



2025 Farmers Market Vendor Application

PLEASE PRINT CLEARLY

Applicant Information

Business Name _____

Mailing Address _____

Website _____

Instagram _____

Facebook _____

Main Contact Name _____

Primary Phone _____ Can this number receive texts? Yes / No

Email _____

Is an electrical hookup necessary for your business? (please circle one) **YES** **NO**

In a couple of sentences, please describe your farm/business and products offered. If your application is accepted, this information may be used in social media, in a weekly market newsletter, for promotional materials, or on our website.

Please list the items you plan to grow/produce and sell. **Products must receive approval prior to sale.** Once the market starts, any additional products must also be approved by the market manager. Exclusivity of products cannot be guaranteed.

Please list any supplementary items that you would like to sell but did not grow/produce yourself. Please include source (farm/business name). Once the market starts, any additional products must also be approved by the market manager.

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Choice of Markets, Dates, & Associated Fees

The Rutgers Community Farmers Markets—which includes the New Brunswick Community Farmers Market and Cook's Market — operates a variety of weekly markets.

All vendors have the opportunity to choose which market(s) they plan on committing to for the 2025 season. Vendor fees will be determined by the following selections.

Markets Overview

<u>Day of Week</u>	Tuesday	Thursday	Thursday	Friday	Saturday
<u>Location</u>	178 Jones Ave	Kilmer Square Park 108 Albany St	126 College Ave	Rutgers Garden	178 Jones Ave
<u>Times</u>	9am – 1pm	11am – 3pm	11am – 4pm	11am – 3pm	9am – 1pm
<u>Dates</u>	Jun 3 rd – Nov 18 th	Jun 5 – Aug 21 <u>No longer accepting applications</u>	Aug 28 th – Nov 20 th >Except Oct 16 th	May 16 th – Nov 28 st >Except Jun 20 th & Jul 4 th	Jun 7 th – Nov 22 nd

☐ Check here if you plan on attending the **Tuesday Market**

178 Jones Ave – Tuesdays 9am-1pm

25 weeks from Jun 3rd to Nov 18th

CHECK ONE option below

<u>Check option</u>	<u>Space Size</u>	<u>Frequency</u>	<u>Vendor Fee</u>
	1 Space (10'x 10')	Weekly	\$10 per week
	2 Spaces (10' x 20')	Weekly	\$15 per week
	1 Space (10'x 10')	Every other week	\$12.50 per week

Preferred start date: _____

☐ Check here if you plan on attending the **Thursday College Ave Market**

126 College Ave – Thursdays 11am-4pm

11 weeks from Aug 28th to Nov 20th (except Sept 11th & Oct 16th)

CHECK ONE option below

<u>Check option</u>	<u>Space Size</u>	<u>Frequency</u>	<u>Vendor Fee</u>
	1 Space (10'x 10')	Weekly	\$20 per week
	2 Spaces (10' x 20')	Weekly	\$30 per week
	1 Space (10'x 10')	Every other week	\$35 per week

Preferred start date: _____

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☐ Check here if you plan on attending the **Saturday Market**

178 Jones Ave – Saturdays 9am-1pm			
25 weeks from Jun 7 th to Nov 22 nd			
CHECK ONE option below			
<u>Check option</u>	<u>Space Size</u>	<u>Frequency</u>	<u>Vendor Fee</u>
	1 Space (10'x 10')	Weekly	\$10 per week
	2 Spaces (10' x 20')	Weekly	\$15 per week
	1 Space (10'x 10')	Every other week	\$12.50 per week

Preferred start date: _____

☐ Check here if you plan on attending the **Friday Market**

Rutgers Gardens (aka Cook's Market) – Fridays 11am – 3pm			
26 weeks from May 16 th to Nov 28 st (Except Jun 20 th & Jul 4 th)			
Circle ONE Option below CHECK ONE option below			
<u>Check option</u>	<u>Space Size</u>	<u>Frequency</u>	<u>Vendor Fee</u>
	1 Space (10'x 10')	Weekly	\$30 per week
	2 Spaces (10' x 20')	Weekly	\$45 per week
	1 Space (10'x 10')	Every other week	\$35 per week

Preferred start date: _____

****PLEASE NOTE** For Rutgers Gardens Farmers Market ONLY as it is located in North Brunswick**

Vendors **must complete** a Temporary Retail Food Merchant License Application (https://northbrunswicknj.gov/programs_and_service/food-merchant-license/) and file it with the Township of North Brunswick - Office of the Township Clerk. Township fees would be paid directly to the clerk (please refer to their application for exact fee if this changes in 2024). Contact the Clerk's office for any questions: 732-247-0922 ext. 470 or TWPNBclerk@northbrunswicknj.gov.

