

Robbinsville Township Farmers Market Guidelines



Please be advised that we proudly operate as a Jersey Fresh market. Only produce grown in New Jersey is permitted for sale at the Robbinsville Farmers' Market. While items not grown on your farm can still be sold, they must come from within New Jersey. We require that at least 75% of the items sold are sourced from your farm. The market manager holds the authority to prohibit the sale of any item deemed questionable. Furthermore, all farmers must be members of the New Jersey Farm Bureau and maintain good standing. Thank you for your cooperation and commitment to our standards!

MARKET FEES: \$100 for the entire season Make checks payable to the <i>Township of Robbinsville</i>	Mail application and fee together to: Recreation Div./Farmers Market 66 Sharon Rd. Robbinsville, NJ 08691
MARKET SEASON:	The Robbinsville Farmers' Market runs every Tuesday, July 1-September 30, 3:30-7 p.m.
LOCATION:	Miry Run Recreation Area 66 Sharon Road, Robbinsville, NJ 08691
TIMES AND DAYS:	July 1, 8, 15, 22, 29; Aug 5, 12, 19, 26; Sept 2, 9, 16, 23, 30 The market is open 3:30 – 7 p.m.
BOOTHS AND SPACES:	<ul style="list-style-type: none"> *The market booth default size is approximately 12'x12'. Farmers are allotted larger selling spaces (as determined by the market manager). Each vendor will be assigned a space each week. Once spaces are assigned each week, moving or trading spaces are not allowed. The goal is to create a market layout complimentary to all vendors and the market. *The market does not provide water or electricity to vendors. Portables will be available on-site. *Vendors must bring their own pop-up tent/canopy. Set-ups must be windproof to protect people from blow-overs on blustery days at the market. <u>All vendors must have their canopies safely weighted to the ground from the time their canopy is put up to when it is taken down.</u> *Products are to be displayed neatly and presentably. Tables must be covered, and any signage must be tasteful and professional. *All vendors must wear shoes and shirts at the Market during market hours. *All vendors must adhere to the <u>NO SMOKING</u> policy. This means no smoking at vendor spaces during market hours. *All vendors are responsible for any intentional or negligent damage they may cause to Township Property.
SITE MANAGEMENT:	During market hours, the manager directs set-ups and decides on immediate issues affecting the overall market. All inquiries should be directed to the market manager.
SET-UP AND TAKEDOWN:	On market days, vendors cannot start setting up their booths before 2 p.m., but they must be on-site by 3 p.m. and completely set up by 3:30 p.m. when the market opens. Vendors must remain for the entire market day unless the weather becomes particularly severe. No breakdown is permitted until 7 p.m. Vendors are responsible for taking down their set-up, disposing of their garbage, and leaving their spot as trash-free as they found it. A trash receptacle will be provided for ease of garbage removal.
VENDOR PARKING:	One vehicle may remain with the vendor during market hours. It must be parked behind the vendor's canopy. Additional vendor vehicles may be parked in the Market's general parking area.
FOOD:	Perishable farm products and baked goods must be appropriately packaged and handled, complying with any applicable regulations of the Robbinsville Township Health Division. Hand-held food vendors (foods that are prepared on-site and typically eaten on-site) are welcome at the Robbinsville Farmers Market so that market customers can enjoy eating there. Food vendors should have a garbage can in their space for customer use.
PERMITS AND LICENSING:	<p>Each vendor is responsible for obtaining and maintaining any licenses or permits necessary for their unique operation (e.g., a Temporary Food handler's license). Vendors must also comply with all Robbinsville Township Health Division regulations and licensing requirements and follow sanitary procedures.</p> <p><u>Temporary Food Handlers Permit should be mailed or returned to:</u> Robbinsville Health Division 66 Sharon Road, Robbinsville, NJ 08691</p>
ATTENDANCE:	The market is held rain or shine, except for potentially hazardous weather. Vendors must attend the market every week during the entire season unless there are unforeseen emergencies, or they receive prior written consent from the Division of Recreation. Any vendor that misses two weeks of the market without proper notice (by 9 a.m. day of the market) may be removed from the remainder of the current market season and not allowed to return to the following year's market. The market fee submitted will not be refunded if removed due to non-attendance.

