



Woodland Park Farmers Market

Application & Regulations

2022

**Location:** Dowling Gardens: 963 McBride Ave., Woodland Park, NJ (at the corner of Dowling Parkway and McBride Ave.)

**Vendor Locations:** Along Dowling Parkway and wrap into the park (road will be closed)

**Date & Time:** Every Saturday from June 4<sup>th</sup> to October 22<sup>nd</sup> 9:00 am – 2:00 pm, Rain or Shine

**Market Managers:** Jody Esteves 973-600-4810 Donna Novak, 973-345-8120; Kelly Spinalli, 973-345-8100 x213

**Emergencies only the day of or night before: Jody Esteves 973-600-4810**

**PLEASE REVIEW ALL DOCUMENTS CAREFULLY:**

1) Please review, complete, and sign the Farmers Market Application and Regulations.  
**Incomplete application will not be accepted.**

2) Please include a payment dependent on fee schedule, made payable to the Friends of the Alfred H. Baumann Free Public Library. This is a non-refundable payment.

Weekly payments (paid the day of the market) - \$30 **(Payment will be collected at entry.**

**Vendor will be denied entry without payment – no exceptions!)**

Weekly payment (paid a week in advance) - \$25 **(first payment must be sent with application)**

Seasonal payment (21 weeks) - \$20 per week **(\$420/season, sent with application)**

3) Complete the Board of Health Application for the **Vendor Permit. The \$50 fee has been waived.** (Businesses located in Woodland Park do not need to apply). If you will be cooking using propane, you will need to complete a **Fire Permit and Tent Permit. Again, the (2) \$55 fees have been waived.**

4) Include your Liability Insurance Certificate with this application. Liability should be covered for the amount of \$1,000,000 and name the Borough of Woodland Park as insured.

On the bottom of your insurance certificate, in the box labeled “Description of Operation/Location/Vehicles”, please have your insurance carrier include the wording: “Woodland Park Farmers Market Season of 2022”. The Borough of Woodland Park, its employees, and representatives are additionally insured. Crafters with non-food items do not need to include this certificate.

5) Please enclose copies of all licenses and/or permits necessary for the types of products you are planning to sell. (Organic certificate, processing licenses, FDA certified, etc.)

6) **Mail all documents to:**

The Borough of Woodland Park - Recreation Department  
5 Brophy Lane  
Woodland Park, NJ 07424  
Attention: Farmers Market

In order to provide a safe shopping experience for vendors, staff, and visitors, PLEASE BE AWARE OF COVID-19 PANDEMIC ADDITIONAL REQUESTS AND PROCEDURES:

In addition to practicing social distancing, wearing face coverings, and frequent handwashing. The Farmers Market management team has specific requests and procedures in place, including:

- Everyone must use a designated entry and exit point.
- We will follow CDC & NJ Health Department COVID guidelines.
- Vendors are asked to enforce and post social distancing signs (6 feet apart).
- Vendors are asked to request visitors to limit their time at each booth to allow all shoppers access. Do not allow congregating at your booth.
- Please DO NOT attend or participate in the Farmers Market if you are not feeling well or have recently been in contact with someone who has recently tested positive for COVID-19.
- Please be patient as the organizers, staff, and vendors adapt to new and changing protocols.
- Given the ever-changing nature of this pandemic, rules, regulations etc. are subject to change at any time.

## RULES AND REGULATIONS

### GENERAL:

- Included in this application is an inventory list of items to be sold at the market. Should you wish to modify your list, please advise the market manager in advance.
- All vendors must arrive no earlier than 7:30 am and no later than 8:15 am to set up. **Late vendors may be denied access to market since the street is being closed to traffic.**
- Vendors must vacate the selling area no later than 2:45 pm. Vendor space must be left clean and trash free.
- Vendors must agree to sell and be present for the duration of the market hours.

### SPACES:

Spaces (of a specified size and location) will be assigned by the Market Manager. Seasonal vendors will have first choice of space location and may request that location for the duration of the market. Spaces assigned to vendors are to be utilized only by that vendor. No leasing or lending of market stalls will be allowed. When unable to attend, vendors must notify the Market Manager in advance (48 hours, unless an emergency). Vendors must use weights on the tents.

### MISSING MARKETS:

If a vendor is going to miss a scheduled Market, they must notify the Manager by the Thursday noon before their scheduled Market.

**Notification should be completed by telling the Market Manager previous to the date you will be missing, sending an email to [farmersmarketwoodlandpark@gmail.com](mailto:farmersmarketwoodlandpark@gmail.com) or by calling 973-600-4810 (Jody Esteves). Emergencies may be directed to Jody Esteves 973-600-4810.**

**Vendors who miss a Market three (3) times without notifying the Market Manager will risk losing their designated space.** Vendor will be notified in writing upon their second missed Market that any future un-notified missed Markets will result in exclusion from the Market. All vendors must include a cell phone number where they can be reach in case of emergency.

