

# **The Ringwood Farmers' Market**

## **Established September 2006**

### **Background and Bylaws**

#### **Mission Statement**

- To educate the public on the importance of eating locally grown foods
- To provide access to local foods
- To support local farmers
- To cultivate a community in which the values of eating locally are promoted and celebrated

#### **Article I – Vision and Beliefs of Eat Local**

**Section 1. Vision** We envision a world in which people are buying and eating fresh, local food. Where local farmers are supported and thriving, where schools, community institutions, and restaurants serve local food, where other farmers markets in our region share a mission of promoting and celebrating the values of eating locally.

**Section 2. Beliefs** We believe that local foods nourish the community and support the local economy. We believe in sustainable practices, those that do not compromise the ability of future generations to meet their needs.

**Section 3. Behaviors that Support Our Beliefs** We serve local foods at our events. We give preference and priority to vendors that sell products they make or grow or are sourced from local producers. We encourage the use of biodegradable/sustainable products at our market, our events, and our promotions. We recycle and minimize waste.

#### **Article II—Name, Location, and Time**

**Section 1.** The name of the organization shall be the Ringwood Farmers' Market, hereafter know as the Market.

**Section 2.** The location of the Market will be the Ringwood Park and Ride parking lot on Cannici Drive, Ringwood, NJ 07456.

**Section 3.** The Market will operate on Saturday from 9:00 am to 1:00 pm.

**Section 4.** The starting date for the Market will be **Saturday, May 30, 2009**. The last Market of the season will occur on Saturday, **October 31, 2009**.

Note: The Market reserves the right to change the venue and time of the as well as expand or shorten the selling season as its Directors see fit.

## **Article III—Management/Organization**

**Section 1.** A Market Board consisting of 7 voting members will oversee the Market. All officers of the Market serve as Board Members. Vendors or interested residents of Ringwood are invited to support the Market through fundraising, advertising, and recruiting vendors.

**Section 2:** The Market leadership will be:

### President

The Market President will liaison with the town council , the Market Vendors, the media, and other authorities, organize volunteers into committees and to ensure the completion of assigned tasks. The President will also be responsible for writing grants under the guidance of the Vice-President in charge of Grants.

### Vice-President

The vice-president will promote the market, coordinate the sign-making, and contact the press to gain newspaper coverage of the market.

### Vice-President in Charge of Grants

The vice-president in charge of grants will find and advise the board members on grant opportunities.

### Treasurer

The Treasurer is responsible for keeping accurate records of the Organizations' finances, is the primary signatory on all checks, makes all deposits and manages the organizations bank account, reviews budgets and makes sure projects are completed within allotted budget lines and all other duties associated with the office of Treasurer.

### Secretary

The Secretary records the minutes of each board of directors meeting, keeps them available for any official inspection, is in charge of correspondence, and is the keeper of all official documents pertaining to the organization as well as all other duties associated with the office of Secretary.

### Market Manager

The Market Manager is a paid position that is responsible for establishing a well organized, safe environment for vendors and customers and to ensure that market equipment is maintained, secured and available for ongoing use.

### Board Members

Board Members are responsible for evaluating individuals for membership, may place items on meeting agendas and motion for and cast votes on the acceptance of market programs and policies

**Section 3.** The Market Leadership will chair individual committees as necessary to facilitate benefits to the operation, promotion and growth of the Ringwood Farmers' Market.

**Section 4.** The Market Board will hear and make timely decisions on any market member complaints, concerns, suggestions or issues as brought to their attention by a member. The Board will make decisions on a case-by-case basis.

**Section 5.** The Market Board has the right to refuse membership to anyone. Farmers/Growers not in compliance with the Market agreement will be asked to leave and not return until they are in compliance with the agreement. The Market Board reserves the right to reject any vendor from participation for any reason.

