



February 2020

Welcome Chatham Borough Farmers' Market (CBFM) Vendor

to another exciting season as we celebrate our 14th year of operation in 2020, June 20th through November 21st, each Saturday, rain or shine, 8am – 1pm! Market development and event planning are moving along nicely for this year's season.

Please visit the CBFM interactive software tool at ManageMyMarket.com and **complete your Vendor Profile with the weekly space reservation system** AND **mail or email back your Vendor Registration Forms and fees for 2020 Market membership**. Once your online Vendor Profile is completed, and paperwork and fees (due April 1, 2020) have been collected, you will be notified of your VENDOR APPROVAL STATUS for space at the market. All spaces are 10 x 10, please plan your displays accordingly. If it is needed, applying for "electric use" is vital, as there are a limited number of outlets, and a limited number of "electric friendly" spaces available each week. **Please be sure to include ALL market day appearance dates with your registration if you are not attending all 24 weeks.**

Chatham Borough has a shared service agreement with Westfield Board of Health. A Temporary Food Vendor License application is included in this packet. All food handlers must have an on-site temporary hand wash station at their booth. As a courtesy, we are offering for new vendors, one water source container and one 5-gallon bucket to any vendor who needs them for station set-up. Soap, disinfectants and paper towels are the responsibility of the vendor, weekly.

We encourage each vendor to participate with a special vendor sampling, giveaway, or demonstration at your booth during the 23-week season. Please speak to the on-site manager to schedule your special day at the market as soon as possible for increased publicity and event scheduling purposes.

It is important that your current cell phone number and email are on file as we will include all vendors in our Constant Contact Email Blasts about happenings at the Market, and for other important/urgent Market information. Please share and post our informative Constant Contact emails.

Please visit our Facebook page to follow and like us, and our Instagram page to follow us! Provide the URL of your website and we will include it in the Market's weekly newsletter and on our Borough website.

www.chathamboroughfarmersmarket.org

Looking forward to a productive, fun-filled season!

Janice R. Piccolo
Market Manager
973-635-0674 x200
201-650-3187 cell

SUBMISSION CHECKLIST

RETURN DOCUMENTS BY & PAYMENTS BY April 1, 2020

Documents and fees not returned by 4/1/20 will be assessed a surcharge of \$100.00

If your paperwork and payment are not submitted by

April 1, 2020 it will be assumed you have chosen to forfeit your market space.

Mail or Email To: Janice R. Piccolo, Market Manager or Margie Lowe, On-Site Manager
Borough of Chatham Borough of Chatham
54 Fairmount Avenue 54 Fairmount Avenue
Chatham, NJ 07928 Chatham, NJ 07928
973-635-0674, ext. 200 or 201-650-3187 cell 973-635-0674, ext. 262
jpiccoco@chathamborough.org mlowe@chathamborough.org

- Completed Registration Form **AND** online registration at www.managemymarket.com
- Enclose a check for market appearance fees and registration fee, made payable to Borough of Chatham
- Certificate(s) of insurance naming Borough of Chatham as additional insured
- Return your signed Hold Harmless Agreement
- Food Vendors - Chatham Borough Temporary Food Vendor License application and a separate check made payable to Borough of Chatham for \$60.00,
 - Enclose a copy of your local Sanitary Inspection Report
 - Enclose a copy of your current Rating Placard
 - Enclose a copy of current Health Inspection Certificate/Placard
 - Enclose a Commissary Agreement if you are utilizing / leasing a commercial kitchen
- Farmer - Purchased Product Form
- Non-Farmer - Affiliate NJCFC Membership fee and form, provided by the Market Manager, and returned to Farm Bureau, Lisa Cuomo, 168 West State St., Trenton, NJ 08608
- Fire Permit Application if cooking/heating onsite with open flame, and a separate check made payable to Borough of Chatham for \$54.00
- Division of Alcoholic Beverage License and Borough Council Resolution of approval weekly if selling alcoholic beverages

Thank you for your timely response!



