers/checks/EBT (e.g., food stamp EBT, WIC, Senior Farmers Market)
- Seasonal and ethnic diversity of produce offered for sale

### **2.05 Acceptance of Application/Attendance at Market**

In the application, Vendors are asked to select dates that they would like to attend. These requests will be accommodated to the extent possible.

Vendors selected to participate in the 2022 Market shall be notified in writing no later than March 28, 2022. Selected Vendors will be invited to attend a pre-opening day meeting, the date and time of which will be provided with selection notice. Vendors will be notified of their market attendance schedule no later than April 11<sup>th</sup>.

### **2.06 Required Submissions After Selection**

A. If not included with the application, applicants selected to participate in the Market shall transmit the certificate of insurance as described in Section 3.04 below to the address indicated in Section 2.03 no later than **April 15, 2022.**

B. Food Vendors must submit an application for a Mobile Retail Food Establishment to the Burlington County Health Department and obtain a fire permit from the County Fire Marshal, if necessary, at least 10 business days prior to opening day of the market. Vendors will not be permitted to attend until such approvals are received.

### **III. TERMS AND CONDITIONS**

#### **3.01 Rules of Market**

All vendors must agree to abide by the rules established for the farmers market included in this document as Attachment 6.

#### **3.02 Vendor Fees**

Vendor fees are per market day, non-negotiable and dependent upon the linear frontage of space occupied. The fees for 2022 will be:

|                 |      |
|-----------------|------|
| 10 linear feet: | \$30 |
| 15 linear feet: | \$38 |
| 20 linear feet: | \$45 |
| 30 linear feet  | \$60 |

Not for profits organizations will not be charged.

Fees shall be payable to the County for each market day the vendor is present and selling goods. The County reserves the right to substitute another vendor if the selected vendor fails to pay the required fee. Fees paid in advance will be credited toward future payments if a market day is cancelled by the County due to inclement weather.

#### **3.03 Procedures for Payment**

For vendors that attend every Saturday, the fee must be paid monthly on the first market day of every month. Fees are to be paid to the Market Manager or designated County Staff present at the Market and may be paid by cash or check. Checks should be made payable to **“Burlington County Treasurer”**.

For vendors that do not attend each week, fees must be paid in advance for a three-month period based upon the schedule for attendance agreed upon by the vendor and the Market Manager. Payment will be due two weeks prior to the start of each 3 month period. Payment period #1 will be May, June and July and payment period #2 will be August, September and October. Fees for Payment Period #1 will be due on April 22<sup>nd</sup>. Fees for Payment Period #2 will be due on July 22<sup>nd</sup>. Advance payments must be paid by check made payable to **“Burlington County Treasurer” and mailed to Burlington County Dept. of Resource Conservation/Farmers Market, PO Box 6000, Mt. Holly, NJ 08060.**

Fees for all vendors attending the Holiday Markets must be paid in advance with all payments due by October 31, 2022.

### **3.04 Insurance Requirements**

Every vendor in carrying out their responsibilities, as a matter of course, will represent itself as an independent contractor and not as an agent or employee of the County.

**Submission of a certificate of insurance is not required for Agricultural Vendors selling only plants not meant for consumption, Category 3 Craft Vendors with the exception of those that produce soaps and lotions and Category 4 Non-Profit Vendors not selling food items.**

**All vendors are required to execute the Defense and Indemnification Agreement found in Attachment 5.**

**It is recommended that you send this section to your insurance broker.**

At its own cost and expense, the vendor must secure and maintain the following insurance coverage during the term of the Agreement:

Commercial General Liability, including Products Completed Operations, coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate.

No later than **April 15, 2022**, Vendors shall provide the County with a Certificate of Insurance evidencing that said insurance is and will be in effect during the market season and naming the Board of County Commissioners of the County of Burlington as an Additional Insured. Certificates that name the County as a **certificate holder only** will not be accepted.

