



2020-2021 Morris Winter Market VENDOR Application

The Morris Winter Market is run by Grow It Green Morristown (“Grow It Green”). Grow It Green is a 501(c)(3) nonprofit organization that works to create sustainable farms and gardens, and educate communities on healthy eating and environmental stewardship. We believe that fresh, local food should be accessible to all. Please read below for details about this year’s Winter Market and registration requirements.

MARKET SCHEDULE

Location: Morris Museum, 6 Normandy Heights Road, Morris Township, NJ 07960 at the intersection of Columbia Road and Normandy Heights (3 entrances to site available from these 2 roads). The museum is a 3 minute drive from NJ-24. The Market will be set up **outside** on the upper parking deck. Parking deck is ADA accessible with plentiful parking.

Dates: 16 **SUNDAYS**; December 6, 2020 - March 28, 2021 from 9:30 a.m.-1 p.m. The Market will be open from 9:30 am – 10 am for vulnerable population shopping exclusively. The Market will **NOT** be open on Dec. 27th

VENDOR FEES

Full Season Market Vendor: 16 weeks, Market fee is \$45/week for standard space 10’ x 10’ and \$55/week for larger space, plus \$50 registration fee. Potential to have a vehicle on deck if the size of vehicle fits within space. Vehicles to be parked on deck must arrive no later than 8:30 am.

Part Time Vendors: Market fee is \$55/week for standard space 10’ x 10’ and \$65/week for larger space, plus \$50 registration fee. Potential to have a vehicle on deck if product warrants need and if space allows. Priority is given to full time vendors; part time vendors are admitted as space allows. Please indicate desired dates, and we will do our best to accommodate. If need be, we will contact you to offer alternate dates.

Local Businesses: Same fee structure as part time vendors. Maximum two weeks during the season and dependent on space availability. Standard size only available.

REGISTRATION PROCESS

A seasonal registration fee of \$50 is required for all vendors. Any vendor selling product for another farmer/producer must include that information on the application and **MUST** pay a secondary \$50 registration fee for any additional vendors. Applications and Fees for all vendors are **due by Friday, October 30th** to guarantee admission. Spots will be filled to achieve a variety of products and provide equitable opportunities in order to represent the diversity of the surrounding community at the market. Multiple vendors of the same product will be minimized.

**To register, please SUBMIT the following requirements with payment(s) by Oct. 30th.
Mail to Grow It Green Morristown, 14 Maple Ave, Suite 300, Morristown, NJ 07960**

1. Vendor Application, with payment. Fill out the attached application and mail with check(s) made payable to Grow It Green Morristown.

2. Two separate Certificates of Insurance (COI) each naming the following as an additional insured:

- Grow It Green Morristown, Inc., 14 Maple Ave, Suite 300, Morristown, NJ 07960
- Morris Museum, Inc., 6 Normandy Heights Road, Morris Township, NJ 07960
- Please put these names in the Certificate Holder space on the certificate.
- Proof of General Liability Insurance of at least \$1,000,000 per occurrence, Automobile Insurance/bodily injury of \$250,000 per occurrence, \$500,000 aggregate and property damage of \$100,000 on the COI's

3. Tent Permit: All vendors must contact the Morris Township Building Department at 973-326-7445 (or 7446) to determine if a permit is required based on size of tent and certify this step was completed.

4. FOOD VENDORS ONLY: **Temporary Food Event Permit Application** with payment and valid I.D., will be required by Morris Township Division of Health for all food vendors. Fill out the Food Permit Application and contact the Morris Township Health Dept. (contact info. listed below) to discuss payment and requirements. **DO NOT SUBMIT DIRECTLY TO GROW IT GREEN MORRISTOWN.**

Elizabeth Zalme, BS
Morris Township Health Department
50 Woodland Ave
PO Box 7603
Convent Station, NJ 07960
(p) 973-326-7395
(f) 973-605-8363
Email: ezalme@morristwp.com

5. Payments: Please send separate checks for registration fee and for market fees payable to Grow It Green Morristown with the current date. Reminder: payments for any permits need to be arranged with the Morris Township Health Dept. (for all food vendors) and Morris Township Building Dept. if deemed necessary.