You can drop off this check and application to their office in-person, or mail to:

Office of the Township Clerk
710 Hermann Road
North Brunswick, NJ 08902-2850

The Township Health Inspector will conduct a health inspection of your booth at Rutgers Gardens Farmers Market and will review any pertinent licenses or certificates required for your business to vend at a farmers market. The dates of this inspection may not be announced to you in advance.



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Additional Details & Payment

- ☐ Check here if you would like to be considered for winter pop-ups (Dec 1st 2025 thru May 1st 2026) – Space Fee may apply, Schedule to be determined
- ☐ Check here if you accept all applicable Nutrition Assistance Programs to receive a 5% discount on vendor fees (Contact Market Manager for further information)

There are no refunds once the market season has started.

Rutgers Community Farmers Markets accepts check (preferred), credit card, or invoice payments. Amount of payment will be calculated once the application is accepted by the Market Manager.

My method of payment is:

- ☐ Check – Preferred payment method
 - Payable to “**Rutgers, The State University of New Jersey**” with Rutgers Community Farmers Market written in the memo line
 - Mailed to:
 - Attn: Rutgers Community Farmers Market
 - 88 Lipman Drive, Room #315
 - New Brunswick, NJ 08901
- ☐ Credit Card - Schedule a time to call
- ☐ Invoiced to: _____

----- Below this line, OFFICE USE ONLY -----

<u>Market Site & Date</u>	<u>Option Selected (write in N/A if opting out of that site)</u>	<u>Cost of Selection</u>	
Rutgers Gardens – Fri			
College Ave – Thurs			
Jones Ave - Tues			
Jones Ave - Sat			
	Subtotal		Add all above
	Accepting all applicable Nutrition Assistance Programs? <u>If yes, 5% discount.</u>		Multiply Subtotal by 0.95
	Total Owed		

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Policies and Requirements

Vendors applying to the Rutgers Community Farmers Market must read, sign, and return a copy of the vendor agreement with their application. Please read these rules and regulations carefully before signing. **Keep a copy for your records.** Failure to observe the market rules and regulations may affect your market participation and/or result in suspension or termination. If you have any questions or concerns, please contact Lucille Tang at Lucille.tang@rutgers.edu.

Market Attendance

- ****PLEASE NOTE**** Vendors will be assigned spaces by the market manager. Each Market location has either a pavilion structure or overhead coverage. *However, placement under the structure cannot be guaranteed and is at the discretion of the market manager.* Returning and committed weekly vendors are given priority spacing under the pavilion roof or in the spaces they occupied in the previous market season. Attempts will be made to ensure vendors maintain the same approximate space each week, however, this cannot be guaranteed. New vendors and those at the market fewer times a month will be assigned a space as available. Vendor spaces may be moved at the market manager's discretion due to special circumstances, vendor absences, or other unexpected situations.
- Vendors may begin setting up 90 minutes prior to the market opening. Vendor set up must be completed before Market Start time, **no exceptions.** Due to safety concerns and market aesthetics, vendor vehicles may not remain within the Market. Vehicles must be moved to the parking area at least 10 minutes before market open times.
- Vendors may not break down or leave the market before it closes, **no exceptions. No vehicles may drive back onto the market space until after market close time.**
- The market operates rain or shine. Vendors are expected to attend the market as scheduled. If a vendor cannot attend due to an emergency, the market manager must be notified as soon as possible via email at lucille.tang@rutgers.edu. Two absences without the proper notice will result in loss of seasonal space assignments. Three no-shows and you will be asked not to return to the market, with no refunds given for your remaining dates.

Market Policies

- All prices must be posted during open hours. Each seller must display a sign with their business name in a prominent place.
- Vendors must keep their space clean. All garbage must be collected and removed by the vendor at the end of the market.
- Generators are not permitted for use at the farmers market without the market manager's approval and will require a fire permit from the Rutgers University Fire Inspector. Generators **MUST** be quiet and cannot have significant exhaust.
- Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer. All vendors are considered 'approved' by Rutgers and must honor our commitment to maintaining a respectful environment for all staff, customers, and partners. Any form of abusive language or threatening behavior will not be tolerated.

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- As a community project of Rutgers, Johnson & Johnson, and the City of New Brunswick, the Rutgers Community Farmers Market collects certain types of data for fundraising and/or grant reporting purposes. The purpose of this data to demonstrate the impact of our collective efforts, by and for the community we serve. Additionally, there are a variety of nutrition assistance and/or reimbursement programs that operate within the market and this sheet will be used as documentation to ensure timely vendor payment. The Rutgers Community Farmers Market staff will provide worksheets to connect sales information. Please complete this sheet and submit it to the team by the end of each market day.

