

**For an accessible survey version of this document, please use this link: [go.rutgers.edu/BecomeAVendorSurvey](https://go.rutgers.edu/BecomeAVendorSurvey)**

**This application is NOT for food prepared on-site with heating elements.**

**PLEASE PRINT CLEARLY**

**Applicant Information**

Applicant's Name \_\_\_\_\_

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.

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

2026 Farmers Market Vendor Application

**Choice of Markets, Dates, & Associated Fees**

The Rutgers Community Farmers Market — 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 for the 2026 season. Vendor fees will be determined by the following selections.

Markets Overview

<b>Day of Week</b>	Tuesday	Thursday	Friday	Saturday
<b>Location</b>	178 Jones Ave	126 College Ave	Rutgers Garden	178 Jones Ave
<b>Times</b>	9am – 1pm	11am – 4pm	11am – 3pm	9am – 1pm
<b>Dates</b>	Jul 7 <sup>th</sup> – Oct 27 <sup>th</sup>	Aug 27 <sup>th</sup> – Nov 19 <sup>th</sup> <b>**Tentative Dates **NOT applicable for Rutgers Day</b>	May 22 <sup>nd</sup> – Nov 20 <sup>th</sup> >CLOSED Jun 19 <sup>th</sup> & Jul 3 <sup>th</sup>	Jun 20 <sup>th</sup> – Nov 21 <sup>st</sup> >CLOSED Jul 4 <sup>th</sup>
<b>Municipality</b>	New Brunswick	New Brunswick	<b>North Brunswick</b>	New Brunswick

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

Preferred start date: \_\_\_\_\_

<b>178 Jones Ave – Tuesdays 9am-1pm</b>			
17 weeks from Jul 7 <sup>th</sup> to Oct 27 <sup>th</sup>			
<b>CHECK ONE option below</b>			
<b>Check option</b>	<b>Space Size</b>	<b>Frequency</b>	<b>Vendor Fee</b>
	1 Space (10'x 10')	Weekly	\$5 per week
	2 Spaces (10' x 20')	Weekly	\$10 per week
	1 Space (10'x 10')	Every other week	\$7.50 per week

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

Preferred start date: \_\_\_\_\_

<b>178 Jones Ave – Saturdays 9am-1pm</b>			
21 weeks from Jun 20 <sup>th</sup> to Nov 21 <sup>st</sup> (Closed Jul 4 <sup>th</sup> )			
<b>CHECK ONE option below</b>			
<b>Check option</b>	<b>Space Size</b>	<b>Frequency</b>	<b>Vendor Fee</b>
	1 Space (10'x 10')	Weekly	\$5 per week
	2 Spaces (10' x 20')	Weekly	\$10 per week
	1 Space (10'x 10')	Every other week	\$7.50 per week

# **R** Rutgers Community Farmers Market

2026 Farmers Market Vendor Application

Check here if you plan on attending the **Thursday** Market

Preferred start date: \_\_\_\_\_

**126 College Ave – Thursdays 11am-4pm**

To be Determined – Total Number of weeks

CHECK ONE option below

<b>Check option</b>	<b>Space Size</b>	<b>Frequency</b>	<b>Vendor Fee</b>
	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	\$25 per week

**NOT Applicable for Rutgers Day considerations!**

Vendor fees for College Ave will NOT be accepted until after June 1<sup>st</sup>. Thank you for understanding!

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

Preferred start date: \_\_\_\_\_

**Rutgers Gardens (aka Cook's Market) – Fridays 11am – 3pm**

25 weeks from May 22<sup>nd</sup> to Nov 20<sup>th</sup> (Except Jun 19<sup>th</sup> & Jul 3<sup>rd</sup>)

Circle ONE Option below CHECK ONE option below

<b>Check option</b>	<b>Space Size</b>	<b>Frequency</b>	<b>Vendor Fee</b>
	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

### Additional Details & Payment

- Check** here if you would like to be considered for winter pop-ups (Dec 1<sup>st</sup> 2026 thru May 1<sup>st</sup> 2027) – Space Fee may apply, Schedule to be determined
- Check** here if you would like to be considered for Rutgers Day (Apr 25<sup>th</sup>, 2026).
- 5% Discount – Accept any and all applicable Nutrition Assistance Programs
- 5% Discount – Pay in Full

**There are no refunds once the market season has started.**

Rutgers Community Farmers Market 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 - Invoiced to: \_\_\_\_\_ & digital payment link sent via email

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

<u>Market Site &amp; 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	
	Accepting Nutrition Assistance Programs? <i>If yes, 5% discount.</i>	
	Pay in full? <i>If yes, 5% discount.</i>	
	Total Owed	

- Check** here if “Total Owed” is greater than \$500 AND you would like to opt for a half season payment. The remaining balance will be due on Sept 1<sup>st</sup>.