If required by your insurance broker, the Certificate of Insurance shall contain a statement that the policy applies to all activities that are undertaken by the insured during the 2022 Farmers Market season, if applicable. Certificates of Insurance that do not include a specific description of activities or events, may be used for any County event that the vendor participates in during the term of the insurance policy.

In addition, each Certificate of Insurance shall contain the following information or statements:

1. Name and address of insured.
2. A statement that the **Board of County Commissioners of the County of Burlington** is an Additional Insured under Commercial General Liability (see below).



3. The number and description of each policy in force on the date of the Certificate.
4. The expiration date of each policy shown as well as the amount of coverage for each party.
5. A statement showing the method of cancellation. If cancellation may be affected by the giving of notice to the insured and the Board of County Commissioners of the County of Burlington by the insurer, the policy and Certificate must provide that cancellation shall not be effective until ten (10) days after receipt of such notice by the said Board of County Commissioners.

All said policies shall be kept in full force during the term of the 2022 Farmers Market season and each policy shall contain a rider stating that the policies are non-cancelable unless sixty (60) days written notice is given to the parties insured. During the 2022 Market season, it shall be the responsibility of the applicant to provide the County with additional Certificates of Insurance in compliance with the above when any insurance policy for the above-listed coverage expires.

**The Certificate of Insurance should be issued to:**

**Burlington County Board of County Commissioners  
P.O. Box 6000  
Mt. Holly, N.J. 08060  
Attn: Insurance & Risk Management**

**3.05 Discrimination Prohibited**

Vendors selected to participate in events at the Ag Center shall not discriminate in the hiring of persons who are qualified and available to perform work at the Market for reason of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality in accordance with New Jersey Law.

**3.06 County Representative**

The person responsible for administration of the Farmers Market is:

Mary Pat Robbie, Director  
Burlington County Dept. of Resource Conservation  
P.O. Box 6000  
Mt. Holly, NJ 08060  
Telephone: 856-642-3850  
Email: [mprobbie@co.burlington.nj.us](mailto:mprobbie@co.burlington.nj.us)

### **3.07 Indemnification of County**

By execution and submission of Attachment 5, “Defense and Indemnification Agreement”, all vendors that participate in the 2022 Market shall agree to defend, indemnify and hold harmless the County and its officers, employees, servants and agents from all claims, suits or actions of every kind or character made upon or brought against the County and its officers, employees, servants and agents for or on account of any injuries or damages which shall arise, in whole or in part, out of, in the course of or as a consequence of any willful or negligent act or omission or tortuous act or omission of the Vendor, its employees, agents or subcontractors, in the performance of the said work or by or in the consequence of any negligence in the operations or any improper material or equipment used, or by or on account of any act or omission of Vendor or its servants, agents or employees. This indemnity shall include attorney’s fees and costs and all other expenses incurred in the defense of any suit.

### **3.08 Entry and Inspections**

The County, its agents or employees shall have the right to enter the Farmers’ Market Area for the purpose of making inspections.

The County, its agents or employees shall have the right to enter the vendor’s farming operation for the purpose of making inspections to ensure compliance with the producer requirements in the Farmers Market Rules (see Attachment 6). The County will provide at least 48 hours’ notice prior to an inspection. If the vendor is found to be noncompliant with the requirements set forth in the Farmers Market Rules, the County reserves the right to terminate the agreement and select a vendor from the waiting list.

**2022 AGRICULTURAL VENDOR APPLICATION**

Farm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Farm Address: \_\_\_\_\_

Mailing Address (if other than farm address):

Contact phone number: \_\_\_\_\_

Can the County share this number with customers? Yes \_\_\_\_\_ No \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Acreage of your farm: \_\_\_\_\_

Acreage on which you grow produce: \_\_\_\_\_ own \_\_\_\_\_ lease

If leased land, provide locations of leased farmland:

Please choose a vendor description that best fits you (check all that apply):

Diversified Produce \_\_\_\_\_ Cut Flowers \_\_\_\_\_ Greenhouse Plants \_\_\_\_\_

Meat \_\_\_\_\_ Eggs \_\_\_\_\_ Dairy Products \_\_\_\_\_ Herbs \_\_\_\_\_

Value Added \_\_\_\_\_ Other \_\_\_\_\_

Type of farm practice: Traditional \_\_\_\_\_ Certified Organic \_\_\_\_\_ IPM \_\_\_\_\_  
"Pesticide-Free" \_\_\_\_\_

If organic, how long has your farm been cultivated under organic practices?