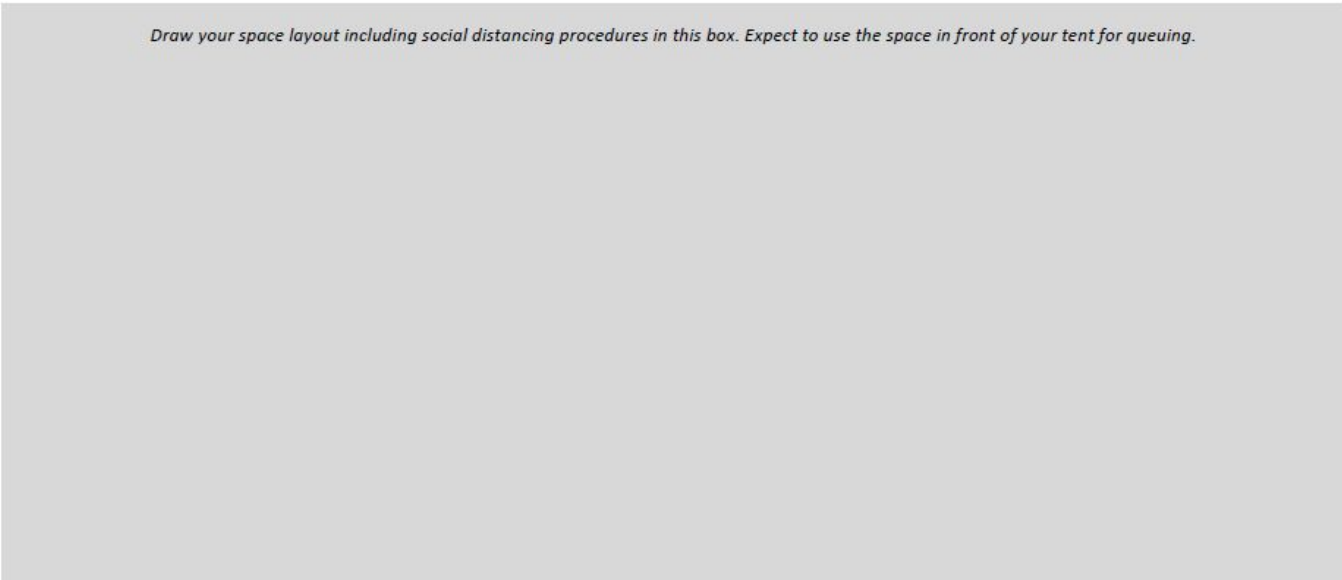
6. Copy of valid photo identification

7. COVID-19 vendor set up plan with layout to show how vendor will achieve 6 foot distancing, provide space for a queue and minimize touch points. Vendors need to wear masks and are recommended to wear gloves. No samplings at this time. Additional COVID-19 policies will be supplied and are subject to change based on national and local Executive Orders and guidance of local health officials. Please complete plan below:

VENDOR COVID-19 OPERATIONS

VENDOR SPACE LAYOUT

Draw your space layout including social distancing procedures in this box. Expect to use the space in front of your tent for queuing.



Size (dimensions)/type of vehicle(s): _____

(Number of) and size of tent(s): (_____) x _____

Please use the size and number of tents for your set-up at the height of the Market season.

Number of Employees on-site: _____

Layout must show:

1. Line layout (min. of 6 ft. spacing between customers)
 - Order Here (O)
 - Wait Here (W)
 - Pay Here (P)
2. Location of product (min. of 3 ft. spacing or physical barrier between customers and product)

VENDOR SOCIAL DISTANCING GUIDELINES

Please list the measures you are taking to meet social distancing guidelines and regulations recommended by the New Jersey Department of Agriculture and the CDC. If you have a COVID protocol already in place, please include as an attachment.

See Attached

Grow It Green Morristown will manage the market following all Federal, State and local Executive Orders and CDC guidelines for the safe operation of an outside market, including limiting the number of attendees as necessary to meet orders in place due to COVID-19.