**Section 6.** The Market Board will meet monthly on the third Tuesday of the month throughout the market season.

## **Vendor Rules and Regulations**

### **Article IV—Membership, Space, and Fees**

**Section 1. Eligibility** Participation in the Ringwood Farmers' Market is open to all growers/ farmers within 100 miles of Ringwood who sign up, pay expected fees, and abide by the Market bylaws and regulations as determined by the Board of Directors of Eat Local, Inc.

**Section 2. Vendor Types** All growers and farmers signing up for the market will be designated within a vendor category based on but not limited to the following criteria:

A. Ringwood Business Owner

1. Owns and operates a business in the Borough of Ringwood or a neighboring town.
2. Participates in the market to sell locally grown or locally produced goods.

B. New Jersey Home Gardener

1. Grows at their residence within the State of NJ.
2. Participates in the market to sell excess in-season produce 80% of which are grown in their home garden.
3. May or may not participate in other Farmers' Markets.

C. Natural Products Artisan

1. Personally crafts consumer goods.
2. Primary location of studio is within 100 miles of Ringwood.
3. Participates in 10 or fewer markets during the season.
4. May or may not participate in other Farmers' Markets.

**D. Full-Time Professional Grower**

1. Sells agricultural products grown within 100 miles of Ringwood, NJ.
2. Derives personal income from the sale of agricultural products.
3. Sells both added-value (such as jelly or cheese) and/or fresh agricultural products, 80% of which are directly grown or produced on their own farm.
4. Participates in other Farmers' Markets.
5. Participates in marketing structures other than Farmers' Markets.
6. Commits to attending the Ringwood Farmers' Market on a weekly basis.

**E. Professional Producer**

1. Sells agricultural products and foods created within 200 miles of Ringwood, NJ
2. Derives personal income from the sale of agricultural products.
3. Sells both added-value (such as jelly or cheese) and/or fresh agricultural products, 80% of which are directly grown or produced by them.
4. May or may not participate in other farmers' markets.
5. Commits to attending the Ringwood Farmers' Market on a monthly or bimonthly basis.
6. The resale of more than 20% of locally produced food items will be permitted when the product does not overlap the goods of existing vendors, and when the product is perceived by the board of directors to add value to the offerings of the market.

**Section 3. Parking** At the start of the market season, the board of directors and the Market Manager will assign a permanent parking space. Adjustments to the parking plan are made for each market date and event according to expected and actual vendor participation. Vendors will be required to arrive and park vehicles one (1) hour prior to market opening. The Market Manager will make adjustments to the parking map as needed to assure parking strategies result in a well organized, safe and appealing market place. The market is set up, and opens to customers on specific days during set hours. Vendors are expected to adhere to the established hours of the markets and sell only during those established operating hours. Vendors shall vacate the Market no later than one (1) hour after the Market ends. Vendors cars should be parked in the library overflow parking lot.

**Section 4. Attendance** Market vendors, except as otherwise noted in these bylaws, are expected to be present at every week of the market, regardless of weather conditions. Limited exceptions may be made for extraordinary circumstances beyond the control of the vendor. Vendor shall provide at least 24 hour advance notice to the FM Committee or its designee, if possible. The FM Committee

reserves the right to ask vendors to leave the Market should vendor establish a pattern of absence that is disruptive to market operation. No refunds will be provided for those Market days which vendor's have paid for, but fail to attend.

**Section 6. Fees** A vendor may register to use more than one space at the market. In order to pay for advertising, management and other expenses associated with Market operation, fees will be charged to all participating vendors. The fee for a single booth space at the Market is \$30 for one 12' x 12' space, per week. A vendor may register to use more than one space at the market. The payment schedule is as follows:

**April 6 - \$40 Registration Fee**

**May 13 – ½ of total booth rental fees**

**July 15 – Balance of total booth rental fees**

**Section 7. Discount** For vendors who make their booth rental fees in full by May 13<sup>th</sup>, a \$50 season discount will apply.

