



River Vale Farmers' Market

Township of River Vale
406 Rivervale Road
River Vale NJ 07675
www.rivervalenj.org
201 664 2346

February 15, 2019

Dear Market Vendors,

We're ready for our 2019 Farmers' Market! Our packet is attached for your review.

As in prior years, we absolutely must have all fees, insurance certificate and food handler's permits/health licenses in our files on or before May 1st. Spaces will not be assigned until all paperwork and payment has been received.

Our 2019 market regulations are included in this packet. We are again offering 22 market dates by starting the market on Thursday, June 6th and continuing through Thursday, Oct. 31st. Please take a moment to review the regulations as each Market community establishes their own guidelines that need to be followed. We are offering vendors three market options; Full-time vendors (22 dates) Part-time vendors (11 dates) or Guest vendors (1-6 dates). Please note that fees are due with registration and we will not be issuing refunds for days missed nor will discounts be issued for days that are not used. We do not offer a partial payment option. All fees will be applied to advertising and promotion of the River Vale Market, just as in the past.

We will be advertising and promoting our market prior to and during the season. We will run a series of ads in the Community Life, Pascack Press, and other select papers. These local papers are delivered to all area households. We will be highlighting the market on our Town Website: www.rivervalenj.org, and using Township email blasts with updated vendor information every week. We will utilize the River Vale school's website and also online advertising with Instagram and via our Facebook page. We will also have flyers sent throughout the schools. A wooden billboard will be placed at the northern end of town, opposite Prospect Ave., as well as smaller lawn signs utilized closer to the market location.

Please sign and return your registration form, the hold harmless agreement and your payment. We also require a Certificate of Liability Insurance in the amount of \$1,000,000 and naming the Township of River Vale as additional insured. *This must be specifically stated.* Please note that questions about this insurance should be directed to your insurance agent and not the Township. There is no exception to this requirement.

Board of Health - Those who are offering prepared foods must include a copy of their food handler's certificate, a copy of their health license for their facility and the RV Temporary Health License Form. Please note that vendors that do not have their own commercial kitchen must provide proof of a commissary kitchen.

If you have any questions, contact Maria or myself at our Township emails.

Best,

Renee Berlamino
Maria Jasonowski
Market Managers

River Vale Farmers' Market

Regulations and Registration Form

PURPOSE: The River Vale Farmers' Market has been established as a community service to support area vendors to market quality products grown on their farms in a designated area. To remain competitive, farmers need to be able to develop new markets for agricultural products grown on their farms. Success in agricultural marketing helps significantly in economically preserving farmland and open space, which in turn contributes to maintaining the quality of life in the region. Communities benefit from this type of marketing because it provides consumers with access to fresh, high quality produce. To further benefit the community, the Farmers' Market selectively allows non-farming operations to offer products for sale. These products are limited to items the seller has produced on their own premises or items that complement the Market.

REGISTRATION: Participation is open to established farming operations engaged in the production of agricultural products, and to established businesses that produce products on their own premises.

FEES: All market fees will be used for promotion and advertising of the River Vale Farmers' Market

Full Time Fee: \$695 - 22 market days, Thurs. June 6th through Thurs. Oct. 31st.

Part Time Fee: \$365 - 11 market days, starting June 6th OR June 13th and every other Thursday

Guest Fee: \$35 per day, choice of 1 – 6 market dates

Due by May 1st, with completed registration, insurance and all BOH forms.

Checks payable to the: Township of River Vale

A copy of your local Health Department's most recent Sanitary Inspection Report, Food Safety Certification and RV Board of Health Form must be submitted to the Market Manager with your registration paperwork, insurance and fees.

PAYMENT: Fees are due upon registration and are non-refundable. Discounts will not be issued for unused days and we do not offer a partial-payment option.

