

**MONROE FARMERS MARKET**

** 2023/2024 Holiday and Winter Vendor Application**

**Monroe Farmers’ Market**

**129 Alphano Road, Great Meadows, NJ, 07838**

**Email: Monroefarmersmarket@gmail.com**

**SUBJECT: APPLICATION 2023/2024**

*Our Mission*

**“**To inspire and nurture a healthy community and enhance the neighboring business environment by offering local, healthy, fresh foods, and specialty products produced by local, independent, owner-operated farmers and producers in a vibrant, educational marketplace.”

A second session, which is the **HOLIDAY MARKET,** runs from 9 am to 12 noon the first Saturday in November until the Saturday before Christmas. A separate fee is charged for the second session. The fee is $105 for 7 weeks, due the first week of November in the form of a check.

A third session, which is the **WINTER MARKET,** runs from 10 am to 12 noon the first Saturday in January to the last Saturday in April. The fee will be $170 for 17 weeks, due the first week of January in the form of a check.

**The Monroe Farmers Market is a producer-only market**. All produce and unprocessed agricultural products offered for sale by a vendor at the market must be grown by the vendor in Monroe County, PA or a contiguous county. A significant portion of all ingredients in processed products must be locally sourced in Monroe County, PA or a contiguous

county. All processed products must be made by the vendor. Acceptance as a vendor requires an affirmative vote of the membership. Only the Summer vendors are voted in, the winter and holidays market is chosen by the board only.

Please indicate which market you are applying for (Holiday and/or Winter Market):

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**Primary Contact Information: *Please write legibly***

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

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

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook/Instagram: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Information**

Acres farmed

Other markets/sales outlets you may use. For example, do you have a CSA? Type of farming (Conventional, Organic Etc.)

**DATE AVAILABLE:**

**Unprocessed Products:** Please list the unprocessed agricultural products that you would like to sell at the market: Note: all of these products **must be produced on your farm**. Circle all that apply.

Fresh Vegetables

Fresh Fruit

Meat and Fish (Please list the types of meat or fish: beef, pork etc.)

Flowers

Honey

Maple Syrup

Mushrooms

Eggs

Milk (Raw or Processed?)

Canned Goods/Jams

Other

**Processed Products(E.G. ready to eat items, soaps, crafts etc.)**: Please list the processed products that you would like to sell at the market. Please be specific and detailed. List your sources of ingredients of processed products. Attach another sheet if necessary.

Licenses, Permits, Insurance

**Health Department Related Licenses**

Food vendors must have current licensing. All vendors engaged in baking, canning, food preserving, food processing, food packaging, etc, must have a food processors license issued by the appropriate government agency. No vendor will be permitted to sell any such regulated product at the market without submitting a copy of the license with this application.

*\_\_\_ Health Department related licensing does NOT apply to my business.*

*\_\_\_ Health Department related licensing does apply to my intended business at the market and enclosed with my application is a copy of the local/State issued license(s) required to sell my product(s).* PA Sales Tax

If you plan to sell a product at the Market which is taxable, you may be required to charge your customers sales tax. Contact the PA Dept. of Revenue's business tax hotline at (717) 787-1064 or visit *http://www.revenue.state.pa.us/.*

*\_\_\_\_ PA sales tax does not apply to my intended business.*

*\_\_\_\_ PA sales tax does apply to my business and enclosed is a copy of my PA sales tax number.* **Additional Licenses, Permits, etc.**

Please provide copies of any other licenses, certificates or permits required to sell your products at the market. Depending on your business, products and production location, you may be subject to additional permits and/or licenses from similar regulatory agencies. It is your responsibility to ensure proper compliance with all requirements. The MFM will not be held accountable for any vendor's failure to comply with such regulatory licensing or permitting requirements. Failure to comply with local, state or federal requirements may result in immediate expulsion from the market.

Insurance

All vendors are required to provide certificates of insurance in the amount of $1,000,000 naming the Monroe Farmers’ Market and the Borough of Stroudsburg as additional insured.

*Monroe Farmers Market* Borough of Stroudsburg PA Courthouse Square 700 Sarah Street Stroudsburg, PA 18360 Stroudsburg, PA 18360

*\_\_\_\_ As required, a copy of my liability insurance is attached to this application or will be purchased after I receive confirmation of acceptance*

**2022 Fees**

All fees are for one 10’x10’ space on courthouse square. Additional spaces are available at an additional cost. All fees are non-refundable.

Fees for the second session, the Holiday Market, from the first Saturday in November until the last Saturday in December is $105 (7 weeks).

Fees for the third session, the Holiday Market, from the first Saturday in January until the last Saturday in April is $170 (17 weeks).

**Site Visit**

A site visit by officers of the Market or their designees might be required before an applicant can be accepted as a vendor. Please submit pictures of your items with this application.

**Certification Page**

**Please initial on the lines provided and sign below.**

\_\_\_\_\_\_\_ I have read and understood the vendor fee schedule including but not limited to the no-show policy.

\_\_\_\_\_\_\_ I have thoroughly read through the market rules and laws and agree to comply with all points including no-show penalty.

\_\_\_\_\_\_\_\_ I have completed the vendor list of goods and included it with this application. \_\_\_\_\_\_\_\_ I understand that all vendors are subject to approval by the market vendor membership vote. \_\_\_\_\_\_\_\_ I have included all documents for local, county, state, federal agencies that apply to my business.

Signature:

Printed Name:

Date: