



Borough of
RUTHERFORD

176 Park Avenue | Rutherford, NJ 07070

201-460-3000
rutherfordboronj.com

Dear Vendor,

The Borough of Rutherford is sponsoring the 26th season of the Rutherford Farmers' Market. The market will be held at 1 William's Plaza, between Spring Dell and Glen Road off of Park Avenue. Market days begin Wednesday 7/5/23 from 11:00am to 4:00pm and Saturday 7/8/2023 from 8:00am to 2:00pm. The season concludes Wednesday on 10/25/23 and Saturday on 10/28/23. Set up time should not exceed 1 hour prior to market start time except with special permission arranged in advance. At closing time, we request that vendors finish serving all customers and begin closure procedures after they have left.

All vendors are pre-qualified before registering. Please contact Laurie Gentile for additional information. After pre-qualification you will be sent a registration packet. Please review the fees and registration requirements below before starting the process:

1. Read the **Market Regulations**.
2. Fill out and sign **the Registration form**.
3. Send the **\$50 Registration Fee PLUS** (checks payable to: The Borough of Rutherford)
 - i. \$375 Fee (5-hour day, entire season) Wednesdays only.
 - ii. \$450 Fee (6-hour day, entire season) Saturdays only.
 - iii. \$825 Fee (entire season) Wednesdays and Saturdays
 - iv. **Intermittent daily participation** is allowed for **\$30.00 per day** identifying the dates of participation and at least 2 months of dates paid for prior to participation.
4. Obtain a Certificate of Insurance from your insurance provider naming the Borough as co-insured and please request they send it directly to the Borough contact below.
5. **Food vendors pay a \$41.00 Health Dept. fee for the 2023 season check payable to: The Rutherford Health Department.** Please contact the Health Department at 201-460-3020 for additional information and requirements.
6. Return the **Registration form, Fees and Certificate of Insurance** to:

Laurie Gentile
The Borough of Rutherford, 176 Park Avenue, Rutherford, NJ 07070
201-460-3000 ext. 3114
lgentile@rutherfordboronj.com

All fees MUST be paid prior to the Market Date.

Hope to see you at the market!



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**RUTHERFORD FARMERS' MARKET
2023 VENDOR REGISTRATION FORM**

NAME _____ CELL PHONE _____

BUSINESS/ORG. NAME _____

MAILING ADDRESS _____

TOWN/ CITY _____ STATE _____ ZIP _____

EMAIL _____ WEBSITE _____

SPECIFIC TYPE(S) OF PRODUCT(S) BEING SOLD _____

Size of table space required _____

REGISTRATION	\$50.00		\$50.00
Season	\$375.00 (Wednesdays)	+	_____
Season	\$450.00 (Saturdays)	+	_____
Daily	\$30.00/Day (x number of days)	+	_____
TOTAL ENCLOSED			_____

(Please make check payable to the Borough of Rutherford - **NO CASH**)

Initial each line and sign below:

I have read, and will comply with the regulations of the Rutherford Farmers' Market. _____

I will comply with Federal, State and Local safety and labor standards. _____

I understand that if I change or add to the types of products being sold from those listed above, I must obtain the approval of the Farmer's Market Liaison, Sy Griskonis, at least one week prior and that further approvals may be required. _____

Signature Date 2023

Please return to: The Borough of Rutherford,
176 Park Avenue, Rutherford, NJ 07070
Attn: Laurie Gentile Email: lgentile@rutherfordboronj.com



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2023 RUTHERFORD FARMERS' MARKET REGULATIONS

The Rutherford Farmer's Market is established as a community service to provide access to fresh produce; to attract consumers to our downtown business area; and to help preserve farmland and open space in our region.

The Borough selects vendors that complement our brick and mortar businesses. The market does not allow liquor, wine or beer distributors. Distillers and vintners are encouraged to contact one of our liquor & wine shops for marketing opportunities.

The Borough does not allow food trucks at the market. The Borough will allow, on a limited basis, commercial food vendors or home bakers with a valid permit pursuant to N.J.A.C. 8:24-11.1 who provide products or cuisines that are unavailable locally.

