



2018 SUMMIT FARMERS

INTRODUCTION & MARKET REGULATIONS

Vision

To continue to be recognized as one of the leading Farmers Markets in the state giving almost 3,000 weekly customers access to healthy, locally grown and produced food.

Mission

The Summit Farmers Market is a place where:

- Local growers and producers prosper by selling at a top tier market.
- Customers have access to high quality, nutritious locally grown and produced food.
- Customers appreciate the value of shopping locally and boosting the local economy both at the market and in the downtown.
- Families and friends come together in a vibrant public space which provides a sense of community pride, excitement and spirit.
- Vendors and customers have an opportunity to enhance the lives of people who are experiencing difficult and tough times through the G.I.F.T. Program. Give It Fresh Today is a fresh food donation program started several years ago at the Market and continues to provide thousands of pounds of fresh produce, fruits and meats to various food banks and kitchens.

Definitions

Farmer/Grower is a seller who is the producer of products being offered for sale from owned/rented land with control over production, harvesting and marketing of the products in New Jersey.

All products are produced, baked, grown, caught, or foraged by seller and are original in nature. No baked goods from mixes or purchased for finishing off are permitted.

Market Sponsor/Organizer is Summit Downtown, Inc. (SDI)

Market Governing Body is the SDI Farmers Market Committee.

On-Site Market Manager is the person empowered by the governing body (SDI) to implement market policies and directives and oversee the market operation and social media.

All vendors shall be approved by SDI 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.

Farmer/Purveyor Information

The use of the market is open to New Jersey-based farmers/growers, producers and purveyors or other vendors approved by the governing body.

Farmers may supplement their product line with additional regional products that are otherwise missing from the market with the permission of the market governing body. All products that are from another farm or business must be labeled as such either on each product or on signage on the display where they are sold. Permission valid for one season only and must be reapplied for each year.

All baked goods must be made from scratch by the purveyor. No mixes or products purchased from other sources are permitted.

All baked goods are to be made with local, in-season fruit or fruit that was fresh-frozen previously during the year. Produce that is not grown locally (lemons, oranges, nuts, coffee and chocolate) may be purchased elsewhere. No canned or processed fruit is allowed.

All prepared foods must come from a certified commercial kitchen, and a local Board of Health Certificate must be provided to SDI each year.

Once the market starts, new products must be approved by the Farmers Market governing body or the Summit Downtown Executive Director **prior** to sale. Samples will be required by SDI. Please bring the sample to the market on Sunday before you wish to sell or to the office at 18 Bank Street, Ste. 108, Summit, NJ 07901. All approvals will and need to be confirmed by email.

Vendors must complete the portion of the application that states every product they want to sell. A menu or pamphlet listing those products is not acceptable. It is not automatic that NEW additions to your product line will be approved.

Food Safety

All vendors must dress appropriately: shoes and shirts are required. Disposable gloves or tissue must be used when handling any prepared food items that are not sealed.

Vendors who provide samples that result in waste (cups, spoons, rinds, cobs, etc.) must provide their own trash container.

All prepared foods must be sold from covered containers or trays. No open display or selling of prepared foods will be permitted.

Vendors are required to maintain and hold foods at the proper temperature.

There will be an annual inspection from the Summit Board of Health Officer as well as non-scheduled visits to ensure compliance to food regulations.

All vendors are required by the Summit Board of Health to maintain a handwashing station in their space.

Summit Downtown, Inc. does not assume liability for adverse reactions to foods consumed, or items one may come into contact with at the market. Each vendor is required to have its own insurance in place.

Equipment – Tents, Weights, Garbage, Vans, Trucks

All vendors must display a tent sign clearly showing the name of their business (not their product).

Each purveyor 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 and must be brought and used weekly.**

All purveyors will be assigned their space on the first day of the market.

All purveyors are required to keep their space neat and clean of debris and remove their own trash at the end of the day.

Selling Guidelines

Sellers must post prices! It is expected that prices will be fair to consumers, the seller and fellow vendors. This guideline will be strictly enforced.

Each vendor or onsite staff must be directly involved with or knowledgeable about the production and prices of the products being sold.

Vendors are responsible for the actions of their representatives, employees or agents.

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 governing body and enforced by the On-Site Market Manager. Violation of the rules may be grounds for warnings or dismissal from the market.

SDI retains the right to issue a verbal warning followed by a written warning when a violation occurs and provide the vendor the opportunity to correct any violations of the regulations. Any vendor with three or more such warnings is at the risk of losing its contract and dismissal from the market. It remains the sole discretion of SDI to terminate a vendor at any time. In such case fees are not refundable.

Market Times and Requirements

The Summit Farmers Market is located in Park & Shop Lot #2 on the corner of Maple Street and DeForest Avenues.

*Purveyors are required to sign up for the **entire 31-week season** (April 22 – November 18) unless special arrangements have been made prior to the start of the season.*

Each purveyor is expected to be at the market every week without exception. In case of emergency please call the On-Site Farmers Market Manager Kris Ohleth 201.850.3690 or Farmers Market Administrator 908.256.0677. If you know in advance that you must miss a week, call the Farmers Market Administrator Marin Mixon 908.256.0677.

All purveyors are required to **ARRIVE no later than 7:00am** to set-up and be ready to open **BEFORE 8:00am**. Everyone is expected to remain at the market until the market closes at 1:00pm.

Fees & Insurance Information

Purveyors who occupy one tent space – 10' x 10' (approximately) need to pay the full season **by April 13**. Other payment arrangements must be approved by the Summit Downtown, Inc. Board of Trustees. PLEASE NOTE: The \$75 Summit Board of Health fee is included in your fee for the season.

Eligible Returning Farmers Market vendors must secure their spot in this year's Market by formally notifying Farmers Market Administrator in writing (mail or email). After that, the space is open to new vendors, so please be sure to reserve your spot. Each purveyor must have \$1,000,000 in liability insurance and a Commercial Kitchen Certificate from the local Board of Health. Please send a copy of both your insurance certificate and Board of Health certificate to the Summit Downtown, Inc. office **by March 5**.

There are no refunds once the season has begun.

Rates start at \$1600 (about \$51.60 per week) for the 31-week season for one tent area (10' x 10'). There will be an additional charge for additional tents. Please contact the Farmers Market Administrator at marin@summitdowntown.org for any other specifics.

Miscellaneous market information

Code of Ethics: Participants in the Summit Farmers Market must not disparage any other vendors, staff, downtown or the City of Summit. Any media interviews and/or information about the Summit Farmers Market disseminated must be approved by the Board of Trustees of Summit Downtown, Inc. prior to the interview except for authorized Summit Downtown Trustees or the SDI Executive Director or Assistant Director.

In the event of any disputes, the decision of the On-site Market Manager, on-site SDI Board or staff is final for that day. Any issues that need to be addressed after that day, will be handled by the SDI Executive Director or the Farmers Market Administrator.

All decisions made by the Summit Downtown, Inc. Executive Committee and/or the SDI - Board of Trustees will be final.

I have read and understand the Summit Farmers Market Regulations for the season. Upon signing this contract, I have committed to the **full season** of the Summit Farmers Market. Please direct any questions to the Summit Downtown, Inc. office (908)277-6100. All requested documents are to be returned to the office by **March 5, 2018**.

PLEASE NOTE THAT YOU ONLY HAVE TO RETURN THE LAST PAGE OF THIS DOCUMENT SIGNED.

_____ Signature _____ Date

Accepted for 2018 Season.

_____ Date

Nancy Adams
Executive Director
Summit Downtown, Inc.