**2020 Season
June 20 through November 21
8 am – 1 pm**

Janice R. Piccolo, Market Manager
Borough of Chatham 973-635-0674 ext. 200
54 Fairmount Avenue 201-650-3187, cell
Chatham, NJ 07928 jpiccoco@chathamborough.org

www.chathamboroughfarmersmarket.org



2020 REGISTRATION FORM

Farm / Business Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Contact Name _____ Email _____

Mailing Address _____ Phone _____

City _____ State _____ Zip _____

Vehicle Description _____ Cell Phone _____

Schedule of Rates

2020	Vendor Attendance Category		
	Guest	Friend	Regular
Number of Appearances	Up to 8 weeks	9 to 17 weeks	18 or more weeks (full season = 23 weeks)
Rate Fee	\$65 per week \$65 min. to \$520 max.	\$53 per week \$477 min. to \$901 max.	\$875 SEASON
Registration Fee	\$50	\$50	\$50
Board of Health Fee (For Food Vendors)	\$60.00	\$60.00	\$60.00
Electric Use Fee / Day (per receptacle)	\$5.00 per day per receptacle	\$5.00 per day per receptacle	\$5.00 per day per receptacle

Rates apply to all vendors equally and are pro-rated by the number of appearances.

ALL vendors must stipulate specific appearance dates prior to the Market start.

Indicate your intended number of market appearances: _____

\$5.00 per day for electricity should be added to the Market Fee

ALL VENDORS:

I, _____, certify that I have read the Chatham Borough Farmers' Market *Regulations and Bylaws* and agree to abide by them.

Signature (Required)

Title

Date



ALL VENDORS:

All products or items to be sold at the market, or any changes to your product list **MUST** be approved by the Market Manager in advance of sales.

VENDORS MAY NOT ADD PRODUCTS FOR SALE.

Signature (Required)

Date

FARMERS ONLY:

Will you accept:

Food Stamps? Yes ___ No ___ WIC Coupons? Yes ___ No ___ EBT? Yes ___ No ___

Are you a certified organic grower? Yes ___ No ___

I, the undersigned, certify that I am a professional farmer, who has read and will comply with the 2020 Chatham Borough Farmers' Market Regulations and Bylaws, the New Jersey Council of Farmers and Communities rules, and with all Federal, State and Local Health, Safety and Labor Standards.

Signature

Date

ALL VENDORS MUST SIGN UP & COMPLETE A VENDOR PROFILE AT

ManageMyMarket.com



CHATHAM BOROUGH FARMERS' MARKET 2020 SEASON



Click on the Log In tab or Register as a new vendor!

Online Application:

Go to www.managemymarket.com

Borough of Chatham
Chatham Borough Farmers' Market



INSURANCE:

The Borough of Chatham must be named as *additional insured* in respect to the Chatham Borough Farmers' Market and stay in effect from **June 20, 2020 through November 21, 2020** on your insurance policies, with minimum coverage as follows:

General Liability \$1,000,000

Automotive Liability \$1,000,000

Worker's Comp Coverage A STATUTORY; Coverage B \$1,000,000

- The appropriate Certificate(s) of Insurance must be uploaded in ManageMyMarket licensing tab, mailed or emailed to the Market Manager (see Regulations Handbook for address)
- Certificate(s) of Insurance must be received by April 1, 2020.
- Insurance must remain in force for the duration of the market season and the certificate must reflect coverage effective for the appropriate appearance times.

Borough of Chatham
Chatham Borough Farmers' Market



Hold Harmless Agreement

I _____ do hereby agree to indemnify, defend and hold harmless the Borough of Chatham and its elected officials, officers, employees, volunteers, servants and agents, as well as any of its agencies, departments, divisions, bureaus or offices (collectively referred to as the ("Borough Officials and Agencies")) from and against any and all past, present and future actions, causes of action, claims, counterclaims, injunctive or declaratory relief, and any and all other liabilities of any kind or nature or description whatsoever, whether arising at law or in equity, whether known or unknown, asserted or unasserted, express or implied, foreseen or unforeseen, suspected or unsuspected, which I ever had, presently have, may have, or claim or assert to have, against Borough Officials and Agencies arising out of, connected with, or incidental to my participation in the Chatham Borough Farmers' Market. I further understand that nothing herein shall be construed to waive or otherwise relinquish any claim, defense, or immunity available to Borough Officials and Agencies pursuant to law, including but not limited to those claims, defenses and immunities set forth in the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq. with respect to my participation in the Chatham Borough Farmers' Market.