Farmer/Vendor Information

- Rutgers Community Farmers Market is open to all New Jersey farmers and producers, or other vendors approved by the market manager.
- All farm products must be grown by the vendor on a local farm within a 100-mile radius of New Brunswick, New Jersey. Farmers may supplement their product line with additional regional products that may not currently be available at the market with the permission of the market manager. All products from another grower must be clearly labeled as such.
- The Rutgers Garden Farmers Market operates within North Brunswick. As noted above, vendors **must complete** a Temporary Retail Food Merchant License Application (https://northbrunswicknj.gov/programs_and_service/food-merchant-license/) and file it with the Township of North Brunswick - Office of the Township Clerk. Contact the Clerk's office for any questions: 732-247-0922 ext. 470 or TWPNBclerk@northbrunswicknj.gov.
- Jones Ave and College Ave Farmers Markets both operate within the City of New Brunswick. As such, vendors will be expected to complete, sign, and provide a copy of the Vendor Application for Merchants (all vendors) and Food Handler's (if applicable). The Merchant's application is for all vendors, regardless of the number or type of products sold. The Food Handler's application is for all vendors who sell any type of food, regardless if it is whole produce or prepared food.
- Baked goods and prepared foods should not contain commercial, pre-packaged products and should be made from seasonal, fresh, local products whenever possible.
 - **All baked goods and prepared foods must be made in a commercially licensed facility. Vendors must obtain the proper Board of Health Certificate and provide a copy to the Market Manager. If the products are made at home, vendor must submit a copy of their active NJ Cottage Food Operator Permit.**
- Vendors will be responsible for unloading, setting up, and taking down their own booths/displays at each market. Each week, each vendor will be responsible for bringing their own table(s), chair(s), and tent(s) with a maximum size of 10' x 10' or 10' x 20', depending on selected spaces. Tables must be set up so that no seller blocks access to a neighboring seller. If a tent is used, tent weights are required without exceptions. Please plan to have enough support staff with you to set up and staff your own booth for the duration of the market.
- Electrical outlets are accessible throughout the market pavilion. **You must indicate that your business requires an electrical outlet on the first page of this application.**

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Liability

- Vendors **must provide** evidence of **General Liability insurance with minimum limits of \$1,000,000 per occurrence listing Rutgers, The State University of New Jersey as “Additional Insured” on the policy.** Any vendor who does not provide this documentation will not be allowed to attend the market. If the Certificate expires during the market season, the vendor will not be allowed to attend the market until an up-to-date certificate is provided. The address must be the following:
*Rutgers, The State University of New Jersey
Department of Risk Management
33 Knightsbridge Road
Suite F110
Piscataway NJ 08854*
- **Loss or damages:** Rutgers Community Farmers Market (including staff and volunteers) are not responsible for any loss or damages incurred from participation at the market.
- **Safety Procedures and Protocols:** As necessary, Rutgers Community Farmers Market and/or Rutgers University will institute procedures and protocols for the safe operation of the market. This includes, but is not limited to, safety protocols; required hand washing and/or sanitizing upon entry and during operation of the market; wearing of a face covering while on site at the market, including during setup and cleanup; appropriate social distancing; and other related measures. Safety requirements may change over time and the Rutgers Community Farmers Market team will provide information regarding safety requirements with as much advance as possible and to the best of our ability. We sincerely appreciate your cooperation and understanding!



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Signature of Applicant

Submission of this application is not considered a final agreement for participation at Rutgers Community Farmers Markets. Your application will be evaluated based on availability, balance of vendor products, and market demand. You will receive notification from the market manager as to whether your application is approved by Friday, April 11th, 2025.

By signing below, you indicate that you have read and agree to the details contained in all above sections.

By signing below, you indicate that you agree to fully indemnify and hold harmless the Rutgers Community Farmers Market, formerly New Brunswick Community Farmers Market and Cook's Market at Rutgers Garden, and Rutgers University and the Rutgers University's trustees, officers, employees and agents from any and all claims asserting liability, loss, bodily injury, death, or property damage, including settlements, judgments, and reasonable attorney fees and litigation expenses, arising from or related in any way to my participation in the Market.

Print Name _____

Signature _____

Rutgers Community Farmers Markets must receive the following by before the first scheduled market day:

1. Completed and signed 2025 Farmers Market Vendor Application
2. Proof of Liability Insurance naming "Rutgers, The State University of NJ" as additionally insured for \$1,000,000 in General Liability
3. Vendor Fee
4. Copy of your ServSafe certificate *if applicable*
5. Copy of your NJ Cottage Food Operators Permit *if applicable*
6. *If vending at Rutgers Garden*, Copy of the Temporary Retail Food Merchant License Application for the Township of North Brunswick
7. *If vending at College Ave or Jones Ave*, Completed and signed Vendor Application for the City of New Brunswick's Merchant (all vendors) **and** Food Handler's (if applicable)

Mail the above or drop off to:

Rutgers Farmers Markets
c/o Lucille Tang
88 Lipman Dr. Room#315
New Brunswick, NJ 08901

Or email to:

Lucille Tang at Lucille.Tang@rutgers.edu

Questions? Please contact Lucille at
848-932-3501, Tuesdays, Thursdays & Fridays
from 9am to 4pm.