2025 Robbinsville Township Farmers Market Vendor Application



ALL FIELDS ARE REQUIRED

Company Name:					
Applicant Name:					
Address:					
	City:		State:		Zip:
Main Phone:			Cell Phone:		
E-mail:					
<p>A Certificate of Insurance (COI) <u>Must Be Submitted With the Application</u> showing <u>Robbinsville Township – 2298 Route 33, Robbinsville, NJ 08691</u> as Certificate Holder. Minimum limits of \$1,000,000.00</p>					
Liability Insurance Carrier:					
Policy Number:					
Please specify the products you produce and/or make and will be selling at the market:					
<p>The applicant agrees to release, indemnify, and hold harmless the Township of Robbinsville and/or Recreation Division from and against any and all injury to person or damage to property and any other loss, damage, liability, including attorney's fees and expenses, incurred by other entities and their respective employees, agents, volunteers or other representatives arising out of or in any manner relating to the 2025 Farmers Market. By signing, I also agree to abide by the attached Robbinsville Farmers' Market Guidelines.</p>					
Name and Signature					
	Print Name		Signature		Date

rec@robbinsville.net -- <http://www.robbinsville.net/recreation>-- 609-259-3600 Ext. 1145

APPLICATION DEADLINE IS JUNE 9, 2025



ROBBINSVILLE TOWNSHIP FARMERS MARKET

FREQUENTLY ASKED QUESTIONS

When should I arrive?

All vendors must be on-site by 3 p.m. on market day to set up by 3:30 p.m. when the market opens. However, you may start to set up as early as 2 p.m.

Where do I set up?

We will send out an email detailing the market layout on the morning of every market. When you arrive, we will assist in directing you to your spot. We will try to keep the same layout every week to make it easy for everyone so repeat customers can find you easily. We cannot promise anyone a specific spot or to be “out of the sun.”

*The layouts are always subject to change.

What time is breakdown?

No breakdown is permitted until 7 p.m. unless otherwise noted.

Where can I park?

One vehicle may remain with the vendor during market hours. It must be parked behind the vendor's canopy setup. Additional cars can be parked in the general market parking area.

How to unload?

If you park away from your tent, you may pull up to unload before 3 p.m. to be set up by 3:30 p.m., when the market opens.

What do I need to bring?

All vendors are required to bring their own tent/canopy, weights, tables, chairs, tablecloths, and, of course, their product(s). All tents/canopies must be safely weighted to the ground from the time they go up to the time they are taken down. We also recommend everyone bring water as it will be HOT, and the Township will not provide water.

What type of tent should I bring?

We recommend a pop-up tent (E-Z UP or similar). The default market booth size is approximately 12'x12', so please keep your tent to that size or smaller. You may have sides on your tent if you wish.

Will we be set up on grass or a blacktop?

We will be setting up on the grass. *The setup area is always subject to change.

How many shoppers can we anticipate?

No guarantees can be made. However, depending on the week and the weather, we typically have 150 – 300 people in attendance.

What if the weather shows rain or storms?

We will have to cancel if predicted storms (lightning, hail, severe wind) pose a danger to our vendors and community. We will inform you if such a cancellation should occur as soon as possible.

What if there's a heat advisory?

It's summer, and it's going to be hot. There will be heat advisories. The market will not close for these advisories unless otherwise instructed by the Township Administration. Please be sure to drink plenty of water leading up to and during the market.

Do hot food vendors do well?

Historically, they do not do well for the entire summer. However, they have done well on 1-2 special occasion days. Hot food vendors are not recommended to attend the entire market season but are allowed to do so if they prefer.

I am a vendor. Do I have to attend all the market days?

Vendors are expected to participate every week of the entire market season, except for unforeseen emergencies, unless they have advanced written consent from Recreation. Any vendor that misses two weeks of the market without proper notice (by 9 a.m. day of the market) may be removed from the remainder of the current market season and may not be allowed to return to the following year's market. The submitted Market Fee, or any portion thereof, will not be refunded based upon removal due to non-attendance.

What should the COI say/show?

Please have it show the following:

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	
Robbinsville Township is listed as additional insured	
CERTIFICATE HOLDER	CANCELLATION
Robbinsville Township 2298 Route 22 Robbinsville, NJ 08691	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  John

© 1988-2015 ACORD CORPORATION. All rights reserved.