Signature

Business Name

Date



Incorporated 1897

Borough of Chatham

BOROUGH HALL
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928

Tel: 973-635-0674 • ChathamBorough.org

Return Application & Fee to:
CHATHAM BOROUGH
CLERK'S OFFICE

TEMPORARY FOOD VENDOR LICENSE APPLICATION

APPLICATION MUST BE RECEIVED SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT FOR REVIEW & PROCESSING

TEMPORARY FOOD VENDOR TYPE (Check One)

- Farmer's Market - \$60.00
- Single event (up to 24 hour period) - \$40.00

A Temporary Food License is required for each stand/truck participating in a temporary event. It is the responsibility of each business owner to be aware of the licensing requirements and to follow up accordingly.

NAME OF EVENT: _____

Event location: _____ Event Date(s) & Time: _____

BUSINESS NAME _____

APPLICANT INFORMATION

Applicant Name: _____

Address: _____

Email Address: _____

Primary Telephone # _____ Secondary Telephone # _____

Business Owner's Name _____

Business Address: _____

Email Address: _____

Primary Telephone # _____ Secondary Telephone # _____

HOW MANY FOOD TRUCKS/STANDS WILL YOU BE OPERATING AT THE EVENT? _____

FOODS WILL BE PREPARED (Check One): On Site Commercial location (Specify)

I WILL KEEP HOT FOODS ABOVE 135 DEGREES FAHRENHEIT BY THE FOLLOWING METHOD:

I WILL KEEP COLD FOODS FROZEN OR BELOW 41 DEGREES FAHRENHEIT BY THE FOLLOWING METHOD:

CURRENT FOOD HANDLER TRAINING IS A REQUIREMENT UNDER STATE LAW LIST NAME OF PERSON[S] WHO ATTENDED A NJ FOOD HANDLERS' TRAINING COURSE:

Name: _____ Date Attended: _____

Name: _____ Date Attended: _____

I HAVE A CURRENT BOARD OF HEALTH LICENSE IN THE FOLLOWING NJ TOWN(S):

ARE YOU PARTICIPATING IN ANY EVENTS IN THE TOWNS OF WESTFIELD, FANWOOD, GARWOOD, NEW PROVIDENCE, MOUNTAINSIDE, ROSELLE PARK, OR SUMMIT? Yes No

If Yes, please indicate which towns: _____

Please note that licensing is done by each municipality independently. A food vendor license must be secured in each municipality where the event is being held.

PLEASE ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:

- Copy of your local Sanitary Inspection Report.** (Check box if attached to application)
- Copy of your current Rating Placard.** (Check box if attached to application)
- Copy of Food Handlers Training Certificate(s).** (Check box if attached to application)
- Commissary Agreement if you are utilizing a commercial kitchen.** (Check box if attached to application)

I UNDERSTAND THAT THE TEMPORARY FOOD VENDOR LICENSE IS NON-TRANSFERABLE, NON-REFUNDABLE AND IS GRANTED FOR THE PERIOD DESIGNATED ON THE LICENSE. Furthermore, the license may be revoked upon violation of any pertinent requirements of the Board of Health and/or the laws of the State of New Jersey.