Years \_\_\_\_\_ Months \_\_\_\_\_

Is farming a full-time or part-time occupation for you? Full-time \_\_\_\_\_

Part-time \_\_\_\_\_

Please list the items you intend to sell at the farmers market. Estimate harvest dates to the best of your ability. Please use additional paper if necessary.

| Name of item | Acreage or Linear Feet | Anticipated Harvest Dates |
|--------------|------------------------|---------------------------|
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**Other Items:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list other farmers markets that you participate in or plan to participate in:

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Do you plan to purchase any products to sell at the market? Yes \_\_\_\_ No \_\_\_\_

If yes, list products: \_\_\_\_\_

Do you accept food assistance program vouchers/checks/EBT (e.g., food stamp EBT, WIC, Senior Farmers Market)

Yes \_\_\_\_ No \_\_\_\_

Would you be willing to participate in an organized food donation program (e.g. Farmers Against Hunger)

Yes \_\_\_\_ No \_\_\_\_

Will you allow the County to use photographs of you and/or your products for advertising, website ([www.burlcoagcenter.com](http://www.burlcoagcenter.com)) and social media?

Yes \_\_\_\_ No \_\_\_\_

Please indicate below, the dates that you prefer to participate.

|         |  |             |  |              |  |
|---------|--|-------------|--|--------------|--|
| May 7   |  | July 9      |  | September 10 |  |
| May 14  |  | July 16     |  | September 17 |  |
| May 21  |  | July 23     |  | September 24 |  |
| May 28  |  | July 30     |  | October 1    |  |
| June 4  |  | August 6    |  | October 8    |  |
| June 11 |  | August 13   |  | October 15   |  |
| June 18 |  | August 20   |  | October 22   |  |
| June 25 |  | August 27   |  | October 29   |  |
| July 2  |  | September 3 |  |              |  |

**PLEASE INITIAL ALL:**

- I have read and understand the vendor application and the Agricultural Center 2022 Farmers Market Rules: \_\_\_\_\_
- I understand that if selected I must receive and show proof of the required insurance by April 15, 2022 \_\_\_\_\_
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by April 15, 2022 \_\_\_\_\_
- I understand that if selected as a Vendor, I am subject to inspections of my farm by County staff \_\_\_\_\_
- I am authorized to submit this application on behalf of the farm named in this application \_\_\_\_\_

**Signature** \_\_\_\_\_

**For** \_\_\_\_\_ **Farm**

**Date:** \_\_\_\_\_

**Mail to:** Burlington County Department of Resource Conservation  
Attn: Farmers Market Manager  
P. O. Box 6000  
Mount Holly, New Jersey 08060-6000

Email: bflanagan@co.burlington.nj.us

**ATTACHMENT 2  
2022 FOOD VENDOR APPLICATION**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

Can the County share this number with customers? Yes \_\_\_\_\_ No \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Please describe the product(s) you would like to sell:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How are these products produced?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Percentage of materials used to make products sourced from NJ Farmers: \_\_\_\_\_ %

Have you sold these products at other farmers markets, festivals, fairs or events in the past? Yes \_\_\_\_ No \_\_\_\_

If Yes, please list (include dates):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you allow the County to use photographs of you and/or your products for advertising, website ([www.burlcoagcenter.com](http://www.burlcoagcenter.com)) and social media?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate below, the dates that you prefer to participate in the Market.

