

2015 Merchantville Market off Centre RULES FOR VENDOR PARTICIPATION

INTENT & PURPOSE

The conditions and requirements of these rules are intended to encourage access for vendors to sell products and services meeting the philosophy of Merchantville's Market off Centre. The Market's philosophy is to provide an active and entertaining family oriented atmosphere offering a variety of local, handmade, and homemade goods and services with a focus on sustainably farmed and organic options. A Market Committee has been created to determine the fit of all vendor application submissions and reserves the right to deny participation of vendors at its discretion.

DEADLINE FOR APPLICATION SUBMISSION

In order to realize the savings benefits of a full or partial season payment, applications are requested as soon as possible for approval with all registration forms submitted by May 29, 2015. However, weekly participation is allowed with advance approval. Prior season vendors and vendors offering organic products are given first priority to be approved for a new season. All applicants must submit a preliminary application before registration is allowed.

The application form must be enclosed in a sealed envelope and sent to:

Merchantville Farmers Market Committee
1 West Maple Avenue
Merchantville, NJ 08109

OPERATING DAYS AND TIMES

The Market will operate WEEKLY this year from June 13th thru October 31st, on Saturdays from 10:00 AM until 2:00 PM. Vendor set up can begin as early as 8:30am but must be complete by 9:45am. There is no fee to submit an Application. Vendors that have been selected for participation will be contacted to complete the registration process. Inclement weather may result in market cancellations and will not result in vendor refunds for any prepaid fees.

VENDOR PARTICIPATION AND FEES

Fees are not accepted until an application has been approved. The 2015 market vendor fee is \$15.00 per space, per week. Vendors are encouraged to pay for a full 21 market season in advance, in one lump sum of \$250, which results in over four free markets (\$65 savings). Vendors also have the option, if they are not able to participate every week, to purchase a partial 11 market season either for the 1st, 3rd & 5th Saturdays or the 2nd & 4th Saturdays of the months, with ALL vendors encouraged to participate on our last Market day. Half season rates are also available for vendors wishing to specify their 11 market dates at the time of registration. The half season rate is one lump sum of \$125 for 11 markets and results in a \$40 savings. Vendors may be required to participate on a partial basis due to duplication of similar products as determined by the Market Committee. Those who pay in advance will also have a reserved spot at a consistent location for each market in which they participate as well as being featured in market advertising. Vendors may elect to pay on a weekly basis, but must provide notice of participation no later than the Monday prior to the market they wish to participate in so that a vendor space can be designated. Vendors who show up without advanced notice may be turned away.

REQUIREMENTS FOR APPLICANT SELECTION

Applicants that are selected must complete a registration form, hold harmless agreement, and provide any Health Department permits or required forms along with associated vendor fees. Selected applicants are expected to promote the market through web or traditional advertisement, social media, and/or email/mailling lists.

INDEMNIFICATION OF THE BOROUGH OF MERCHANTVILLE

Applicants who are approved as vendors for the Merchantville Market off Centre under these specifications shall indemnify and hold harmless the Borough of Merchantville, its officers, employees, agents, and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses, including attorneys fees, incurred or suffered on account of property damage or loss and/or personal injury, including loss of life, of any person, agency, corporation, or governmental entity which shall arise out of the course of or in consequence to any acts or omissions of the applicant, its employees, agents, servants, or subcontractors in the performance of the work described in these specifications.

The applicant further agrees that this indemnification by the applicant shall continue after completion of the Merchantville Market off Centre season for all claims, demands, suits, actions, recoveries, judgments, costs and expenses, including attorneys fees resulting from acts or omissions the applicant, its employees, agents, servants, or subcontractors which occur prior to the completion of the season.

2015 Merchantville Market off Centre VENDOR APPLICATION

This form is for vendors wishing to sell or market products or services for profit during the 2015 Market season. All applicants must submit a preliminary application with product photos by email or website and be approved prior to registration and payment. There is no guarantee that an application will result in participation at the Market. After submission of this application, accepted vendors will be contacted by our Market Coordinator to complete and sign all forms required for registration as a vendor.

- Space size: 12 feet by 15 feet uncovered space. Additional space may be requested.
- Space fee: \$15.00 weekly with a minimum 5-day advance notice, \$250.00 for the full 21 market season, or \$125.00 for a partial 11 market season upon acceptance by the Market Committee. **Do not submit payment at this time.**
- All vendors must provide their own tents, tables, chairs, and signage. Parking is available in close proximity to the Market and volunteers are available to assist with setup.
- Compliance is required with all applicable federal, state, and local health and safety regulations. Vendors must be able to provide certifications to the Market Coordinator and display on-site for inspection by county or state officials.
- All prepared food vendors must have a completed Camden County Farm Market application. We must reject any food product that is prepared in a home kitchen.
- Proper labeling, display, and storage in compliance with all federal, state, and local health and consumer regulations.

Contact Name: _____

Business Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell Phone:** _____

E-mail: _____

Website Showing Product Photos (or email/attach photos): _____

Preferred Participation: () Annual () Weekly () 1st/3rd/5th () 2nd/4th/Last

or () Specify 11 Dates: _____

Please provide a detailed description of all products/services to be sold or marketed while participating as a vendor and how this fits with the Merchantville Market off Centre philosophy:

Mail completed application to:
Merchantville Farmers Market
1 West Maple Avenue
Merchantville, NJ 08109

QUESTIONS?

856-662-2474 ext. 357
farmersmarket@merchantvillenj.gov