Signature of Applicant

Applicant's Title

Date

OFFICE USE ONLY

Application Received by: _____

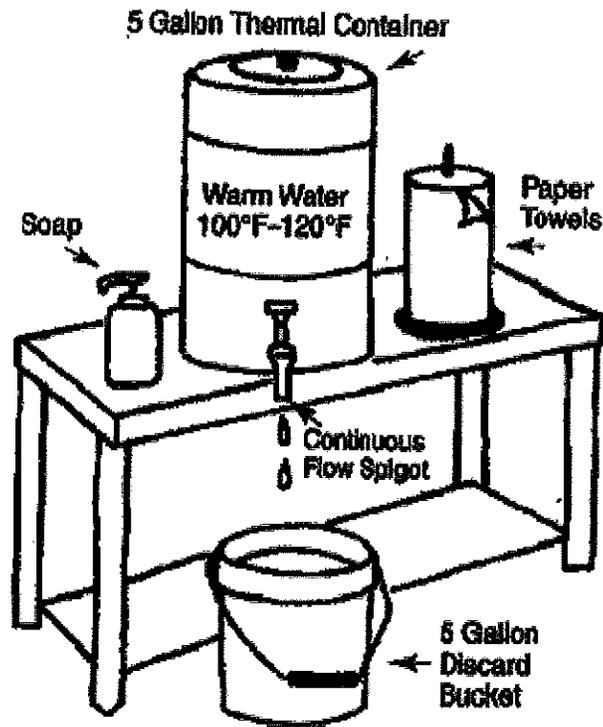
Date Received: ____ / ____ / ____

Fee Received \$ _____ Cash Check # _____

Reviewed and Approved by: _____
Signature of Inspector

Comments: _____

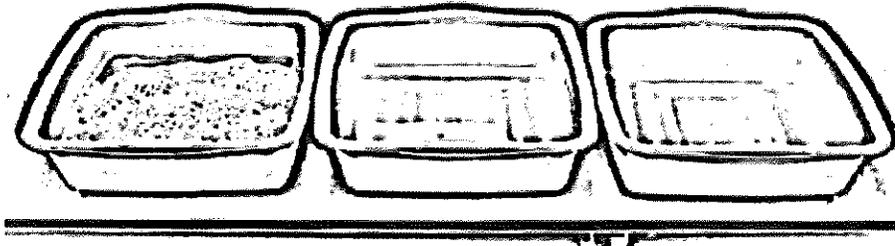
Temporary Hand Washing Station



The temporary hand washing station shall consist of at least a 5-gallon insulated container with spigot that provides a continuous flow of warm (100°F- 120°F) running water, soap, paper towels, reminder sign, and a 5-gallon bucket to collect the dirty water.

Temporary Event Warewashing Station Setup

Wash Rinse Sanitize



Temporary Event Warewashing Station Setup must include three basins as follows:

- (1) A wash basin filled with soapy water;
- (2) A rinse basin filled with clean water;
- (3) A sanitize basin filled with water and a sanitizing agent such as:
 - (a) Chlorine bleach at 50-100 ppm* or
 - (b) A quaternary ammonium compound (QAC) at the concentration designated by the manufacturer; and
- (4) Test strips for testing the concentration of sanitizer.

Note: Each basin must be large enough to accommodate your largest utensil.

*Approximately ½ teaspoon of bleach per 1 gallon of water



PURCHASE PRODUCT REQUEST FORM

This form should be used by growers to petition the Market Manager to sell, up to three purchased agricultural products or non-vendor produced products at the Chatham Borough Farmers' Market. Agricultural products must be sourced from other New Jersey Farmers. The Market Manager will review the request according to the specifications outlined in the 2020 Chatham Borough Farmers' Market Regulations and Handbook. This form must be completed at least one week prior to bringing the item to the Market to be sold. The Market Manager will notify the grower / vendor with an approval, partial approval, or disapproval of this request.

Name _____ Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Farm Name _____

Purchased Item	Dates Available From-To	Source (Farm Name, City, State)	Office Use Approval/Denial

(Additional copies of this form are available from the Market Manager)

Signature

Date

Please return form to: Janice R. Piccolo, Market Manager
Borough of Chatham
54 Fairmount Avenue
Chatham, NJ 07928
973-635-0674 ext: 200 or 201-650-3187, cell
jpiccolo@chathamborough.org



Borough of Chatham



Fire Safety Bureau
MUNICIPAL BUILDING
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928
973-635-0674 • Fax: 973-635-2417

APPLICATION FOR FIRE PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.1(a)]

Date of application: _____

Location where activity will occur: _____

Date: _____ Time: _____

Applicant Name: _____ Address: _____

Organization Name: _____

Phone / Fax No. _____ Emerg. No. _____

Block / Lot _____ Registration No. _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

(State quantities for each category to be stored, or used and the method stored or used :)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature

Fee Amount

Permit type

FSB Use Only:

Date Received:

Received By:

Permit Issued Yes: No: Type Permit:



Regulations & Handbook 2020 Season

VISION

The Chatham Borough Farmers' Market provides conventionally and organically grown *Jersey Fresh* fruits and vegetables to the local community and its neighbors.

MISSION

The Chatham Borough Farmers' Market strives to:

Consumer Benefits:

Offer locally harvested fresh fruits, vegetables and locally sourced meats and dairy that are naturally more flavorful and nutritious.

Bring Jersey sourced prepared food and farm related products to provide greater choices for healthful living.

Community Benefits:

Draw residents and visitors to the downtown, and boost the local economy.

