



2024 WEST END FARMERS MARKET VENDOR APPLICATION

Thank you for your interest in the **West End Farmers' Market!**

We hope to bring local farmers and artisans together in the *West End* of downtown Hackettstown.

Mission Statement: The West End Farmers Market is committed to supporting and strengthening Warren County, New Jersey small family **farm** businesses, by creating and operating a vibrant and successful farmer's market. The market is established for the benefit of the community, the vendor and the consumer alike.

MARKET LOCATION: 98/100 Main St. Hackettstown, NJ 07840- Behind Dollar General parking lot. Behind Czig Meister Brewing Company

2024 MARKET DATES & TIME: Sunday - 9:30 am - 1:00 pm
May 5th - October 27 **NO Market on September 29** (townwide Hackettstown event)

APPLICATION:

The West End Farmers Market would like all vendor categories to be successful at the Market. To do this we will be limiting the amount of vendors per category. Please return this application for review, we will advise if the application is accepted. (as the categories fill up, we will close them on our website) **The categories are as follows:** Produce, Organic Produce, Meat, Seafood, Cheese/Dairy, Bread, Apiary, Prepared Food hot & take home, Beverages Hot & take home, Artisan Makers (soaps, candles, jewelry, etc.) Flowers, Plants (potted, veggies, flowers)

Farm/Business Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number:

Cell Number:

Email: _____

Website:

Facebook:

Instagram:



ABOUT YOUR FARM OR BUSINESS

Products Produced list for being sold:

Baked Goods - List Local Sourcing Information and items being sold:

Growing Methods (certified organic, natural, biodynamic, conventional, IPM, grass-fed, pastured, etc.)

Hot Ready Serve vendors (list items for sale, if local ingredients are used and your set-up)

REGISTRATION:

West End Farmers Market **registration fee of \$40** is required with the first deposit. Anyone selling a product for another farmer/producer must include that information on the application and **MUST** pay an additional \$40 registration fee for the additional vendor(s). Approved category vendors fees are due with the first deposit to guarantee a spot. **Spots will be assigned by the market manager on opening day.**

★ **Mail Check to: West End Properties 106 Valentine Street, Hackettstown, NJ 07840**



VENDOR FEES & SEASON SELECTION (check one below)

_____ **Full Season Vendor:** (May 5- Oct 27) 25 weeks. \$30/week - \$750 for the season. 50% due March 3rd, plus \$40 app fee per vendor. Remaining balance April 7th.

★ 10' x 20' available, extra \$20 per week **Reminder no Market on September 27**

_____ **First Half Vendor:** (May 5- July 28th) 13 weeks. \$35/week - \$455 for the season. 50% due: March 3rd, plus \$40 app fee per vendor. Remaining balance April 7th.

★ 10' x 20' available, extra \$25 per week

_____ **Second Half Vendor:** (Aug 4th- Oct 27) 12 weeks. \$35/week - \$420 for the season. 50% due: March 3rd, plus \$40 app fee per vendor. Remaining balance April 7th.

★ 10' x 20' available, extra \$25 per week **Reminder no Market September 27th**

_____ **Week To Week Vendor** - \$40/week. Per 10' x 10' space

THESE DATES MUST BE COMMITTED TO TWO WEEKS IN ADVANCE. **IF APPROVED, PAYMENT DUE IMMEDIATELY:** Check the boxes below for the dates you wish to participate.

5/5/24	5/12/24	5/19/24	5/26/24	6/2/24	6/9/24
6/16/24	6/23/24	6/30/24	7/7/24	7/14/24	7/21/24
7/28/24	8/4/24	8/11/24	8/18/24	8/25/24	9/1/24
9/8/24	9/15/24	9/22/24	9/29/24	10/6/24	10/13/24
10/20/24					
10/27/24					



2024 WEST END FARMERS MARKET VENDOR MARKET RULES

The West End Farmers' Market offers local farmers and specialty purveyors the opportunity to sell their locally grown and sourced ingredients directly to the customer. These RULES are intended to benefit both the merchants at the market as well as to provide an honest shopping experience to the customers. We will inspect and approve that the following rules are being followed on the opening day of the market. There will be one warning given and 30 days to comply if a rule is found to be broken before a non-refundable expulsion from the market.