## **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 the Market Manager (Lucille Tang-Tranate) at [farmersmarket@rutgers.edu](mailto:farmersmarket@rutgers.edu).

### **Market Attendance**

- **\*\*PLEASE NOTE\*\*** **Vendors will be assigned spaces by the market manager. At the start of the market day, vendors are expected to check-in with the Market Manager for their assigned spaces.** 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.
- If a vendor cannot attend due to an emergency, the market manager must be notified as soon as possible via email at [farmersmarket@rutgers.edu](mailto:farmersmarket@rutgers.edu). Three or more unexplained absences and/or late arrivals may result in a vendor losing their vendor space. In such cases, vendor fees will not be refunded.
- 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.**
- 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.**

## 2026 Farmers Market Vendor Application

### 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. If garbage is not removed, fees may be charged to the vendor.
- 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.*
- 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.*

### Inclement Weather Policy

- To prioritize the safety of staff, vendors, and patrons, market operations during weather conditions may be adjusted or canceled due to weather. All decisions are made at the market manager's discretion based on real-time conditions.
- **Weather Scenarios and Market Response**
  - **Rain:** Market remains open unless conditions become severe.
  - **Thunderstorms/Lightning:** Operations may pause; vendors and patrons should seek shelter. The market may resume 30 minutes after the last lightning strike or close for the day if needed.
  - **Severe Weather** (e.g., hail, flash flooding, tornado warnings, or extreme heat): Market may close immediately. If already open, vendors and patrons will be directed to take shelter.
- Changes to market operations will be shared via In-person word of mouth to vendors and via Instagram posts and Newsletter for customers. Decisions will be made as early as possible, ideally at least 3hrs before opening or immediately if weather changes.

## 2026 Farmers Market Vendor Application

### 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.
- 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.**
- 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.
- **\*\*PLEASE NOTE\*\* Rutgers Gardens Farmers Market (AKA Cook's Market) is located in NORTH Brunswick. Therefore, Vendors MUST complete a "Rutgers Gardens Cook's Market Vendor" for the Health Department License: <https://go.rutgers.edu/northbrunswickhdllicense>:**

Fees would be paid directly to the Township of North Brunswick - Office of the Township Clerk. Please refer to their application for exact fee amounts and contact the Clerk's office for any questions.

Office of the Township Clerk  
710 Hermann Road  
North Brunswick, NJ 08902-2850  
Phone Number: 732-247-0922 ext. 470  
Email Address: [TWPNBclerk@northbrunswicknj.gov](mailto:TWPNBclerk@northbrunswicknj.gov)

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.

## 2026 Farmers Market Vendor Application

### 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!

**Signature of Applicant**

Submission of this application is not considered to be a final agreement for participation at Rutgers Community Farmers Market. 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 within two weeks of receiving the application.

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

By signing below, you indicate that you agree to fully indemnify and hold harmless Rutgers Community Farmers Market, which includes the New Brunswick Community Farmers Market and Cook's Market, 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 Market must receive the following before the first scheduled market day:

1. Completed and signed 2026 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. ***If vending at Rutgers Garden***, Copy of the Health Department License Application for the Township of North Brunswick
5. ***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)
6. ***If selling home baked goods***, copy of your NJ Cottage Food Operators Permit
7. ***If applicable***, Copy of your ServSafe or food safety certificate *if applicable*

**Mail the above or drop off to:**  
Rutgers Community Farmers Market  
c/o Lucille Tang-Tranate  
88 Lipman Dr. Room#315  
New Brunswick, NJ 08901

**Or email to:**  
Lucille Tang-Tranate at  
[farmersmarket@rutgers.edu](mailto:farmersmarket@rutgers.edu)

Questions? Please call or text 848-295-7690,  
Mon thru Fri from 9am to 4pm.