Provide a venue for local groups, businesses, and non-profit organizations to interact with citizenry, and strengthen community spirit through the market place.

Market Benefits:

Reduce the food miles between field and table, and lower carbon emissions.

Feature organic produce, reduce the amount of pesticides and fertilizers entering waterways, and improve many fragile ecosystems.

Support New Jersey farmers to preserve open and productive farmland - keeping the *garden* in The Garden State.

Participation is open to New Jersey Council of Farmers & Communities (NJFCF) farmers, vendors who support the Market's mission, local businesses and civic organizations.

All vendors shall be approved by the Chatham Borough Farmers' Market (CBFM) Advisory Committee and Market Manager to join the market on a yearly basis without regard to past participation. Permission is valid for one season only and must be reapplied for each season.

CBFM reserves the right to approve ALL participants, their display booths and ALL products for sale.

VENDOR TYPES

NJFCF Farm – Agricultural business selling products grown, raised or produced in New Jersey.

CBFM Farm Vendors should grow, produce, bake, catch or forage the majority of what they will be selling at the Market. Chatham Borough Farmers' Market is a *Jersey Fresh* (<http://jerseyfresh.nj.gov/>) Farmers' Market and is a member of the New Jersey Council of Farmers & Communities (NJFCF). Membership is required for CBFM farmers (<http://www.jerseyfarmersmarkets.com/>).

Non-Growing Vendor – Other registered business selling food or non-food products that support the Chatham Borough Farmers' Market's mission statement. Each Non-Growing Vendor participating in more than one NJFCF market location MUST sign up as an Affiliate Member of the New Jersey Council of Farmers and Communities (NJFCF). Contact the Market Manager.

Civic Organization - Not-for-profits, schools and other groups that support the greater good of the community require Market Manager's permission and weekly space assignment selection through www.managemymarket.com to generate a market appearance.

BOARD OF HEALTH AND SANITARY REGULATIONS:

Food vendors must comply with all federal, state, and county regulations including, but not limited to, Chapter 24 of the New Jersey Sanitary Code. Food vendors must also comply with other terms and conditions, which may be added for public health, safety and welfare.

Requirements are:

- Copy of your local Sanitary Inspection Report
- Copy of your current Rating Placard
- Copy of Food Handlers Training Certificate(s)
- Commissary Agreement if you are utilizing / leasing a commercial kitchen

In addition, all food handlers must have a temporary hand wash station on site, per Westfield Board of Health, a shared service with Chatham Borough. (See the Temporary Food Vendor License Application for details).

Reports may be submitted by uploading in the ManageMyMarket licensing tab, mailed or emailed to the Municipal Clerk's Office by April 1, 2020.

DISPLAYS:

All vendors will be assigned their space each week of the market. **No leasing or lending of market spaces will be allowed.**

Each vendor is required to have their own 10'X 10' tent, tables and chairs. Every table must be covered by a tent. **Weights are required for each tent.** Tables displaying products will be set up so that no seller blocks or limits the view or access of consumers to a neighboring seller. No vendor shall block the flow of pedestrian or vehicular traffic.

Vendors must supply their own scales and bags. **Scales must be acceptable and balanced by the County Department of Weights and Measures with a current year approval seal.** Products may be sold by the count, weight, bunch, or in legally acceptable containers. All other containers must identify the net weight of the contents.

Product 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 product that does not comply with the market regulations be removed from any stand.

Sellers must post prices. It is expected that prices will be fair to consumers, the seller and fellow vendors. In addition, all vendors must display a tent sign clearly showing the name of their business (not their product).

Vendors are required to keep their space neat and clean of debris, providing at least one trash receptacle, and remove their own trash at the end of the day. **Vendor-generated waste MUST be disposed of by the vendor off-site,** and NOT placed in the trash containers at the market, used by pedestrians.

ORDERLY MARKET OPERATION:

Submission of an application to the market serves as the vendor's agreement to abide by all regulations of the market as established by the CBFM and enforced by the On-Site or Market Manager. Violation of the rules may be grounds for warnings, dismissal or eviction from the market.

Vendors shall be honest and conduct themselves at all times in a courteous and business-like manner. Vendors are responsible for the actions of their representatives, employees or agents. Rude, abusive, offensive or disruptive conduct will not be permitted.