LOCATION/TIME: The Market will operate on Thursdays from 12 noon to 6 PM. The first day of market will be on June 6th, 2019 and the market will end on October 31st. Arrive at least one-half hour before to set up. **No sales will occur before 11:30 AM**, and breakdowns should be completed no later than 7 PM. The location of the market is at **Town Hall, 406 Rivervale Rd., River Vale in the parking lot adjacent to the tennis courts.**

INSURANCE: A Certificate of Liability Insurance is required with a minimum coverage of \$1,000,000.00 specifically naming the Township of River Vale as additional insured and certificate holder. Certificates of Liability insurance must be received and approved by the market manager prior to the first day of market. No one is permitted to sell at the market without this certificate.

SALES AUTHORIZATION: The Township of River Vale sponsors the River Vale Farmers' Market and reserves the right to select the growers and vendors that will participate. Selection will be based upon the size of the market location, composition of products offered, and prior adherence to the

market regulations. Authorization to sell at the market can be withdrawn by the sponsor if a grower or vendor violates market regulations or if the market must close due to lack of support by the community.

SPACES: Spaces will be assigned by the Market Manager. Assigned spaces will continue for the duration of the season. Spaces assigned to each seller are to be used only by that seller. No leasing or lending of market stalls will be allowed. **When unable to attend, vendors must notify the market manager in advance (24 hours if possible).**

ORDERLY MARKET OPERATION: All questions or issues are to be directed to the Market Manager. Disputes will not be tolerated on the Market site.

DISPLAY: No seller is permitted to block or limit the view or access of consumers to a neighboring seller. Producers must supply their own scales, bags, tables, electrical power, etc. Producers must maintain scales acceptable to the County Dept. of weights and measures. Produce may be sold by the count, weight, bunch, or in legally acceptable containers. All prices must be posted before and during sale time. **Each seller must display a sign giving his or her farm or business name and address.** Producers and their employees must wear shirts, trousers/shorts/skirts and shoes. Hawking or shouting to attract customers is not permitted. Each producer is responsible for cleaning the area around his or her stall and providing at least one trash receptacle. Grower generated waste should be disposed back at the farm.

Producers will comply with all federal, state and county regulations including, but not limited to, chapter 12 of the New Jersey Sanitary Code. Producers must also comply with other terms and conditions that may be added for the public health, safety, and welfare.

PRODUCTS: Non-agricultural products must be baked or processed on the seller's premises.

Purchased produce items are to be kept to a minimum and are to be offered only when there will not be sufficient quantity of that product in the market to satisfy demand. Purchased items must be identified as such and should be purchased directly from another New Jersey farm operation where it was grown.

I have read the above Market regulations and by signing the registration form, I agree to adhere to them.

TOWNSHIP OF RIVER VALE

406 RIVERVALE ROAD RIVER VALE, NJ 07675 (201) 664-2346 ext. 1011

Renee - culturalaffairs@rivervalenj.org, Maria - culturalaffairsasst@rivervalenj.org

Farmers' Market Registration Form

Owner's Name (please print):	
Signature:	Date:
Business Name & Address:	
Business Website:	
Business Phone:	
Cell Phone:	
Email:	
What products do you sell? (please list):	
How many parking spaces do you need?	
Do you require an electrical outlet?	
What other markets do you participate in? Please list –	
Full Time Fee: \$695 includes 22 market dates. Circle below	Part Time Fee: \$365 includes 11 market dates, start June 6 th OR June 13 th , and every other Thursday. Circle below
Full-time	Part-Time – circle June 6 th or June 13 th
Guest	Guest Fee: \$35 for each day, maximum of 6 dates. Please choose the dates and include in the notes below.
Include any notes here:	

MAIL TO:

Township of River Vale
River Vale Farmers' Market
Attn: Market Managers
406 Rivervale Road
River Vale, NJ 07675



Township of River Vale
Hold Harmless Agreement

Between the Township of River Vale and

Name of Organization:

Address: (cannot use a PO Box):

Phone: _____ Email: _____

Type of Organization:

Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity

In consideration of the use of _____, on the following dates: _____ for the purpose of _____

_____, the undersigned agrees to indemnify and hold the Township of River Vale and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Township of River Vale is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. I further understand that serving alcoholic beverages is strictly prohibited on municipal property.