|         |  |             |  |              |  |
|---------|--|-------------|--|--------------|--|
| May 7   |  | July 9      |  | September 10 |  |
| May 14  |  | July 16     |  | September 17 |  |
| May 21  |  | July 23     |  | September 24 |  |
| May 28  |  | July 30     |  | October 1    |  |
| June 4  |  | August 6    |  | October 8    |  |
| June 11 |  | August 13   |  | October 15   |  |
| June 18 |  | August 20   |  | October 22   |  |
| June 25 |  | August 27   |  | October 29   |  |
| July 2  |  | September 3 |  |              |  |

**PLEASE INITIAL ALL:**

- I have read and understand the vendor application and Agricultural Center 2022 Farmers Market Rules: \_\_\_\_\_

- I understand that if selected I must receive and show proof of the appropriate insurance by April 15, 2022 \_\_\_\_\_

- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by April 15, 2022 \_\_\_\_\_

- I am authorized to submit this application on behalf of the business named in this application \_\_\_\_\_

**Signature** \_\_\_\_\_

**For** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mail to:** Burlington County Department of Resource Conservation  
 Attn: Farmers Market Manager  
 P. O. Box 6000  
 Mount Holly, New Jersey 08060-6000

Email: [bflanagan@co.burlington.nj.us](mailto:bflanagan@co.burlington.nj.us)



**ATTACHMENT 3  
2022 CRAFT VENDOR APPLICATION**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

Can the County share this number with customers? Yes \_\_\_\_\_ No \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Please describe the product(s) you would like to sell (Please see Page 4):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you sold these products at other farmers markets, festivals, fairs or events in the past? Yes \_\_\_\_ No\_\_\_\_

If Yes, please list (include dates):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate the dates that you prefer to participate in the Market.

|         |  |             |  |              |  |
|---------|--|-------------|--|--------------|--|
| May 7   |  | July 9      |  | September 10 |  |
| May 14  |  | July 16     |  | September 17 |  |
| May 21  |  | July 23     |  | September 24 |  |
| May 28  |  | July 30     |  | October 1    |  |
| June 4  |  | August 6    |  | October 8    |  |
| June 11 |  | August 13   |  | October 15   |  |
| June 18 |  | August 20   |  | October 22   |  |
| June 25 |  | August 27   |  | October 29   |  |
| July 2  |  | September 3 |  |              |  |

**PLEASE INITIAL ALL:**

- I have read and understand the vendor application and the Agricultural Center 2022 Farmers Market Rules \_\_\_\_\_
- I understand I must complete the indemnification document (Attachment 5) and submit it with this application \_\_\_\_\_
- I understand that if selected, I am responsible for obtaining and submitting any & all applicable licenses, permits & certifications by April 15, 2022 \_\_\_\_\_
- I am authorized to submit this application on behalf of the business named in this application \_\_\_\_\_

Will you allow the County to use photographs of you and/or your products for advertising, website ([www.burlcoagcenter.com](http://www.burlcoagcenter.com)) and social media?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

**Signature** \_\_\_\_\_

**For** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mail to:** Burlington County Department of Resource Conservation  
 Attn: Farmers Market Manager  
 P. O. Box 6000  
 Mount Holly, New Jersey 08060-6000

Email: [bflanagan@co.burlington.nj.us](mailto:bflanagan@co.burlington.nj.us)

**ATTACHMENT 4  
2022 NON-PROFIT VENDOR APPLICATION**

Contact Name: \_\_\_\_\_

Non-Profit Name: \_\_\_\_\_

Contact's Connection With Non-Profit Group: \_\_\_\_\_

Non-Profit Address: \_\_\_\_\_

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

Website Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please describe the product(s), if any, you would like to sell:

\_\_\_\_\_

Please describe activities you would like to conduct:

\_\_\_\_\_

\_\_\_\_\_

Please indicate the dates that you would like to attend the Market.