Vendors who wish to smoke must leave the market premises to do so. Vendors and their employees must wear shirts and shoes. Hawking or shouting to attract customers will not be permitted.

To maintain a positive atmosphere, vendors must bring concerns about the market to the Market Manager, not to customers or other vendors. All questions and issues are to be directed to the Market Manager. A vendor's sole recourse is a formal complaint in writing forwarded to the Market Manager. The Market Manager is only responsible for acting upon written complaints after a review by the CBFM Advisory Committee.

LOCATION / TIME / ATTENDANCE:

June 20, 2020 through November 21, 2020 at Railroad Plaza South, near Fairmount Ave.

- All vendors should **ARRIVE by 7:00am** to set-up and be ready to open at **8:00am**. Everyone is expected to remain at the market until the market closes at 1:00pm.
- No sales will occur before 8:00 am.
- Breakdown must be completed no later than 2:00 pm
- Each vendor is expected to be at their market scheduled date, without exception. In case of emergency please call the Farmers Market Manager, Janice Piccolo 201-650-3187 (cell). If you know in advance that you must miss a week, call the Department of Community Services (973) 635-0674 x200 open Monday – Friday 8am - 4pm (Fridays 8am – 1pm during summer hours) except holidays.
- Attendance is requested for all Regular (full season) vendors on opening day, June 20, 2020.

VENDOR ATTENDANCE CATEGORIES

Guest - any vendor attending the Market eight (8) or fewer times.

Friend - any vendor attending the Market nine (9) to seventeen (17) times.

Regular - any vendor attending the Market 18 times or more is considered a full season vendor.

Schedule of Rates

2020	Vendor Attendance Category		
	Guest	Friend	Regular
Number of Appearances	Up to 8 weeks	9 to 17 weeks	18 or more weeks (full season = 23 weeks)
Rate Fee	\$65 per week \$65 min. to \$520 max.	\$53 per week \$477 min. to \$901 max.	\$875 SEASON
Registration Fee	\$50	\$50	\$50
Board of Health Fee (For Food Vendors)	\$60.00	\$60.00	\$60.00
Electric Use Fee / Day (per receptacle)	\$5.00 per day per receptacle	\$5.00 per day per receptacle	\$5.00 per day per receptacle

- Rates apply to all vendors equally.
- Market fees are non-refundable.
- Checks should be made payable to: Borough of Chatham.
- **Full market fees are due April 1, 2020.**

INSURANCE:

Each vendor must have an insurance policy with minimum coverage as follows:

- General Liability \$1,000,000
- Automotive Liability \$1,000,000
- Worker's Comp Coverage A STATUTORY; Coverage B \$1,000,000

The Borough of Chatham must be named as *additional insured* in respect to the Chatham Borough Farmers' Market. Insurance must remain in force **for the duration of the market activities** and the certificate must reflect coverage effective for the appropriate market season dates annually.

Certificate(s) of Insurance must be received by April 1, 2020.

USE OF MARKET ELECTRICITY AND/OR PERSONAL GENERATORS:

The Market can provide access to a limited number of electrical outlets for Vendors requiring electricity for their displays. Vendors are required to provide extension cords labelled for outdoor use. Damaged cords will not be permitted. The market has a limited number of spaces adjacent to the electrical source.

A charge of \$5.00 per market day use of a single outlet will be calculated by the number of market appearance dates and made payable with your market registration and fee. Personal generators will be allowed, provided they are whisper working and fume free, and at the discretion of the Market Manager, providing the availability of an appropriate location.

The On-Site or Market Manger reserves the right to disallow any damaged extension cord or ill performing generator use on site.

REGISTRATION:

All Market participants must register online at ManageMyMarket.com by completing their Vendor Profile and uploading the necessary documentation. The necessary completed forms are due April 1, 2020.