1. This is a local market. All products must be grown by the vendor on a local farm within an approved radius. Some exceptions for non-vendor grown but local product will be made at the discretion of the market management, provided that the vendor providing the additional market product pays the market fee and that the product is needed and can't be provided by the farm itself, and that there is no more than 10% of the additional product sold by your stand.

2. BAKED GOODS AND PREPARED FOODS: Baked goods and prepared foods available at the market MUST be a showcase for the agricultural products that are available in our region. This includes, but is not limited to, eggs, vegetables, fruit, meat, honey, syrup. We believe that prepared foods absolutely contribute to the success of our market; however, regional ingredients should be used whenever possible and even show-cased and promoted when used. There must be an effort to highlight various local foods each month. This link will help you to know what is seasonal in this area during the season:

<http://localfoods.about.com/od/searchbyregion/a/njseasons.htm>.

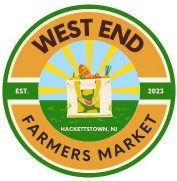
We are here to help, please contact us if you need help sourcing any product locally.

3. Each vendor is required to have their own 10' x 10' tent, tables and chairs.

4. All vendors must provide their own trash can & remove their own trash at each session.

5. Signage is of the utmost importance and will be strictly enforced. ALL vendors must have a minimum of a 3' x 4' banner with their information hung at the front or back of the market tent. Any vendor not having the required sign may not participate. Proper signage at the front of the stand is required as well clearly stating product, pricing and vendor name.

6. All prepared food must be processed in a commercially - licensed facility and a proper board of health certificate must be completed. Send in a copy with your application.



- 7.** Each vendor is expected to be at the market every week without exception. In case of emergency, please message via Facebook page or email wefmarket@gmail.com. If you miss more than two markets, you may be asked to leave the market.
- 8.** All vendors must arrive no later than 8:30 am and be completely set up by 9:30 am. EVERYONE is expected to remain at the market until it closes at 1:00 pm regardless of product inventory. All full time vendors will be assigned a space on the opening day of the market. Each week a space assignment will be emailed to our vendors
- 9.** Vendors must park away from booths in the surrounding parking lot.
- 10.** Any Scale used for determining price will display a current legal inspection sticker
All vendors must carry and submit proof of liability insurance and must include a “hold harmless” clause including West End Properties and the West End Farmers’ Market.
- 11.** All vendors must carry and submit proof of liability insurance and must include a “hold harmless” clause including West End Properties and the West End Farmers’ Market.
- 12.** A certificate of liability insurance is required with a minimum coverage of \$1,000,000.00 comprehensive general liability including contracts, liability, products and completed operations and minimum coverage of \$500,000.00 automotive liability and worker’s compensation at statutory limits. This Certificate of Insurance shall include an additional insured endorsement, naming West End Properties LLC and the West End Farmers’ Market as an additional insured.
- 13.** All appropriate licenses, certificates or permits to operate your business is 100% the vendor's responsibility. Please see attached minimum Food Safety Requirements for Product Sales, this must be followed to sell at this market.
- 14.** Collected fees go towards advertising, equipment, maintenance, and other items as decided upon by the Farmer’s Market committee.

Agreement: I have read and understand the West End Farmers' Market 2023 Season Rules and agree to the rules and associated fees.

Signed By:
Print name & relationship to business

Signature below:

Date:



PLEASE SUBMIT BY MAIL to 106 Valentine Street, Hackettstown, NJ 07840

1. Agreement/Contract
2. Registration and Vendor Fee via Check made out to West End Properties
3. Insurance Certificate with proof of a rider for off-site coverage at the West End Farmer Farmers' Market and West End Properties
4. Hold Harmless agreement
5. Copy of business license and tax ID number
6. PLEASE SUBMIT THE HEALTH DEPT FORM AND PAYMENT (IF APPLICABLE) DIRECTLY TO THE HEALTH DEPARTMENT. DO NOT SEND TO WEST END PROPERTIES. Only send copy of approval with final payment

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

Between the West End Properties LLC and _____ Company:
_____ agrees to release, indemnify and hold harmless the West End Properties, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of West End Properties LLC _____, from and against any loss, damage or liability, including attorneys' fees and expenses incurred by the latter entities and their respective employees, agents, volunteers or other representatives arising out of or in any manner relating to West End Farmers' Market.