### ORDERLY MARKET OPERATION:

The Market Manager of the day is responsible for the orderly operation of the market. All questions and issues are to be directed to the Market Manager. Disputes between vendors and/or vendors and market managers will not be tolerated at the market site. The market manager will not tolerate any vendor who makes negative comments about the market or about any other market vendor to the public. No loud hawking of items is permitted. Vendors shall be courteous to other vendors and the general public. Vendors and their representatives are expected to maintain a neat and clean personal appearance. Vendors must keep the vicinity in and around their selling area clean at all times. The Market Manager has the right to evict any vendor from the market site. Decision of the market manager is final and not subject to review. The Vendor's sole responsibility is a formal

complaint in writing to the Market Manager. The Market Manager is only responsible for acting upon written complaints.

No vendor shall smoke tobacco, vape, drink alcohol or possess any controlled substance. The possession of firearms or explosives is strictly prohibited while on the premises.

**Masks must be worn unless the public health policy changes. Market will follow CDC & NJ COVID guidelines.**

#### **VENDOR RESPONSIBILITIES:**

Vendors will be responsible to pay taxes on any income generated during the market. Tax rate will be based on Federal, State, and local laws that apply to the vendor. Vendors are required to comply with all federal, state, and/or local laws and regulations. Vendors must abide by NJ State Laws for the sale of products at community farmers markets.

#### **WEATHER:**

The Market is Rain or Shine. In the event of an electrical storm, torrential rain, or other weather related emergency, the market managers will decide to close the market.

#### **PRODUCTS:**

All products available for sale by vendors at the market must be approved by the Borough of Woodland Park and its Market Manager. The Borough of Woodland Park reserves the right to reject and/or deny the sale of any product it deems not in compliance with the stated purpose of the farmer's market or applicable laws and codes.

#### **DISPLAY:**

Display tables will be set up, so that no seller blocks or limits the view or access of consumers to a neighboring seller. Sidewalks surrounding the parking area and handicap ramps from the sidewalk to the street may not be blocked. Vendors must supply their own scales, bags, tables, etc. Vendors must maintain scales acceptable to the County Department of Weights and Measures. All other containers must identify the net weight of the contents. Any food product that is not of fresh or good quality will not be displayed nor sold at the market. The Market Manager has the right to 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.** In addition, each seller must display a sign in a prominent place giving his or her business name and address. Vendors and their employees must wear shirts, trousers/shorts/skirts and shoes. **Masks must be worn unless the public health policy changes. CDC and NJ COVID guidelines will be followed.** Hawking or shouting to attract customers will not be permitted. Each vendor is responsible for cleaning the area around his or her stall and providing at least one trash receptacle. Vendor generated waste should be removed from the Parking Lot. No vendor generated waste shall be left

IN public trash receptacles. Vendors will be advised on the first day of the market where they may park their trucks and any other vehicles.

Vendors will comply with all federal, state, and county regulations including, but not limited to, Chapter 24 of the New Jersey Sanitary Code. Vendors must comply with other terms and conditions that may be added for public health, safety, and welfare.

### **Farmers**

List below the individual items that you grow on your own farm and are requesting to sell at our market. Also, include any products that you produce from items that you grow on your farm, i.e. jams, donuts, cider. List any products that you will sell at the market from another farm.

#### **Product**


Attach another sheet if necessary.

### **Vendors**

Please list all products to be sold.

#### **Product**


Attach another sheet if necessary.

The market management reserves the right to do spot visits and farm inspections to assure that the products sold are in compliance with the market's rules and regulations.

**Read and sign below:**

I, the undersigned, have read the above and agree to abide by all of the Rules and Regulations as well as comply with all other applicable laws, including the Borough of Woodland Park ordinances. I agree to operate my booth in a safe and courteous manner and to pay fees as set forth by this application.

I understand that failure to comply with Rules and Regulations as well as all other applicable laws, including the Borough of Woodland Park ordinances, may result in my dismissal from the Farmers Market. I understand that the booth fee, length of season, and hours of operation are determined solely by the Market Manager and I agree to comply with the same.

I verify that all information I have provided about my farm and products for sale is true and accurate.

As a Farmer/Vendor wishing to rent space in the Borough of Woodland Park Farmers Market, I agree to save and hold harmless, and indemnify, the Borough of Woodland Park Farmers Market, its sponsoring agents, members and employees from any and all liability or responsibility pertaining to any damages to person or property on the site leased by me from said Market, when such damages, or liability, arise out of any act or failure to act on my part, or on the part of my employees, agent or associates.