|         |  |             |  |              |  |
|---------|--|-------------|--|--------------|--|
| May 7   |  | July 9      |  | September 10 |  |
| May 14  |  | July 16     |  | September 17 |  |
| May 21  |  | July 23     |  | September 24 |  |
| May 28  |  | July 30     |  | October 1    |  |
| June 4  |  | August 6    |  | October 8    |  |
| June 11 |  | August 13   |  | October 15   |  |
| June 18 |  | August 20   |  | October 22   |  |
| June 25 |  | August 27   |  | October 29   |  |
| July 2  |  | September 3 |  |              |  |

**PLEASE INITIAL ALL:**

- I have read and understand the vendor application: \_\_\_\_\_

- I have read and understand the Ag Center 2022 Farmers Market Rules.  
\_\_\_\_\_

I understand that if selected and plan to sell food, I must receive and show proof of the appropriate insurance (Section 3.04) a week before the date of our participation at the market. \_\_\_\_\_

I understand that if selected and will not be selling food, I must complete the indemnification document (Attachment 5) prior to participation at the market. \_\_\_\_\_

I understand that if selected, I am responsible for any & all applicable licenses, permits & certifications a week before the date of our participation at the market. \_\_\_\_\_

-I am authorized to submit this application on behalf of the group named in this application. \_\_\_\_\_

**Signature** \_\_\_\_\_

**For:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mail to:** Burlington County Department of Resource Conservation  
Attn: Farmers Market Manager  
P. O. Box 6000  
Mount Holly, New Jersey 08060-6000

Email: bflanagan@co.burlington.nj.us

**ATTACHMENT 5**  
**Defense and Indemnification Agreement**



# County of Burlington

## Department of Finance & Administration

49 Rancocas Road, Mount Holly, NJ 08060  
P.O. Box 6000, Mount Holly, NJ 08060  
(609) 265-5018 • [www.co.burlington.nj.us](http://www.co.burlington.nj.us)

Eve A. Cullinan, *County Administrator*

### Board of County Commissioners

Daniel O'Connell, Director  
Tom Pullion, Deputy  
Felicia Hopson  
Balvir Singh

#### Department of Finance

##### Division of Insurance & Risk Management

49 Rancocas Road; Room 224

P.O. Box 6000

Mt. Holly, New Jersey 08060-6000

Phone: (609) 702-7078

FAX: (609) 702-7077

[riskmanagement@co.burlington.nj.us](mailto:riskmanagement@co.burlington.nj.us)

Carolyn Havlick  
Chief Financial Officer

Edward J. Troy  
Treasurer

Damon S. Burke  
Risk Manager

### BURLINGTON COUNTY FARMERS MARKET

May-December 2022

Burlington County Agricultural Center

**Defense and Indemnification Agreement  
Please Sign and Return with Application**

VENDOR NAME:

\_\_\_\_\_  
(Please Print)

VENDOR ADDRESS:

\_\_\_\_\_  
(Please Print)

Vendor hereby agrees to defend, indemnify and hold harmless the County and its officers, employees, servants and agents from all claims, suits or actions of every kind or character made upon or brought against the County and its officers, employees, servants and agents for or on account of any injuries or damages which shall arise, in whole or in part, out of, in the course of or as a consequence of any willful or negligent act or omission or tortuous act or omission of the Vendor, its employees, agents or subcontractors, in the performance of the said work or by or in the consequence of any negligence in the operations or any improper material or equipment used, or by or on account of any act or omission of Vendor or its servants, agents or employees. This indemnity shall include attorney's fees and costs and all other expenses incurred in the defense of any suit.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT 6**

