

Haddonfield Farmers' Market Vendor Application 2023

IMPORTANT: If you can commit to twelve (12) or more Saturdays and pre-pay by/on the first day of the Market, you may deduct an additional ten percent (10%) off your total vendor fees. If you have any questions, please contact Ralph Ciallella, at rciallella1@gmail.com

Please review the application instructions before completing this

form Business Owner

Names of others involved

Business Name

Address

City_State_Zip Code Phone

Cell Phone

Email

Short vendor description including website address and social media handles if applicable.

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Market Dates: Please indicate which dates you will be in attendance. A

MINIMUM of FIVE MARKETS must be selected in order to be considered a vendor.

Haddonfield Arts and Crafts Fair (July) and Haddonfield Fall Festival (October) dates are not yet determined. We will notify you of these dates when/if they are set.

May 20_June 24_July 29_September 2 October 7_May 27_July 1 August 5

September 9_October 14 June 3 July 8 August 12_September 16

June 10_July 15 August 19 September 23

June 17_July 22 August 26_September 30

Fees: I/We will join the Haddonfield Farmers' Market on the following plan for a 10' x10' SPACE

\$30 per week for 1-11 weeks
\$25 per week for 12 weeks or more
NOTE: ADDITIONAL SPACES are \$10 EACH

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INSURANCE

Liability Carrier

Policy Number

Please add the following as additional insureds to your liability insurance policy:

**Borough of Haddonfield Haddonfield Farmers' Market 242 Kings
Highway East PO Box 603
Haddonfield, NJ 08033 Haddonfield, NJ 08033**

Please have a certificate of insurance sent to the market showing acceptable

level of insurance and showing the Borough of Haddonfield and The Haddonfield Farmers' Market as additional insureds and certificate holders. (PO Box 603, Haddonfield, NJ 08033). This certificate should be attached to this application or received by us no later than April 15, 2023. You may email it to rciallella1@gmail.com

By signing this application, vendor agrees to the Market Rules and Regulations

Vendor Signature

Date

Print Name

Email

Interested vendors (and cancellations) should contact:

Ralph Ciallella
Market Manager
856-278-3689
rciallella1@gmail.com
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And submit completed application including certificate of liability to:

Haddonfield Farmer's Market
PO Box 603
Haddonfield, NJ 08033

or via email to:

rciallella1@gmail.com
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Application Instructions

Application must be filled out and signed. Incomplete applications will not be accepted.

Short Vendor Description: Provide a short description that could be used to describe your business. This description may be used on the website, market fliers and on social media to help promote your business as part of the Farmers Market.

Specify the products you produce: There may be restriction on what can or cannot be sold at the Market. Please list all items to avoid conflicts on market days. We also would like to know a little bit about your farm and when you expect certain crops so we can plan events around what will be available.

Fees: Indicate what plan you would like to use.

Market Dates: Check all dates of attendance. This information helps us plan in advance. However, we remain flexible and can make changes as necessary.

Insurance: Provide information for the **1 million dollar liability insurance policy**. Attach a copy of insurance policy with additional insured noted or highlighted.

Signature: No unsigned or undated application will be accepted.

Overview

1. **Description:** The Haddonfield Farmers Market, established in 2005, is a community organization which offers fresh and locally produced fruits, vegetables and products to local residents. The Market's mission is to support and preserve farms in the Garden State, contribute to the public health benefits of consuming fresh foods, and enhance the Borough of Haddonfield and its business district and serve as a civic amenity to market patrons.
2. **Operation:** The Market operates every Saturday from 8:30AM-1:00PM at Kings Court in Haddonfield, New Jersey. The 2023 season runs 24 weeks beginning May 20, 2023 through October 28, 2023. The market may be relocated for major town wide events for which Kings Highway is closed. The Market Rules and Regulations specify policies and procedures of the Market. Please check our cancellation policy.
3. **Vendors** sell farm grown or farm produced raw agricultural products directly to local consumers at the Market. Vendors may sell or resell value-added agricultural products, including meats, eggs, cheese, honey and soap, produced or processed by the seller and regulated by government agency. Vendors must abide by all applicable federal state and local health regulations. Vendors selling or marketing organic foods must be in compliance with certifying body. Vendors may sell freshly made foods for sale or immediate consumption. Vendors selling prepared foods shall prepare and serve foods in accordance with all applicable Federal, State and local health regulations and adhere to

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federal guidelines on all labels. Vendors may only sell items which they have listed in their application and which have been approved by the market.

4. **Fees** are established by the Haddonfield Farmers' Market Board and are collected in advance by the Treasurer. Vendors are required to pay 50% of the total fee for 12 week and 24 week plan before the Opening Day, May 20, 2023 and 50% before August 1, 2023.

Monthly plan is paid prior to the first market day of the applicable month. As outlined above in bold print, if you can commit to fourteen (12) or more Saturdays and pre-pay by or on the first day of the Market, you may deduct a further ten percent (10%) off your total vendor fees.

Non-profits must fill out an application and are subject to a refundable \$25 deposit. If cancellation is not made by the deadline outlined in item number 7 below, the deposit is forfeited.

5. **Insurance:** All vendors will carry **\$1,000,000 General Liability Insurance** to cover their operations at the Market. All prepared food vendors shall carry Product Liability and General Liability in the amount of \$1,000,000. Vendors must add Haddonfield Farmers Market and the Borough of Haddonfield to the policy. Insurance information must be submitted with application on or before April 15, 2023.

6. **Allocation of Spots:** Spots are allocated on a first come basis. The only exceptions to this are the front and back spots, which will be reserved for featured produce vendors to determined by The Haddonfield Farmers' Market Board.

7. **Attendance and Cancellations:** Notification of cancellation of a specified market date must be received by Ralph Ciallella (856-278-3689) by the Thursday prior to the date in question. If possible, you may change to another date. If notification is received after the deadline, the HFM may deny date change and the vendor may be ineligible for reimbursement.

8. Vendors are encouraged to NOT park on Kings Highway so as to allow for access for Haddonfield Farmer's market patrons.

9. **Market Hours:** Vendors are expected to participate for the entire duration of the market which is from 8:30AM to 1 PM.