

Robbinsville Township Farmers Market Guidelines

<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 (at least 75%) must be grown on your own farm. 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: \$100 for entire season Make checks payable to <i>Township of Robbinsville</i></p>	<p>Mail application and fee together to: Recreation Div./Farmers Market 66 Sharon Rd. Robbinsville, NJ 08691</p>
<p>MARKET SEASON:</p>	<p>The Robbinsville Farmers' Market runs every Tuesday, July 2 – September 24, 3:30-7 p.m.</p>
<p>LOCATION:</p>	<p>Miry Run Recreation Area 66 Sharon Road, Robbinsville, NJ 08691</p>
<p>TIMES AND DAYS:</p>	<p>July 2, 9, 16, 23, 30; Aug 6, 13, 20, 27; Sept 3, 10, 17, 24 The market is open 3:30 – 7 p.m.</p>
<p>BOOTHS AND SPACES:</p>	<p>*The market booth default size is approximately 12'x12'. Farmers are allotted larger selling spaces (as determined by the market manager). Each vendor will be assigned a space each week. No moving or trading spaces is permitted once spaces are assigned each week. The goal is to create a market layout that is complimentary to all vendors and the market as a whole. *The market does not provide water or electricity to vendors. Bathrooms are available on-site. *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. <u>All vendors are required to have their canopies safely weighted to the ground from the time their canopy is put up to the time it is taken down.</u> *Products are to be displayed in a neat and presentable manner. Tables are to be covered and any signage used is to be tasteful and professional. *All vendors must wear shoes and shirts at the Market during market hours. *All vendors must adhere to the <u>NO SMOKING</u> policy. This means no smoking at vendor spaces during market hours.</p>
<p>SITE MANAGEMENT:</p>	<p>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</p>
<p>SET-UP AND TAKEDOWN:</p>	<p>Vendors are not to start setting up their booths before 2 p.m. on market days. Vendors are required to be on site 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 entire market day, unless the weather turns especially bad. <u>No Breakdown Is Permitted Until 7 p.m.</u> 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 trash receptacle will be provided for ease of garbage removal.</p>
<p>VENDOR PARKING:</p>	<p>One vehicle may remain with the vendor during market hours. It must be parked behind the canopy set up of the vendor. Additional vendor vehicles may be parked in the Market's general parking area.</p>
<p>FOOD:</p>	<p>Perishable farm products and baked goods must be appropriately packaged and handled, complying with any applicable regulations of the Robbinsville Township Health Division. 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.</p>
<p>PERMITS AND LICENSING:</p>	<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 Division regulations and licensing requirements. All vendors must follow sanitary procedures.</p> <p><u>Temporary Food Handlers Permit should be mailed or returned to:</u> Robbinsville Health Division 66 Sharon Road, Robbinsville, NJ 08691</p>
<p>ATTENDANCE:</p>	<p>Our market is held rain or shine, except for potentially extreme dangerous weather. Vendors are expected to participate every week of the entire market season, except for unforeseen emergencies, or unless they have advanced written consent from Recreation. Any vendor that misses two weeks of the market without proper notice (by 9 a.m. day of the market), may be removed from the remainder of the current market season, and may not be allowed to return to the following year's market. The submitted Market Fee, or any portion thereof, will not be refunded based upon removal due to non-attendance.</p>
<p>COVID-19 GUIDELINES:</p>	<p>All COVID-19 market guidelines provided by West Windsor Health Division will be enforced. Guidelines are subject to change pending the local and national status of COVID-19 or other illnesses.</p>

2024 Robbinsville Township Farmers Market Vendor Application



ALL FIELDS ARE REQUIRED

Company Name:					
Applicant Name:					
Address:					
	City:		State:		Zip:
Main Phone:			Cell Phone:		
E-mail:					
<p>A Certificate of Insurance (COI) <u>Must Be Submitted With Application</u> showing <u>Robbinsville Township – 2298 Route 33, Robbinsville, NJ 08691</u> as <i>Certificate Holder</i>. Minimum limits of \$1,000,000.00</p>					
Liability Insurance Carrier:					
Policy Number:					
Please specify the products you produce and/or make and will be selling at the market:					
<p>The applicant agrees to release, indemnify, and hold harmless the Township of Robbinsville and/or Recreation Division from and against any and all injury to person or damage to property and any other loss, damage, liability, including attorney's fees and expenses, incurred by other entities and their respective employees, agents, volunteers or other representatives arising out of or in any manner relating to the 2024 Farmers Market. By signing, I also agree to abide to the attached Robbinsville Farmers' Market Guidelines.</p>					
Name and Signature					
	Print Name		Signature		Date

rec@robbinsville.net -- <http://www.robbinsville.net/recreation>-- 609-259-3600 Ext. 1145
 APPLICATION DEADLINE IS JUNE 3, 2024



Farmers Market BINGO Opportunity

Do you wish to participate in the Market BINGO?	YES	NO
Would you like to donate an item for the winners? If so, please tell us what you will be donating. (Gift cards/ vouchers are allowed)		
Please list how you would like to participate in BINGO. (EX: discount, take a picture, pick up a flyer, stop by)		

***All donations must be given to the Market Manager no later than July 23.**

The winners of the BINGO will be put into a raffle to be tentatively picked on August 6.