**BURLINGTON COUNTY AGRICULTURAL CENTER  
FARMERS MARKET  
2022 SEASON**

**RULES AND REGULATIONS**

**BURLINGTON COUNTY FARMERS MARKET  
RULES AND REGULATIONS  
2022 SEASON**

1. **Location:** The Agricultural Center Farmers Market will operate at 500 Centerton Road in Moorestown Township. The property is a preserved farm owned by the Burlington County Board of County Commissioners (the “County”).
2. **Dates of the Market:** The Burlington County Agriculture Center (The Ag Center) Farmers Market will be open for the 2022 Season each Saturday from **May 7<sup>th</sup> through October 29<sup>th</sup>**. **Holiday Markets will be on November 19<sup>th</sup> and December 3<sup>rd</sup>**.
3. **Times for Market Sales:** The market will be open for business beginning at **8:30 am and will close at 1 pm**. No sales will be permitted before 8:30 am, however, sales will be permitted after 1 pm during the time when vendors are taking down their facilities. All vendors are required to remain at their designated location until the market closes at 1 pm. **Holiday Market hours will be from 10 am until 2.**
4. **Vendor Designation:** Vendors shall be designated as follows: agricultural, food, craft and non-profit. An “agricultural” vendor is defined as selling products that are agricultural, horticultural, viticultural, dairy products, livestock and the products thereof, the products of poultry and bee raising, the edible products of forestry, and any and all products raised or produced on farms and minimally processed or value-added products thereof. All agricultural vendors must abide by Rules 5 & 6, below)
5. **Agricultural Vendor Allowable Products:** Agricultural vendors must list the individual products they plan to sell at the market on the ***Agricultural Vendor Application***. Products permitted for sale include fruits, vegetables, grain, hay, straw, herbs, tea, tinctures, flowers, plants, meat, dairy products, eggs, fish, approved farm-based crafts (defined as created from ingredients grown or produced on vendor’s farm and made by vendor or vendor’s farm employees), ornamental produce, honey, jellies, jams, salsa, maple syrup, farm-based baked goods (defined as created from ingredients grown or produced on vendor’s farm and made by vendor or vendor’s farm employees), wool/fleeces, animal products, soaps, beeswax or soy candles. Share pickup from a Community Supported Agriculture operation will not be allowed at the market during regular market hours. If a vendor wishes to sell an agricultural product not listed in these rules, he or she must obtain written approval from the County or the Market Manager before selling said product.
6. **Agricultural Producer-only rules and exceptions:** 90% of products displayed for sale must be produced by the vendor who sells them on land either owned or leased by the farming operation with which the vendor is associated.



Under no circumstances may vendors re-sell produce purchased from other vendors at the market. This rule is designed to prevent unfair competition among vendors. At certain “in between harvest” times during the growing season, it is expected that produce vendors may not have enough product to sell under the 90% rule. At these times, with the prior consent of the Market Manager, vendors may purchase produce to constitute up to 50% of their product line. It is preferable that any produce purchased be sourced locally. “Local” is defined as produced within 50 miles of Moorestown, New Jersey or within the state of New Jersey. Expected “in between harvest” times are weather-dependent and may occur during May, June, October and November. Such supplementary products must be clearly labeled as to their place of origin. To ensure quality and freshness, products should be harvested no more than 48 hours before being offered for sale at the Farmers Market.

The County may grant a vendor the exclusive right to sell a product for a designated period of time if that vendor grows only that product.

**7. Food Vendor Allowable Products:** Food vendors must list the individual products they plan to sell at the market on the ***Food Vendor Application***. Products permitted for sale include baked goods, prepared foods, coffee, bottled non-alcoholic drinks, and prepared non-alcoholic drinks. Food vendors also include holders of a limited brewery license, restricted brewery license, craft distillery license, plenary winery license, farm winery license, or cidery and meadery license. If a vendor wishes to sell a food product not listed in these rules, he or she must obtain written approval from the County or the Market Manager before selling said product.

**8. Craft Vendor Allowable Products:** Craft vendors must sell goods that are handmade, of original design and the direct product of the vendor. Vendors must display goods that are consistent with the type and quality represented in the application. Crafts that are not eligible include commercially manufactured art, products assembled from commercial kits, patterns or designs or embellished commercially made objects such as t-shirts, totes, charms, drinking vessels, and jewelry or accessories made from stringing commercially made beads or charms. This does not apply to complex bead threading and handmade beads. Goods that incorporate illegally sourced items such as ivory and other materials acquired from the killing of endangered species are not permitted.