- Completed Registration Form **AND** online registration at www.managemymarket.com
- Enclose a check for market appearance fees and registration fee, made payable to Borough of Chatham
- Certificate(s) of insurance naming Borough of Chatham as additional insured
- Return your signed Hold Harmless Agreement
- Food Vendors - Chatham Borough Temporary Food Vendor License application and a separate check made payable to Borough of Chatham for \$60.00,
 - Enclose a copy of your local Sanitary Inspection Report
 - Enclose a copy of your current Rating Placard
 - Enclose a copy of current Health Inspection Certificate / Placard
 - Enclose a Commissary Agreement if you are utilizing / leasing a commercial kitchen
- Farmer - Purchased Product Form
- Non-Farmer - Affiliate NJCFC Membership fee and form, provided by the Market Manager, and returned to Farm Bureau, Lisa Cuomo, 168 West State St., Trenton, NJ 08608
- Fire Permit Application if cooking/heating onsite with open flame, and a separate check made payable to Borough of Chatham for \$54.00
- Division of Alcoholic Beverage License and Borough Council Resolution of approval weekly if selling alcoholic beverages

Scheduling Market Dates

- Guest and Friend Vendors MUST stipulate appearance dates by April 1, 2020 to be guaranteed a space.
- When a vendor is not present for any reason on a market scheduled day, CBFM reserves the right to lease the space to another approved vendor providing like or unlike products.

FOR FARMERS AND VENDORS:

NJCFC REGISTRATION

Chatham Borough is a Certified New Jersey Council of Farmers & Communities (NJCF) Market. All farmers participating in our Market must be NJCFC members. Please visit <http://www.jerseyfarmersmarkets.com> for NJCFC information. Non-Farmers please refer to the Affiliate Vendor definition in this Regulations & Handbook under Vendor Types – Non-Growing Vendor.

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 growers that will participate. Selection will be based on size of market locations, composition of products offered, and prior adherence to the market regulations. Authorization to sell at the market can be withdrawn if a grower violates market regulations or if the market must close due to lack of support by the community or participating growers.

PRODUCTS

Only agricultural products produced from the farm of the grower can be sold at the Chatham Borough Farmers' Market, except as specified below:

LEASED LAND

Growers may utilize leased land only if all aspects of production and maintenance are conducted under their direct management. Crops produced by the leasing farmer must be separate from the crops of the landowner and shall not be intermingled with the same crop of the landowner. The Market Manager and NJCFC may ask for a copy of the lease agreement and proof that the farmer performs or supervises all work associated with the production of the crop. Proof may include, but is not limited to, seed receipts, payroll records, spray records, orchard equipment, etc. Leasing of orchard land is permitted only if it is done on a long-term (+3 years) basis. NJCFC will ask for a copy of the lease agreement. Legitimacy of all lease agreements will be judged by the NJCFC to determine if products can be brought to market.

CIDER AND FRUIT JUICES

May be sold only by the producers of those fruits. Cider can be pressed off farm; provide name and address of the mill at the market. At least 60% of fruit in the juice will come from grower's orchard. No cider or juices can come from anywhere other than New Jersey. No concentrates are permitted.

The sale of fresh cut field flowers grown on your farm is allowed.

Products sold as organic must comply with the Northeast Organic Farming Association Standards.

All agricultural products to be sold must first be registered, as appropriate, on the Crop Plan Form or the Purchased Product Request Form.

THE SALE OF ALCOHOLIC BEVERAGE PRODUCTS AT THE MARKET

Vendors wishing to sell sealed, bottled, beverages containing alcohol at the market MUST provide a copy of the permit issued by Division of Alcoholic Beverage Control (<https://www.nj.gov/oag/abc/index.html>) to the Market Manager 4 to 6 weeks in advance, for EACH sale date desired. A Borough resolution will be required to approve the sale of alcoholic beverages at the train station parking lot for each desired sales week. The Market Manager will request the required authorization from the governing body to sell alcoholic beverages on Borough property.

For your reference, the Borough Council generally meets the 2nd and 4th Monday of the month. Chatham Borough Mayor & Council Meeting dates for calendar year 2020 are as follows:

January 6	April 13	July 13	October 13
January 27	April 27	July 27	October 26
February 10	May 11	August 10	November 9
February 24	May 26	September 14	November 23
March 9	June 8	September 28	December 14
March 23	June 22		

PURCHASED ITEMS

A grower may petition the Market Manager to sell a purchased agricultural product at the CBFM, not grown on his or her farm, for a specified period of time. The grower petitioning the Market Manager to sell a purchased product will submit a Purchased Product Request Form at least one week in advance of the starting date of sale of that product.