2020-2021 MORRIS WINTER MARKET RULES

The Morris Winter Market offers local farmers and specialty purveyors the opportunity to sell their local wares directly to the customer. These **RULES** are intended to benefit both the merchants at the market as well as to provide a safe and honest shopping experience to the customers.

We will inspect and confirm that these Rules are being followed on the opening day of the market and throughout the season. There will be one warning given and you must be in compliance by your next scheduled market date. If a Rule(s) is still not being followed, you will be expelled from the market and refunds will not be issued.

1. This is a local market. Priority will be given to local farmers, and crafters. Local businesses may submit applications for 2 market days and are subject to approval. Some exceptions for secondary local products may be made at the discretion of Grow It Green Morristown, provided that the vendor supplying the secondary product pays the market fee, that the product is needed and cannot be provided by the business itself, and that there is no more than 10% of the additional product sold at your booth.
2. All vendors must carry and submit proof of liability and automobile insurance with their application.
3. All vendors must virtually attend the vendor orientation held prior to the first market.
4. All vendors must self certify that the person(s) occupying the vendor space are able to meet all COVID-19 requirements below on the day of the market.
5. All vendors must arrive between 8:30-9:00 a.m., and be set up and ready to open **BEFORE** 9:30 a.m. **ALL VENDORS** must remain at the market until it closes to customers at 1:00 p.m., regardless of product inventory. All full time vendors will be assigned a space on the opening day of the market.
6. Each vendor is expected to be at the market as scheduled without exception. In case of emergency or any changes, please call or text the market manager (contact info will be shared before the opening of the market). If you miss more than two scheduled market days you will be removed from the market. Refunds will not be issued.
7. If a vendor chooses, for any reason, to discontinue participation at the Market, vendors understand that Market fees will not be refunded.
8. Each vendor is required to supply their own tables and chairs. NO generators or animals permitted and **no electricity** is available on site for individual vendors.
9. Each vendor must provide their own trash can and dispose of vendor generated trash **offsite** at vendors' own facility at the end of each market day.
10. Vendors are required to follow all Federal, State and local health, safety and labor standards.
11. Vendors are required to accept SNAP tokens for acceptable products under SNAP guidelines, and will receive reimbursement monthly from Grow It Green.
12. Vendors will read and comply with Morris Township ordinances regarding plastic and paper bag use. <https://www.morristwp.com/DocumentCenter/View/6369/11-13-19-ORDINANCE-INTRO>
13. **Signage** is of the utmost importance and will be strictly enforced. **ALL** vendors must have clear and visible signage reflecting their farm / company name / location where grown / raised and product. Any vendor not having the required sign may not participate. Proper signage at the front of the stand is required that clearly states product, pricing and vendor name.
14. **Baked Goods & Prepared Food:** Baked goods and prepared foods available at the market must be a showcase for local products that are available in our region. This includes, but is not limited to, eggs, vegetables, fruit, meat, honey, syrup which should be promoted when used.
15. **ALL PREPARED FOOD** must be processed in a commercially licensed facility. A retail food license and inspection report or rating placard issued by your Health Department/Board of Health must be provided. You must contact the Morris Township Health Department as listed above to secure your [Health Dept. Permit](#). You will need to email a copy of your Permit to:
wintermarket@growitgreenmorristown.org

Note: Please sign the Agreement on the following page acknowledging that you have read, understand and agree to abide by the 2020-2021 Winter Farmers Market Rules.

VENDOR NAME: _____

Applications Due Friday, October 30, 2020

Please ensure the following appropriate items are included in your final application before mailing:

Application Checklist

Completed & Signed Vendor Application/COVID-19 sign off	
\$50 Vendor Registration Fee	
\$50 Secondary Vendor Fee (if app.)	
Market Fees Payment	
Food Permit Approval	
Tent Permit Approval	
Copy of Valid Photo I.D.	
Cert of Insurance - Grow It Green	
Cert of Insurance - Morris Museum	
Proof of Liability and Auto Insurance	

Mail all applicable documents and checks to:

Grow It Green Morristown
Re: Winter Farmers Market
14 Maple Ave, Suite 300
Morristown, NJ 07960

Completed, signed documents may be emailed to wintermarket@growitgreenmorristown.org and checks mailed. Applications will not be confirmed until payments and permits are received. The Winter Market Manager's name is Andeana Gonzales for the 2020/2021 season.