*Below please see last year's Sample.



CHECK IN AT KROWICKI FARM MARKET FACEBOOK PAGE	STOP BY AMALAKA CANDLE	FREE SOAP & BAG WITH PURCHASE AT SCRUMPTIOUS SCRUBS & SOAPS	GET A HOT DOG & A DRINK FROM DEPUTY DAWG	PLAY CORNHOLE AT THE SERENITY FARMS TENT
STOP BY SCARS & STRIPES COFFEE	VISIT THE ROBBINSVILLE REC TENT	LIKE THE ROBBINSVILLE FARMERS' MARKET FACEBOOK PAGE	STOP BY GRETA'S HOUSE FOR SOME SWEET SAMPLES	ATTEND KIDS DAY AT THE MARKET (SEE REC FOR MORE INFO)
STOP BY THE ROSE HILL ASSISTED LIVING TENT	TAKE A PICTURE AT ITIAH ANGLES FOR LEARNING	Free	TELL US YOUR FAVORITE THING ABOUT THE MARKET	PICK UP A FLYER AT LINDA'S HEALTHY LIVING
ATTEND THE TOUCH A TRUCK ON OPENING NIGHT OF THE MARKET	SHOW US YOUR REUSABLE BAG	STOP BY SWAL FAMILY CREAMERY	TAKE A PICTURE AT THE MRKET & SHARE IT ON SOCIAL MEDIA	PLAY FARMERS' MARKET BINGO
POST A MAC PICTURE TO YOUR STORIES & TAG @MACARONSONAMISSION	BRING YOUR FRIENDLY PET TO THE MARKET	PICK UP SOME ROBBINSVILLE TWP INFO FLYERS	ANSWER A TRIVIA QUESTION AT THE REC TENT	10% OFF YOUR PURCHASE AT HLUBIK FARMS

ROBBINSVILLE TOWNSHIP FARMERS MARKET FREQUENTLY ASKED QUESTIONS

When should I arrive?

All vendors are required to be on site by 2:40 p.m. on market day in order to be set up by 3:30 p.m. when the market opens. You may start to set up as early as 2 p.m.

Where do I set up?

The morning of every market we will send out an email detailing the market layout. When you arrive, we will assist in directing you to your spot. We will try to keep to the same layout every week to make it easy on everyone and so repeat customers can find you easily. We cannot promise anyone a specific spot or to be “out of the sun” as we will be in the parking lot. The layouts are always subject to change.

What time is breakdown?

No breakdown is permitted until 7 p.m. unless otherwise noted.

Where can I park?

One vehicle may remain with the vendor during market hours. It must be parked behind the canopy setup of the vendor. Additional vehicles can be parked in the general market parking area.

How to unload?

If you choose to park away from your tent, you may pull up to unload prior to 2:40 p.m. in order to be set up by 3:30 p.m. market opens.

What do I need to bring?

All vendors are required to bring their own tent/canopy, weights, tables, chairs, tablecloths and of course, your product(s).

All tents/canopies are to be safely weighted to the ground from the time it goes up to when it is taken down. We also recommend everyone to bring water as it will be HOT and the Township will not provide water.

What type of tent should I bring?

We recommend a pop-up tent (E-Z UP or similar). The default market booth size is approximately 12’x12’. Therefore, we ask you to keep your tent to that size or smaller. You may have sides on your tent if you wish.

Will we be set up on grass or a blacktop?

We will be set up on a blacktop.

How many shoppers can we anticipate?

No guarantees can be made. However, we typically have 150 – 300 people in attendance, depending on the week and the condition of the weather.

What if the weather shows rain or storms?

In the case of predicted storms (lightning, hail, severe wind) that would pose a danger to our vendors and community, we would have to cancel. We would inform you as soon as possible if such cancellation should occur.

Do hot food vendors do well?

Historically, they do not do well for the entire summer. However, they have done well on 1-2 special occasion days. Hot food vendors are not recommended to attend the entire market season but are allowed to do so if they prefer.

I am a vendor do I have to attend all market days?

Vendors are expected to participate every week of the entire market season, except for unforeseen emergencies, or unless they have advanced written consent from Recreation. Any vendor that misses two weeks of the market without proper notice (by 9 a.m. day of the market), may be removed from the remainder of the current market season, and may not be allowed to return to the following year’s market. The submitted Market Fee, or any portion thereof, will not be refunded based upon removal due to non-attendance.