Based on the following criteria, the Market Manager will either approve or reject the grower’s petition:

1. The product is purchased directly from another New Jersey Farm Operation where it was grown.
2. It has been determined by reviewing crop plans and surveying other growers in the market that there will not be a sufficient quantity of that product in the market to satisfy demand during the specified time period.
3. A maximum of THREE items (displayed or marketed separately) may be purchased and will account for no more than 25% of all products offered for sale by the farmer, both in number and sales space, at the beginning of each sales day.
4. The offering for sale of a purchased item will not deter from the purpose of the farmers’ market, nor negatively impact its viability. Approval may be withdrawn with one-week prior notice.

A listing of all purchased product approvals will be made available to all authorized farmers upon request. Purchased items must be identified as such at the market by indicating the farm name and location where they were bought.

Full partnerships of two individual farmers sharing in the production of crops can participate in the farmers’ market only with written pre-approval from the Market Manager and supported with a partnership agreement filed in the county where 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 and the NJCFC before bringing the partnership’s products to market.

INSPECTIONS

The NJCFC, or its agent, will inspect each registered farm during the marketing season to verify agricultural products being grown, acreage, and scheduled time of harvest. An approved farm inspection is required annually for each grower to be authorized to sell any product at the Chatham Borough Farmers' Market. Advance notice will be provided before any farm inspection. Growers must schedule an inspection within one week of being contacted by the inspector. The NJCFC reserves the right to re-inspect farms to clarify or resolve questions or complaints with 48 hours advance notice. Farmers will be billed for re-inspection if a violation is found. Farmers will receive copies of their farm inspection report as well as the Manager of the market the farmer is attending. The NJCFC will make at least one market inspection per year at each of the community sites 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 all Market Managers.

VIOLATIONS

If a Market Manager in consultation with the NJCFC determines a grower is in violation of the NJCFC 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 a one-day suspension from the market(s) where the violation was found. Two violations: Suspension from the market(s) for up to one month and a mandatory meeting with NJCFC Executive Committee and 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 grower's record for two years from the date of the violation. Minor violations, in which only a warning letter was issued, accumulate only during the year they were issued.

APPEALS

Upon receiving a violation notice, you may request an appearance before the NJCFC Executive Committee and 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.

NJCFC Contact:

Lisa Cuomo

New Jersey Council of Farmers and Communities

NJ Farm Bureau

P.O. Box 1114

Madison, NJ 07940-1114

Phone/fax (973) 236-1875

NON-GROWING VENDORS:

SALES AUTHORIZATION AND PRODUCTS

All products offered for sale at CBFM must be declared and approved on your vendor application form. Vendors wishing to add a product for sale at the CBFM after the initial application approval must submit a written request to the Market Manager three day days prior to the market day, and receive approval before market sales.

VIOLATIONS

If a Market Manager determines a vendor is in violation of the Chatham Borough Farmers' Market regulations, the vendor 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 a one-day suspension from the Market. Additional violations: Suspension from the Market for up to the remainder of the season. Re-application to the Market will be at the Market Manager's discretion. Any and all fees collected will not be refunded.

NJCFC AFFILIATE VENDOR REGISTRATION:

Chatham Borough is a Certified NJCFC Market. The market's non-growing vendors attending multiple NJCFC Market locations are **required to provide support in the form of an Affiliate Vendor Fee** to help these markets grow and prosper. Each non-growing Vendor participating in more than one NJCFC market location will sign up as an Affiliate Member of the New Jersey Council of Farmers and Communities, just like the farmers and the communities. **Cost is \$150 per year**; plus \$20 for each additional market you participate in. Contact Market Manager. Affiliate forms should be returned with your check and registration fees to:

Chatham Borough Farmers' Market Manager
or
NJCFC Contact:
Lisa Cuomo
New Jersey Council of Farmers and Communities
NJ Farm Bureau
P.O. Box 1114
Madison, NJ 07940-1114

The Market Manager will notify you regarding your business' Affiliate NJCFC Membership qualification.

MARKET SEASON 2020 MARKET MANAGER CONTACT INFORMATION:

Janice R. Piccolo, Market Manager
Borough of Chatham
54 Fairmount Avenue
Chatham, NJ 07928
973-635-0674 x200
jpicc@chathamborough.org

MARKET SEASON 2020 ON-SITE MANAGER CONTACT INFORMATION:

Margie Lowe, On-Site Manager
Borough of Chatham
54 Fairmount Avenue
Chatham, NJ 07928
973-635-0674 x262
mlowe@chathamborough.org