**9. Non-Profit Vendor Allowable Products and Rules:** Only Burlington County community groups, schools, or other non-profit organizations are eligible to sell items for the purpose of raising money for their organization. Offering a raffle prize or, for example, pumpkin carving or face painting is also acceptable, subject to applicable laws and regulations. **Bucket-style panhandling, petition signing, or voter registration is not allowed at any time. Partisan non-profits groups and/or Political Action Committees (PACs) are not eligible vendors. Any required tents, chairs and tables must be provided by the non-profit group.** Non-profit vendors must list the individual items they plan to sell at the market

and activities they plan on engaging in to raise money for their organizations on the *Non-Profit Vendor Application*.

10. **Management:** The oversight and management of the Ag Center Farmer's Market will be handled primarily by a designated Market Manager. The Market Manager's duties will include the following:

- a) Supervise opening and closing of market;
- b) Collect all appropriate vendor fees;
- c) Record attendance and keep a brief log of market events.
- d) Assign spaces to Vendors and re-assign spaces in the event of an absence or late arrival.
- e) Monitor customer interaction with Vendors and resolve conflicts that may arise.
- f) Appropriately respond to and address customer suggestions, questions and concerns
- g) Enforce market rules and report alleged violations in writing
- h) Coordinate necessary farm inspections
- i) Coordinate with local officials and inspectors at the market
- j) Convene meetings with Vendors, as necessary.
- k) Coordinate event planning with vendors and other County staff
- l) Coordinate set up and take-down of market information table
- m) Coordinate with Division of Parks maintenance staff to ensure that site is left clean, all trash is picked up, all vendors have left
- n) Coordinate with tenant
- o) Put up and take down any temporary signage placed nearby to advertise market

11. **Fees:** Fees are non-negotiable and assessed per market day based upon the linear frontage of space occupied. For an area of 10 linear feet, the fee will be \$30, for 15 linear feet \$38, for 20 linear feet will be \$45, for 30 linear feet, a fee of \$60. This fee must be paid for each day that the vendor will be present at the market. Not for profits organizations will not be charged. Fees paid in advance will be credited toward future payments if a market day is cancelled by the County due to inclement weather. Payment can be made by cash or check. Checks shall be made payable to **"Burlington County Treasurer."**

12. **Tardiness/No-Shows/Early Departures:** Proper notification is required if a vendor expects to be late or absent for a market day or will need to leave early. If the vendor cannot adhere to the 8:30 a.m. to 1 p.m. market schedule, he or she is obliged to call or email the Market Manager by 5:00 p.m. the day prior to the market day in question. If a vendor must miss a scheduled market day for any reason other than predicted inclement weather or a legitimate emergency, he or she is required to give at least 24 hours notice to the Market Manager. If a vendor is late, misses a scheduled market day or leaves early on 3 market days when he or she is scheduled to sell, the vendor may be asked not to return to the market without a refund for any days paid in advance. Vendors who are asked not to

return due to tardiness/absences/early departures will be replaced at the County's discretion.

13. **External Regulations:** Vendors are responsible for compliance with all applicable municipal, county, state and federal regulations relating to agricultural production, food production and preparation and conduct of business. If the Market Manager is advised by any legal authority that applicable regulations are not being complied with, the Vendor may be prohibited from participating in the Market.

14. **Space and Parking Designation:** The Market Manager will be responsible for determining the space and position of each Vendor at the market on the first day of the market season, but may reassign positions for any reason. Parking is available in the designated Vendor Parking Area. Vendors are not permitted to park in the main customer parking lot.

15. **Vendor Conduct:** 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 will be charged a \$25 fee for each occurrence. If non-compliance continues, the Vendor in question may be asked not to return to the market without a refund for any days paid in advance. Vendors will be asked to remove pets from the market if they are disruptive to other vendors or customers.

16. **Smoking:** Smoking is not permitted at the Agricultural Center.