Unless waived in writing by the Township, I agree to furnish a Certificate of Liability Insurance specifically naming the Township of River Vale as additional insured providing general liability coverage including bodily injury and property damage with minimum limits of liability not less than \$_____. In order to induce the Township to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- A. Total number of persons anticipated is _____.
- B. Live entertainment ___will or ___will not be provided.
- C. Other _____.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated. The Township reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the municipality determines that a situation might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20_____ as the binding act in deed of _____ (Name of Organization).

Authorized Signature: _____

Print Authorized Name & Title _____

TOWNSHIP OF RIVER VALE
406 RIVERVALE ROAD, RIVER VALE, NJ 07675
REBECCA PIGONCELLI (201) 664-2346 EXT. 1409
RPIGONCELLI@NWBRHC.NET

LICENSE #:

APPLICATION FOR TEMPORARY FOOD LICENSE

Vendor Name:	
Address:	
Contact Person:	
Email:	
Business Phone:	Cell phone:
Menu of food to be sold: (or attach a copy)	
Where will food be purchased?	
Where will food be prepared?	
How will food be kept at proper temp.? (during transport, on display, and in storage):	
How will you eliminate bare hand contact with ready to eat food?	
Names of all food handlers working at the event: (provide copies of certificates – if applicable)	
Did you receive, review, and understand the attached form, "Requirements for temporary food events"?	

Signature: _____ Date: _____

For office use only

Reviewed & approved by: _____ Date: _____

*****Please include a copy of your food safety certification and a copy of your local Health Department's most recent Sanitary Inspection Report*****

REQUIREMENTS FOR TEMPORARY FOOD EVENTS

Approval for temporary food events will not be given unless the following requirements are met. The attached application must be submitted to the Health Department prior to the event. All preparation must comply with NJAC 8:24. Equipment used for transport and storage (coolers, etc.) must be clean and in good repair. Foods must be obtained from an approved source.

*****Home prepared foods are prohibited (receipts must be provided)*****

- Proper food temperatures must be maintained at ALL times. (This includes during transport, on display, and in storage.)
 - Cold foods must be **41° F or below**
 - Hot foods must be **135° F or above**
- Potentially hazardous foods that require re-heating must be cooked to **165° F**; and if hot held, must be held at 135° F or above. Sternos, steam tables or other hot-holding equipment may not be used to reheat potentially hazardous foods.
- The following thermometers are needed:
 - A food testing/probe thermometer for cooked foods.
 - Refrigeration thermometer for cold-holding units (sufficient supply of ice needed)
- Method for **hand-washing or hand-sanitizing** available.
 - If running water for hand-washing is available, soap and paper towels must be provided.
 - If access to running water unavailable, hand sanitizers must be provided.
- Bare hand contact with ready-to-eat foods **must be eliminated**. The use of gloves, tongs, deli tissue, etc. must be utilized. If gloves are used, they must be properly changed in between activities (i.e. handing raw meats, ready-to-eat foods, soiled equipment/utensils, smoking, eating/drinking, handling money, etc.) Separate utensils must be utilized for raw foods and ready-to-eat foods.
- Wash, Rinse, and Sanitize Method needed for utensils, pots, etc.
 - If access to running water unavailable, the following method may be used:
 - Set up three buckets or large containers. Fill the first with soap and water. Fill the second with water only. Fill the third with bleach and water (50-100 ppm / one half ounce bleach per gallon of water.)
 - Wash item in the first bucket, rinse it off in the second, dip it in the third bucket for one minute, and allow to air dry.
- All items must be off the ground and protected (food, beverages, utensils, etc.)
- In accordance with NJSA 26:3D-55 et. seq. There is to be no smoking of tobacco or any substance that can be smoked permitted on premises. This includes cigarettes, pipes, cigars, and electronic smoking devices.

*****THE LICENSE APPLICATION AND YOUR SPECIFIC MENU ITEMS MUST BE REVIEWED AND APPROVED BY THE HEALTH DEPARTMENT PRIOR TO THE EVENT*****