FARMERS MARKET LIAISON: The Farmer's Market Liaison is Sy Griskonis. He acts on behalf of the Borough and oversees the orderly operation of the market. The liaison further assists in qualifying vendors for the market based on quality and variety of products. The liaison **does not** accept or process registration documents or payments. He can be reached at 973-271-0027 Email: sygriskonisfarm@gmail.com

LOCATION and TIME: The market will be held at 1 William's Plaza, between Spring Dell and Glen Road off of Park Avenue. Market days begin Wednesday 7/5/23 from 11:00am to 4:00pm and Saturday 7/8/2023 from 8:00am to 2:00pm. The season concludes Wednesday on 10/25/23 and Saturday on 10/28/23. Set up time should not exceed 1 hour prior to market start time. Vendors needing more than 1 hour to set up must notify the Market Liaison in advance.

FEES:

Registration \$50.00 – Due with complete application

Seasonal: \$375.00 for 5-hour day on Wednesdays. \$450.00 for 6-hour day on Saturdays. \$825 for both days for a full season. Payment must be received by June 26, 2023. Checks should be made payable to: The Borough of Rutherford.

Daily: A daily fee of \$30.00 is available for vendors who wish to have intermittent participation. They are still **obligated to pay the \$50.00 registration fee** and complete all



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other requirements. Vendors must identify the days they will participate in 2-month intervals and pay the full amount for those days 10 calendar days in advance.

Health: (food vendors only) \$41.00 for the 2023 season. Please make a separate check made payable to the Rutherford Board of Health.

INSURANCE: The Borough of Rutherford requires all vendors to provide a CERTIFICATE OF LIABILITY INSURANCE WITH A MINIMUM COVERAGE OF \$1,000,000.00, and naming the Borough of Rutherford as additional insured party. Certificates of insurance must be received a minimum of 10 calendar days before opening day to participate.

HEALTH & SAFETY: The Borough requests all vendors assist in promoting hygienic practices by employees and market patrons at all times. Each vendor is responsible for cleaning the area around his or her stall and providing at least one trash receptacle. Vendor generated waste may be left in trash bags placed next to public trash receptacles in Williams Plaza. Vegetative waste may be left in the compost barrels provided on the Wednesday market days. No vendor generated waste shall be left IN public trash receptacles. Vendors will comply with all federal, state, and county regulations including, but not limited to, Chapter 12 of the New Jersey Sanitary Code. Vendors must comply with other terms and conditions that may be added for public health, safety and welfare.

SPACES: Spaces (of a specified size and location) will be assigned by the Farmer's Market Liaison, and will continue for the duration of the season. Spaces assigned to growers/vendors are to be used only by that grower/vendor. No leasing or lending of market stalls will be allowed. **When unable to attend, growers/vendors must notify the Farmer's Market Liaison in advance (24 hours, if possible)**

VENDOR CONDUCT: The Borough requires all vendors to act in a business-like and courteous manner with each other and market patrons. Any dispute between vendors or vendors and the Farmer's Market Liaison will be addressed at the end of the market day once patrons have left. Disputes will not be tolerated at the market during operating hours. The Liaison may evict or prohibit vendors from the market who disparage the market or other vendors to the public, and for disorderly conduct, foul language, rude conduct, unhygienic practices, impropriety in weights & measures and prices charged. The Farmer's Market Liaison decision to evict a vendor is considered final. A refund for the remaining weeks will be issued to the vendor. The Rutherford Police Department will mediate serious disputes and ensure peace and good order at all times.



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DISPLAY REQUIREMENTS: Display tables will be set up so that no vendor blocks or limits the view or access of consumers to a neighboring vendor. Sidewalks surrounding the plaza and handicap ramps from the sidewalk to the street may not be blocked. Vendors must supply their own scales, bags, tables, electrical power etc. Vendors must maintain scales acceptable to the County Department of Weights and Measures. Produce may be sold by the count, weight, or bunch, or in legally acceptable containers. Containers must identify the net weight of the contents. Any food product that is not of fresh or good quality shall not be displayed or sold at the market. The Farmer's Market Liaison may require any product that does not comply with the market regulations to be removed from any stand. **All prices must be posted before and during sale time. Each vendor must display a sign in a prominent place giving his or her business name and address.**

DRESS CODE: Vendors and their employees must wear shirts, trousers/shorts/skirts and shoes. Hawking or shouting to attract customers will not be permitted.

VENDOR PARKING Vendors will be advised on the first day of the market where they may park their trucks and any other vehicles. They will be provided a parking permit for that spot/s only. Vendors will be responsible for any parking tickets incurred while parking in other, non-authorized locations.

For general information and application questions contact:

Laurie Gentile
201-460-3000 x3114
Email: lgentile@rutherfordboronj.com

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