Dated: _____

Authorized Signature:

Authorized Signature of the Vendor Name: please print



Minimum Food Safety Requirements for Product Sales Farm Markets and Community Farmers' Markets

For the purposes of this document the definition of:

Farm Market: A retail outlet normally owned or operated by a producer or farm unit, located on-farm or off-farm selling mainly products produced by the farm, directly to the consumer.

Community Farmers' Market: An established area where several farmers/growers gather on a regular, recurring basis to sell a variety of fresh fruits and vegetables as well as other farm products directly to the consumer.

Management in charge of the market may be asked by the health officials to demonstrate knowledge of these requirements as outlined below:

Sale Items	Special Conditions	Licensure Requirements	Comments
Baked Goods	Food prepared in a private home shall not be used or offered for human consumption in a retail food establishment. A private farm can have a separate approved commercial kitchen located on the property separate from the private home kitchen.	➤ Commercial kitchen licensed and inspected.	➤ Items can be processed in a kitchen that is licensed and has passed sanitation inspection. Ingredients shall be stored at a preparation facility. ➤ Search out local community organizations for possibilities of kitchen use. ➤ Product label shall contain: name and address of seller or processor; name of product; ingredient list in descending order; and the net weight of the product.
Whole, uncut fresh fruit and vegetable	Shall be stored under clean sanitary conditions.	➤ None	➤ Fresh fruit and vegetables should be stored above ground level and should not have direct contact with the ground.
Jarred non-potentially hazardous foods (Jams, Jellies)	Food prepared in a private home shall not be used or offered for human consumption in a retail food establishment.	➤ Commercial kitchen licensed and inspected.	➤ Containers shall be unbroken, clean, and free from dents, defects. ➤ Container shall be stored in approved sanitary area. ➤ Product label shall contain: name and address of seller or processor; name of product; ingredient list in descending order; and the net weight of the product.
Canned / jarred Low Acid or Acidified Foods for Room Temp. Storage	These canned or jarred items shall come from a federally (USDA or FDA) registered and inspected processing facility.	➤ May not be prepared in a local facility. ➤ Shall be prepared in a certified retort canning facility. -	➤ Containers shall be free of dents, defects, unbroken, and clean. ➤ Container shall be stored in approved sanitary area. ➤ Product label shall contain: name and address of seller or processor; name of product; ingredient list in descending order; and the net weight of the product.
Canned/ jarred High Acid or Acidified Foods Refrigerated Storage (ie. Pickled Peppers, Salsa)	Shall come from approved facility that has been inspected by either a federal (USDA or FDA), state or local health authority. Recipe, formula and processing procedures need to be evaluated by an approved food laboratory. Acidifying records maintained for each batch.	➤ Commercial kitchen licensed and inspected.	➤ Containers shall be unbroken, clean, and free of dents, defects. ➤ Container shall be stored in approved refrigerated storage area 41°F or below. ➤ Product shall be labeled "Keep Refrigerated". ➤ Product label shall contain: name and address of seller or processor; name of product; ingredient list in descending order; and the net weight of the product.
Cheese	Farmstead and commercial processing plants that produce pasteurized milk cheeses or raw milk hard cheeses shall operate in accordance to FDA's Title 21 CFR 133 which can be located at: http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcr/cfsearch.cfm	➤ License required for all types of cheese processing plants. ➤ Plants are licensed as retail or wholesale facilities. ➤ Processing facility shall be in conformance with local and/or state sanitation regulations for dairy processing.	➤ Shall be processed at an approved facility. ➤ Shall be stored at an approved, inspected and licensed location. ➤ Shall be cut and wrapped at an approved, inspected and licensed location, product shall be labeled. * ➤ Shall not be displayed in direct sunlight. ➤ Shall remain at a temperature of 41°F or held at an approved aging temperature. ➤ Shall not be stored or displayed in direct contact with ice/water.
Eggs	"Restricted egg" sale by producer only at site of production, door-to-door route or an established place of business away from farm. + Exempted from USDA, AMS egg grading program if annual flock does not exceed 3,000 birds. Sale of "restricted eggs" are limited not to exceed 30 dozen per customer. Regulated by NJDA.	➤ Flock exempted according to USDA, AMS egg grading program Title 7 CFR part 57.100; should register with NJDA. ➤ Standards of quality, grade, sanitation, refrigeration and records shall be maintained.	➤ Container in which eggs are sold shall contain: Name and address of the producer/packer; the word "eggs"; grade of the eggs; size-weight class of the eggs; numerical count of the contents, nutritional label *. ➤ Eggs shall be packed in a clean container; if container is reused it shall be cleaned and relabeled by producer/packer. ➤ Temperature shall be maintained at or below 45°F. ➤ Eggs shall not be cooled directly on ice or water.
