

**Chester Farmers' Market  
2020 Vendor Registration Form**

**Vendor must submit the following items on or before April 1, 2020:**

- 1 Signed Registration form,**
- 2 Fees per Registration form by check To: Borough of Chester**
- 3 Certificate of Insurance**
- 4 Chester Food Establishment License**
- 5 Copy of satisfactory placard from your townships  
Board of Health**
- 6 Check to Chester Borough Board of Health \$ 70**

**Mail TO:**

**Borough of Chester  
c/o Lauren Battaglino  
50 North Rd  
Chester, NJ 07930  
908-879-3660 ext 2128**

Vendor Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

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

Emergency Contact email/Phone # in case of Closing \_\_\_\_\_

Web Site \_\_\_\_\_

Facebook Page Name \_\_\_\_\_

Name of person in charge at Farmers Market \_\_\_\_\_

Will you accept food stamps? Yes \_\_\_\_ No \_\_\_\_ WIC Coupons? Yes \_\_\_\_ No \_\_\_\_

What size/type of vehicle will you be bringing to the Market? \_\_\_\_\_

Does it need to remain at your stall location? \_\_\_\_\_

List all products you will be selling at Market :\_\_( you may attach a printout from your website if it contains all items) \_\_\_\_\_

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**Season will run from Sunday June 21 to Sunday September 27 - no market on Sunday  
September 13**

**Exclusivity** Due to the nature of vendor businesses, there could be overlap across vendors. The Market Manager will do his best to keep any major overlap to a minimum.

Please note that no produce will be allowed unless grown by the vendor (crop plan form) or otherwise requested and approved by the sponsor (purchased product request form).

**Vendor Fees for the 2020 season:**

**Fees for the season for a 10 x 10 ft. space: Total Cost \$ 500**

**Fees for the season for a 10 x 20 ft. space or larger: Total Cost \$800**

If agreed upon participation is half season or less, full agreed upon amount is required now.

**All fees are NON-REFUNDABLE**

(Make check out to "Borough of Chester") TOTAL ENCLOSED \$ \_\_\_\_\_

I, \_\_\_\_\_, am an authorized representative of the Vendor [\_\_\_\_\_] and have authority by the Vendor to enter into this contract. I have received and read the 2020 Chester Farmers' Market Rules and Regulations and understand that the Vendor's participation in the Market is subject to the terms and conditions set forth therein. Vendor agrees to comply with these Rules and Regulations as well as all Federal, State and local laws, especially those relating to health, safety and labor standards.

Sign \_\_\_\_\_

Name {print}

Title

Date

**Have you included?**

- 1 Signed Registration form**
- 2 Fees per Registration form w check**
- 3 Certificates of Insurance**
- 4 Chester Seasonal Food Handler License If applicable**
- 5 Check to Chester Borough Board of Health If applicable**
- 6 Copy of satisfactory placard from your townships Board of Health IF applicable**

## **Chester Farmers' Market Rules and Regulations**

**PURPOSE:** The Chester Farmers' Market goal is to give local agricultural producers the opportunity to market quality products grown or produced on their farms, to provide consumers with access to fresh, high-quality farm products, and to attract business activity to the Chester area.

**PARTICIPATION:** Registration is open to established farming operations engaged in the production of agricultural products as well as certain non-farmer food vendors which shall be accepted at the discretion of the Chester Farmers' Market. We reserve the right to expand, or limit, participation as deemed appropriate to avoid major duplication.

**MARKET MANAGER:** The Borough of Chester is responsible for all Market operations. The Market Manager has the right to require that Vendors comply with these Rules and Regulations and may demand that any Vendor or product that does not comply be removed. If issue is not resolved to the vendors' satisfaction, then all questions, comments, and disputes should be referred to  
**Borough of Chester**  
**Margaret Nordstrom, Administrator**  
**50 North Rd**  
**Chester, NJ 07930**  
**908-879-3660 ext 2130**

**VENDOR FEES** for the 2020 season are listed on Page 2

**All fees are NON-REFUNDABLE**

**CANCELLATION POLICY:** Chester Farmers' Market reserves the right to cancel any Market date for any reason including, but not limited to, weather or lack of participation. If the market is to be cancelled it will be posted on the Market web site by 6:00AM of the market day. The web site is [www.facebook.com/groups/chesterfarmersmarket](http://www.facebook.com/groups/chesterfarmersmarket)

**LOCATION/TIME:** The Market will be located at Gazebo Park on Main Street, Chester, New Jersey and will operate every Sunday from June 21 through September 27, from 10:00am to 2:00pm, except Sunday, September 13. Vendors may arrive no earlier than 8:30am and no later than 9:00am. Vehicles may be parked behind vendors' tent. **Vendors must be set up and ready to sell by 9:45am.** Vendors shall not start to pack up before 2PM **All vendors must vacate the premises by 2:45pm.**

**PARTICIPATION:** Vendors are expected to participate on each Market Day during the season All paid fees are non-refundable.