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**Farmer /Vendor Name (Please Print)**

**Date**

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**Farmer/Vendor Signature**

**Date**

**Business Name:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Address (No PO Boxes):** \_\_\_\_\_

**Town/City:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Vehicle Model/Size:** \_\_\_\_\_

**Is vehicle required to be at your booth? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Fee schedule commitment:**

\_\_\_\_\_ **Weekly at entry \$30**

\_\_\_\_\_ **Weekly paid a week in advance \$25 (first payment must be sent with application)**

\_\_\_\_\_ **Seasonal payment (21 weeks @ \$20 = \$420 sent with application)**

**Checks or Money Order sent with application should be made payable to:  
The Friends of the Alfred Baumann Library.**

**Answer all that apply:**

**Cultivated Acreage:** \_\_\_\_\_

**Chemical/Fertilizer & Pesticide Free:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Integrated Pest Management:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Certified Organic:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Certifier:** \_\_\_\_\_

**Conventional:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Other:** \_\_\_\_\_

**Additional comments:** \_\_\_\_\_

**Please submit certificates for methods or certifications with this application.**

**Please email your logo and a few sentences about your business, products, etc. for marketing purposes to [farmersmarketwoodlandpark@gmail.com](mailto:farmersmarketwoodlandpark@gmail.com) .**

**Facebook name:** \_\_\_\_\_

**Instagram Name:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**All vendors must use a tent for their space and have a sign with their business name.**

2022

License No. \_\_\_\_\_  
(for office use only)

**DEPARTMENT OF HEALTH**  
BOROUGH OF WOODLAND PARK  
5 BROPHY LANE, WOODLAND PARK, NJ 07424  
(973) 345-8100 ext. 203

**APPLICATION FOR FOOD ESTABLISHMENT LICENSE & TATTOOING**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ DRIVER LICENSE #: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S CELL PHONE: \_\_\_\_\_

OWNER'S EMAIL ADDRESS: \_\_\_\_\_

TYPE OF BUSINESS, CIRCLE ONE:

- ☐ TATTOO PARLOR (\$350) \_\_\_\_\_ (RGC locations only)  
# of Artists \_\_\_\_\_ (\$50.00 per Artist including body piercing)
- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Restaurant  | <input type="checkbox"/> Cafeteria   |
| <input type="checkbox"/> Grocery \$400.00  | <input type="checkbox"/> Caterer     |
| <input type="checkbox"/> Food Market   | <input type="checkbox"/> Bar/Tavern  |
| <input type="checkbox"/> Delicatessen  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Vending Machine \$50.00   |                                      |
| <input type="checkbox"/> Seating Capacity (circle one): <u>49 seats or less \$200.00</u> | <u>50 seats or more \$300.00</u>     |
| <input type="checkbox"/> Milk \$15.00  |                                      |
| <input type="checkbox"/> Ice \$15.00   |                                      |

The undersigned hereby applies for a Food Establishment License for one year from the 1<sup>st</sup> day of January, 2022, and agrees to comply with and abide by all the ordinances, rules and regulations of the Board of Health of the Borough of Woodland Park and the laws of the State of New Jersey.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Please do not write below this line

\_\_\_\_\_  
ISSUED BY

\_\_\_\_\_  
DATE

All Fees Waived FOR (WP Farmers Market)



Michael J. Muccio  
Fire Official

**Borough of Woodland Park**  
**BUREAU OF FIRE PREVENTION**  
5 Brophy Lane  
Woodland Park, N.J. 07424  
Office: (973) 345-3899 Fax: (973) 345-0639



# PROPANE

## APPLICATION FOR PERMIT

The Uniform Fire Code states:

'Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the Fire Official.'" [N.J.A.C. 5:70-2.7(a)]

Date of application: \_\_\_\_\_  
Location where activity will occur WJF FARMERS MARKET  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Applicant Name \_\_\_\_\_ Address \_\_\_\_\_  
Organization Name \_\_\_\_\_  
Phone/Fax Number \_\_\_\_\_ Emerg.# \_\_\_\_\_  
Block/Lot \_\_\_\_\_ Registration# \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

**PROPANE FOR COOKING PURPOSES ONLY!**

**(ALL COOKING EQUIPMENT SHALL BE COMMERCIAL GRADE ONLY!)**

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

(State quantities for each category to be stored, or used and the method stored or used:)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature \_\_\_\_\_

Fire Official Signature \_\_\_\_\_

WAIVED

Fee Amount \_\_\_\_\_

Permit Type \_\_\_\_\_



# FARMERS MARKET

BUY FRESH. BUY LOCAL.

LOCATED ON DOWLING PARKWAY AT THE CORNER  
OF MCBRIDE AVE. & DOWLING PARKWAY

**JUNE 4<sup>TH</sup> - OCTOBER 22<sup>ND</sup>**  
**SATURDAYS 9AM - 2PM**

COMMUNITY COMING TOGETHER

Vendors needed. For more information call 973-345-8120 or 973-345-8100 x213