Poultry (Fresh/Frozen)	Licensed producers/growers can process and sell up to 20,000 of their own birds annually for distribution directly to household consumers, restaurants, hotels, boarding houses; poultry to be utilized for direct meal consumption only.	➤ Producer/grower shall possess an FSIS slaughter exemption. ➤ Producer/grower shall have local sanitation inspection of processing facility. ➤ Producer shall have cold storage or freezer units licensed and inspected.	➤ Shall have the name of the product listed on the package. ➤ Package shall state fresh or frozen, including nutritional label. * ➤ Statement of quantity of contents in terms of weight and measures. ➤ Shall be labeled with producer/growers name and address; date of packing, handling statement; and nutritional label. ➤ Safe Handling instructions that comply with Title 9 CFR 381.125(b)(2)(ii). ➤ Shall be stored and/or displayed in approved sanitary conditions. ➤ Fresh poultry shall be maintained at a temperature below 41°F. ➤ Shall not be displayed in direct sunlight. ➤ Shall not be stored in direct contact with ice or water. ➤ Frozen poultry shall remain frozen at all times.
Meats (fresh/frozen)	Red meat animals raised or finished by a producer and sold as individual units shall be slaughtered, processed, packaged and/or frozen at a USDA federally inspected facility. Red meat animals processed at Custom Exempted facilities shall be sold prior to slaughter, processed in a sanitary manner and shall be stamped "Not for Resale". This type of product cannot be sold at a farm market or community farmer's market	➤ Producer shall have cold storage or freezer units licensed and inspected by local health agency. ➤ Producer can not sell wholesale. ➤ Producer can sell to HRI and restaurants not to exceed 25% of their annual sale and not to exceed \$41,000 in total sales in one year.	➤ Shall have the name of the product listed on the package. ➤ Package shall state fresh or frozen. ➤ Statement of quantity of contents in terms of weight and measures. ➤ Shall be labeled with producer/growers name and address. ➤ Package labeled with location that processed and packed the product; date of packing, safe handling statement, and nutritional label.* ➤ Shall be stored and/or displayed in approved sanitary conditions. ➤ Fresh red meat shall be maintained at a temperature below 41°F. ➤ Frozen red meat shall remain frozen at all times. ➤ Shall not be stored in direct contact with ice or water.
Honey & Maple Syrup	Processing and storage facility maintained in good sanitary condition.	➤ None	➤ Product label shall contain: name and address of seller or processor; name of product; ingredient list in descending order; and the net weight of the product.
Cider	All cider not appropriately treated is required to comply with the FDA warning statement regulation.	➤ Producer/processor shall be licensed and inspected by the NJ Dept of Health & Senior Services or local health department.	➤ Label shall contain: name and address of seller; packaged at address; size and weight of container; name of product; ingredient list; date of packing; and nutritional label. * ➤ Questions regarding the FDA regulation for cider are answered at http://vm.cfsan.fda.gov/~comm/juiceqa.html ; and http://www.cfsan.fda.gov/~comm/juiceqa2.html ; and http://www.cfsan.fda.gov/~dms/juicguid.html
	+ means requirements apply to Community Farmers' Market only		* Packaged foods shall be registered under FDA Food and Cosmetic Act for nutritional labeling or obtain small business exemption http://www.cfsan.fda.gov/~dms/sbnlc.html



This document outlines the general requirements to process, bake, and manufacture agricultural raised products intended to be sold as value-added products at a farm market or community farmers' market. Other state and federal requirements exist which relate to sale of processed, baked, and manufactured agricultural products that could be sold through farm markets, community farmer's markets as well as other market channels. It is advised that anyone selling any type of value-added agricultural product obtain additional guidance prior to processing or selling such products to consumers. For further information please contact New Jersey Department of Agriculture at 609-292-5575 or e-mail farmmarketguidelines@ag.state.nj.us or <http://www.nj.gov/agriculture/divisions/md/pdf/farmmarketguidelines.pdf> or the New Jersey Department of Health and Senior Services' Food and Drug Safety Program at 609-588-3123.

(September 6, 2007)