

**Kinnelon Borough  
New Jersey**

## **2023 KFresh, the Kinnelon Borough Farmers Market Market Regulations Agreement**

### **Mission**

Our mission is to provide an opportunity to bring fresh produce, farmers, food producers and artisans directly to area residents; all while bringing together families, neighbors, and friends to create a sense of community social gathering and healthy living.

### **Definitions**

Market Sponsor/Organizer is the Borough of Kinnelon. Market Governing Body is the KFresh, Kinnelon Farmers Market Committee (KFMC). The Market Administrator, On-site Market Manager and Kinnelon Farmers Market Committee (KFMC) are the persons empowered by the governing body (Borough of Kinnelon) to implement market policies and directives and oversee the market operation and social media.

### **Vendors**

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

Once the market starts, new products must be approved by the Kinnelon Farmers Market governing body **prior** to sale. All approvals will be confirmed by email.

Vendors must complete the portion of the application that states every product they want to sell. It is not automatic that NEW additions to your product line will be approved. Any exclusivity requests are submitted on the application and will be approved by the Kinnelon Farmers Market Committee.

### **Food Safety**

All vendors and their employees must dress appropriately: shoes and shirts are required. Disposable gloves or tissues 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 annual inspection from the Kinnelon Health Department as well as non-scheduled visits to ensure compliance to food regulations.

The Borough of Kinnelon does not assume liability for adverse reactions to foods consumed, or items one may come in 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 just their product).

Each vendor is required to have their own 10'X 10' tent, tables and chairs (**only 10' x 10' tents are permitted**). Every table must be covered by a tent. **Weights are required for each tent and must be brought and used weekly.**

Vendors must supply their own scales and bags. Scales must be acceptable and balanced by the County Department of Weights and Measures with current year approval seal. Products may be sold by the count, weight, bunch, or in legally acceptable containers. All other containers must identify the net weight of the contents.

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

All vendors are required to keep their space neat and clean of debris, providing at least one trash receptacle and to remove their own trash at the end of the day or more frequently as required to maintain sanitary conditions. Vendor-generated waste **MUST** be disposed of by the vendor off-site, and **NOT** placed in the trash containers at the market used by pedestrians.

### **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 on-site staff must be directly involved with or knowledgeable about the production and prices of the products being sold.

### **Market Operation**

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.

Vendors who wish to smoke must leave the market premises. Hawking or shouting to attract customers will not be permitted.

KFMC 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 and will not be allowed to participate in the market the following year. It remains the sole discretion of KFMC to terminate a vendor at any time.

**Vendors must bring concerns about the market to the Market Manager, not to the customers or other vendors.** All questions and issues are to be directed to the Market Manager. A vendor's recourse is to a formal complaint in writing forwarded to the Market Manager. The Market Manager is only responsible for acting upon written complaints after a review by the KFM Committee.

### **Market Location, Times, and Attendance**

The KFresh, **Kinnelon Farmers Market is in the parking lot at the Kinnelon Borough Hall, 130 Kinnelon Road, Kinnelon NJ.** The Kinnelon Farmers Market will be held every **Monday June 5<sup>th</sup> through October 23<sup>rd</sup>.**

**Market hours are 3:00pm to 7:00pm.**

Each vendor is expected to be at the market every week or on their contract confirmed dates. **If you know in advance that you must miss a week, please contact Market Manager Doug Van Wageningen 973-934-2478.** A vendor who has had 3 absences without notification will be ineligible to participate in the 2024 Kinnelon Farmers Market.

All vendors are required to **ARRIVE no later than 2:30 pm** to set-up and be ready to open **BEFORE 3:00pm**, all vehicles must be out of the lot by 7:45pm. Everyone is expected to remain at the market until the market closes at 7:00pm. Packing up starts at 7:00pm when the market ends. If arriving late you must contact Doug Van Wageningen prior to arriving. Upon arrival you will need to contact Doug Van Wageningen before entering the market area to assist you with set up. **If not contacted upon late arrival and you drive though the market after 2:45pm you will be terminated.**

### **Market Fees**

A market booth fee of \$100 for the season is due. Checks are payable to the **“Borough of Kinnelon.” Food Truck fee is \$20 per market appearance.**

### **Weather**

In the case of a weather event, it will be upon the vendor to make the decision to attend the market or not, except in the event of a lightning storm. In that case, the market may be delayed, cancelled, or will be dismissed early

### **Miscellaneous Market Information**

Code of Ethics: Participants in the Kinnelon Farmers Market must not disparage any other vendors, staff or the Borough of Kinnelon.

In the event of any disputes, the decision of the on-site market manager, on-site KFMC or staff is final for that day. Any issues that need to be addressed after that day, will be handled by the KFMC, the Farmers Market Manager or On-Site Market Manager.

Upon signing Kinnelon Farmers Market Application, vendors agree to have read and understand the Kinnelon Farmers Market Regulations for the season and have committed to being a participating 2023 vendor of the Kinnelon Farmers Market, pending acceptance as a 2023 vendor.

*The undersigned agrees to indemnify and hold harmless the Borough of Kinnelon, its officials, agents, and employees harmless from any and all liability, claims, cost and attorney's fees arising out of the use of said premises or property and participation in the KFresh Market including any losses or damages arising from the acts or omissions of the participant.*

I HAVE READ, UNDERSTAND AND AGREE TO THE above information and to the information provided on the VENDOR REGULATIONS AGREEMENT FOR THE 2023 KINNELON FARMERS MARKET, KFRESH.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Print Name: \_\_\_\_\_

Please sign, scan and email page 3 to [kinnelonfarmersmarket@gmail.com](mailto:kinnelonfarmersmarket@gmail.com).

**or** postal mail completed application to the **Borough of Kinnelon**. Send to **KFresh, Kinnelon Farmers Market, 130 Kinnelon Road, Kinnelon, NJ 07405.**

(02/16/23)