SIGN ME UP AS A 2020-2021 VENDOR at the MORRIS WINTER MARKET!

Name: _____

Business- please indicate if name of business and name of vendor for marketing are different:

Business Address: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

Facebook Name: _____ Instagram: _____

On-Site Contact, if different from applicant (Name, Cell, Email):

Products grown, raised or made:

Baked Goods, list local sourcing information:

Describe growing methods (certified organic, natural, biodynamic, conventional, IPM; grass-fed, pastured, etc):

FEE CHECKLIST

Due October 30, 2020 (please check):

___ \$40.00 Registration Fee, 2020-2021

___ \$40.00 Secondary Vendor Registration Fee, (If Applicable)

___ *Select ONE of the following:*

___ \$720.00 Full Season Market Fees (16 weeks, \$45/week) Standard Space

___ \$880.00 Full Season Market Fees (16 weeks, \$55/week) Large Space

___ Weekly Market Fees: \$55/week Standard x Number of weeks selected below:

___ Weekly Market Fees: \$65/week Large x Number of weeks selected below:

___ Vehicle on deck request (to park my vehicle on deck and understand it must be approved, have indicated proof of automobile insurance, and that I must arrive no later than 8:30 am to park on deck.

INDICATE TYPE OF VEHICLE as oversized vehicles will not be permitted for safety and spacing. _____

**VENDOR
NAME:** _____

(Please indicate your desired dates below and we will work to accommodate)

6-Dec		10-Jan		7-Feb		7-Mar	
13-Dec		17-Jan		14-Feb		14-Mar	
20-Dec		24-Jan		21-Feb		21-Mar	
3-Jan		31-Jan		28-Feb		28-Mar	

AGREEMENT

I have read and understand the Winter Farmers Market 2020-2021 Season Rules and agree to the rules, COVID-19 regulations and associated fees. I understand that my application may be rejected by Grow It Green Morristown if I do not receive a food permit if needed from the Morris Township Health Department or a permit if needed from the Morris Township Building Dept. Application fees will not be refunded. Grow It Green will refund Market fees only in the event of weather related market closure or if the market is required to be closed by a change in Executive Orders as communicated to vendors by Grow It Green. I Grow It Green cannot verify refunds from the Morris Township Health Department.

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

COVID Regulations-MORRIS WINTER MARKET 2020/2021 Season

We require all vendors agree to the following:

If you or anyone in your household have any of the following symptoms please send someone else to manage your booth at the Market.

- a. Fever over 100.4 degrees
- b. Cough
- c. Sore throat
- d. Headache
- e. Nasal congestion or runny nose
- f. Shortness of breath or difficulty breathing
- g. Fatigue; unexplained muscle or body aches
- h. Loss of taste or smell
- i. Nausea, vomiting, or diarrhea
- j. Repeated shaking with chills

Hand sanitizer and handwashing station is located near the front of the market. Customers are encouraged to use it upon entry. Vendors should also provide hand sanitizer at their booth for customer use.

Customers should not handle products prior to purchase.

Vendors and their staff will wear face masks and single-use, food-safe gloves in addition to washing/sanitizing hands and surfaces every hour during restocking.

Terminals and other frequent touchpoints will be sanitized.

We will promote that the following market policies must be observed by all shoppers:

- If you are sick, please do not come to the market.
- Recommend only one shopper from your household.
- Maintain 6 ft. physical distancing.
- Wear a face covering unless medically unable or under the age of 2. You will not be able to shop at the market without one.
- Be efficient as possible with your shopping. Vendors are listed on our website.
- Reusable shopping bags to be handled and loaded by customers only.
- Follow exit signs and respect cones indicating path to exit the Winter Market.