**ORDERLY MARKET OPERATION:** Vendors shall conduct their operations in a businesslike manner and maintain assigned Market Stalls in a clean, neat, and orderly condition. Vendors shall display their food handler's license from the Borough of

Chester. Display tables, signs, and any other form of display must be set up so that no Vendor blocks or limits the view or access to another Vendor, extend past the 10 foot area assigned, or the flow of foot traffic. All Vendors and employees, and/or other representatives shall be fully clothed including shirt, pants/skirt/shorts, and shoes.

**UNLOADING AND LOADING** Since parking is permitted behind your tent location, upon arrival, drive your vehicle to your assigned location and set up your tent and products.

**MARKET STALLS:** Vendor Market stalls will be approximately 10' wide x 10' deep or equal to or greater than 10' x 20'. Market stalls will be assigned on the first day of the market. It is anticipated that assigned spaces will be made for the duration of the season, however, the Market Manager or representative shall have the right, in his/her sole discretion to move Vendors as he/she deems appropriate. Spaces assigned to Vendors are to be used only by that Vendor.

**VENDOR PARKING** – vendor vehicles are to be parked behind assigned location.

**INSURANCE:** Vendors shall maintain liability insurance *and motor vehicle liability* with minimum limits of \$1,000,000 for the duration of the Market season. With this application, each Vendor must provide a valid certificate of liability insurance, showing policy number, deductible (*which shall not exceed \$500*), and amount of coverage and naming the Borough of Chester in the certificate. See Insurance Request form – Page 7. The certificates of insurance must also provide that the insurance cannot be cancelled without 30 days prior written notice to the additional insured. Any Vendor that fails to meet this requirement shall be prohibited from participating in the Market.

**INDEMNIFICATION:** By participating in the Market, each Vendor acknowledges and agrees to indemnify and hold harmless the Borough of Chester from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the Vendor's participation in the Market, whether it be caused by the negligence of the Vendor, its agents, employees, servants or otherwise. Each Vendor shall defend against any and all claims brought or actions filed against the Borough of Chester with respect to the subject of the indemnity contained in this agreement, whether such claims or actions are rightfully or wrongfully brought or filed. If, in enforcement of any part of this indemnity contract, the Borough of Chester shall incur necessary expenses, or become obligated to pay attorney's fees or court costs, the Vendor shall reimburse the party or parties for such expenses, attorney's fee, or costs within thirty days after receiving written notification and request for reimbursement.

**COMPLIANCE WITH LAW:** Vendors shall comply with all local, state, and federal laws including, but not limited to, Chapter 12 of the New Jersey Sanitary Code and those relating to public health, safety, and consumer protection. **The Borough of Chester requires a Seasonal Food Handling License at a cost of \$ 70.00. See separate form.**

**FARMERS' MARKET TO PROVIDE:** Each Vendor will be provided with one Market stall space, either 10'x 10', or equal to or greater than 10'x 20'. Advertising and promotional efforts will be made using Market fees collected from the Vendors.

**VENDORS TO PROVIDE:** Vendors shall provide their own display tables, tents, tent weights, scales, signs, trash cans and liners, bags, electrical power, and all other items necessary to conduct their business. Scales shall meet all requirements of the County Department of Weights and Measures with a scale certification seal. See County Weights and Measures information sheet – page 9. Vendors shall display at least one sign in a prominent location stating the Vendor's name. Vendors shall remove all waste from the premises at the conclusion of the Farmers Market day. Chester food vendors shall bring a copy of their health certificate issued by the town to the first market. Any vendor selling taxable items must have their state tax resale information available at the market for inspection by the State every week.

**PRICES FOR ALL PRODUCTS SHALL BE CLEARLY POSTED DURING MARKET HOURS.** Pricing is at the sole discretion of the individual Vendors; the Market Manager or representative will not intervene in pricing disputes between Vendors except to the extent that there is a claim of violation of law or other inappropriate conduct. **Hawking or shouting to attract customers will not be permitted.**

### **PACKAGING**

Produce may be sold by the count, weight, bunch, in containers or any other manner which is legal and appropriate. All containers must identify the net weight of the contents. Products that are not fresh or of good quality are not be displayed or sold at the Market. Products sold packaged, **shall be packaged before arriving at the Market.** Packaging at the Market shall not be allowed.

### **WASTE**

Vendors are responsible for cleaning the area in and around their Market stalls before and after each Market day. **Waste** (garbage, trash, packaging, by-products, etc.) generated by the Vendor's business **must be removed from the premises and disposed of back at the Vendor's farm or other appropriate location;** there shall be no trash disposal facilities provided at the Market.

**PRODUCTS:** Products sold as organic shall comply with the National Organic Standards and be certified organic. Baked or processed items - may be sold providing Vendors submit a copy of their County Health Department's annual Sanitary Inspection Report or local health department certificate with the Vendor Registration Form. **All prepared foods shall be prepared in a commercial kitchen.**

**SOCIAL MEDIA** – In an effort to publicize the Farmers Market we are using Social Media, among other ways of getting the word out. We will list all vendors on our sites that give us their information. We ask that you reciprocate, by listing the Chester Farmers Market on your web site, like us on Facebook, and ask your friends to like the Chester Farmers Market Facebook page under Attractions/Things to do.

**Chester Farmers Market**  
**INSURANCE REQUIREMENTS**

For your own protection and that of the Chester Farmers' Market, the Borough of Chester require all vendors participating in the Chester Farmers' Market send us liability insurance certificates with a general liability limit of \$1,000,000, naming:

1. Borough of Chester in a certificate as an additional insured, with an address of 50 North Road, Chester, NJ 07930

The certificates of insurance must also provide that the insurance cannot be cancelled without 30 days prior written notice to the additional insured.

Please request these certificates from your insurance company and have them both sent directly to: **Borough of Chester**  
**c/o Lauren Battaglino**  
**50 North Rd**  
**Chester, NJ 07930**

Or have a PDF emailed to [lbattaglino@chesterborough.org](mailto:lbattaglino@chesterborough.org)

Please be sure to follow up with your insurance agent. We **must receive acceptable certificates prior to the first market date, or you will not be allowed to participate in the market.**

**If your insurance lapses during the market season, it must be renewed immediately or else you will not no longer be able to participate in the market. A new insurance certificate must be forwarded for both the Chester Borough.**

Thank you for your cooperation, and if you have any questions, please call me at 908-879-3660, ext 2128.

Very truly yours,

Lauren Battaglino  
Borough of Chester

## **COUNTY WEIGHTS AND MEASURES**

Each vendor that sells by weight must have their scales certified by the county weights and measures and show a seal that the scale has been tested.

<b>Bergen County</b>	<b>201-336-6424</b>
<b>Essex County</b>	<b>973-733-6274</b>
<b>Hudson County</b>	<b>201-319-3820</b>
<b>Hunterdon County</b>	<b>908-788-1249</b>
<b>Middlesex County</b>	<b>732-745-3872</b>
<b>Monmouth County</b>	<b>732-431-7362</b>
<b>Morris County</b>	<b>973-285-2955</b>
<b>Passaic County</b>	<b>973-305-5750</b>
<b>Somerset County</b>	<b>908-231-7125</b>
<b>Sussex County</b>	<b>973-948-5464</b>
<b>Union County</b>	<b>908-654-9845</b>



BOROUGH OF CHESTER  
HEALTH DEPARTMENT  
50 NORTH ROAD, CHESTER, NJ 07930  
(908) 879-3660 X2128 FAX (908) 879-0122  
CHESTER'S FARMERS MARKET

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

PHONE # :( HOME) \_\_\_\_\_ BUSINESS \_\_\_\_\_ FAX: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

BUSINESS-MAILING ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

OWNERSHIP: ( ) INDIVIDUAL ( ) PARTNERSHIP ( ) CORPORATION

IF PARTNERSHIP OR CORPORATION, PLEASE LIST THE NAMES & ADDRESS OF OFFICERS:

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF FOOD SERVICE TO BE RENDERED: \_\_\_\_\_

In consideration of such license, I hereby agree at all times to conduct the said premises in conformance with the purposes, intent, and provisions of the Food Handling Establishment Ordinance, the Food and Beverage Vending Machine Ordinance, the Solid Waste Disposal Ordinance, the Grease Trap Ordinance and other ordinances of the Health Department, the amendments and supplements thereto, other ordinances of the municipality and statutory laws of the State of New Jersey relating to the conduct of such business.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



Fee \$70.00

Check # \_\_\_\_\_

License # \_\_\_\_\_