## **Article V–Rules Governing Market Participation**

**Section 1. Off Site Product Sale Limitations** Except in the case of a Category A Vendor (a Ringwood Business Owner) no more than 20% of vendor's goods may be produced or purchased from outside of the farmer's/vendor's agricultural operation. It is the responsibility of the Farm/Grower/Producer/Crafter to verify that products sold adhere to this guideline. If market management has reason to suspect noncompliance, the Market reserves the right to make on site verification of vendor claims. Packaged goods are restricted except for those that are directly produced by the vendor selling the product, such as honey in a jar, donuts in a bag, coffee in a bag, etc. Vendors are not permitted to offer a line of packaged, retail goods no matter how earth-friendly or local they are.

**Section 2. Satisfy Customers** All vendors shall be fully and solely responsible for guaranteeing customer satisfaction with the quality of their product (inclusive of resale products), and shall take all reasonable steps necessary to provide such satisfaction. At no point shall Eat Local, Inc., be responsible for resolving any customer complaints about products sold by vendors. Vendors who fail to guarantee customer satisfaction will be subject to immediate compliance review by the board of directors.

**Section 3. Artisan Items** New Jersey and New York craft items will be accepted after a juried review by the farmers' market board of directors. The market directors

reserve the right to reject any vendor or crafter from participation in the market for any reason.

**Section 4. Local Sourcing Requirements** To preserve the values of bringing local foods to Ringwood, Category A vendors, (Ringwood Business Owners) will sell goods grown or produced within 100 miles of Ringwood. If you are selling a product or produce that is not directly grown or produced/roasted/cooked/baked on your own property, its origin must be labeled clearly. In the case of prepared food, when the food contains a locally sourced ingredient, please label it clearly. e.g. Jersey Fresh Chicken, Basil from Warwick, NY, etc.

**Section 4. Measurements** USDA approved scales should be used in sales of products sold by weight. If a USDA scale is not used, the seller is encouraged to sell by the item, bunch, number or volume.

**Section 5. Permits** The sale of certain products requires certificates or permits issued by the state of New Jersey or other government agencies. Permits include, but are not limited to; processed and cooked foods, fish, dairy products, meats, potted nursery plants, flowers. Vendors are responsible for obtaining all appropriate certifications and inspections as required by the law. The Market may request verification of licensing, where appropriate.

**Section 6. Processed Food Items** Vendors are required to declare that they will be selling processed food items at the time of application. Processed food items are accepted by the Market, provided they include 80% of fruits, vegetables, herbs, or flowers grown by the market member or other New Jersey grower sources. These include jellies, jams, canned vegetables and fruits, flavored vinegars, oils, dressings, soaps, breads, dairy products and meats. The Board, on an individual basis, will assess added-value items for sale by market vendors. Items will be evaluated on the basis of their enhancement to the growers regularly sold products, their value as an addition to the variety of products at the market and the items historic/traditional nature. The Market reserves the right to make on site verification of vendor claims. It is the vendor's responsibility to acquire permits and provide verification of certification to sell processed food products. Necessary certificates must be available at the vendors stand during market hours. Vendors are not permitted to bring products to the market that are not declared at the time of application.

**Section 7. Labels** For edible items the FDA recommends the following information on product labels: your name, common product name, list of ingredients, weight or approximate weight stated as such.

Example:

Mary Smith-Smith Farms Zucchini Bread

Contents-zucchini, flour, butter, sugar.

Approximate weight (can be marked as...) \_ pound or as 1 loaf.

Mary Smith-Smith Farms Cherry Jelly  
Contents-cherry juice, water, sugar  
\_ pint

**Section 8. Insurance:** A certificate of liability insurance is required with a minimum coverage of \$1,000,000.00 comprehensive general liability including contracts, liability, products and completed operations and minimum coverage of \$500,000.00 automotive liability and worker's compensation at statutory limits. This Certificate of Insurance shall include an additional insured endorsement, naming the Borough of Ringwood and Eat Local, Inc., as an additional insured in respect to the Ringwood Farmers' Market and must be addressed to the Board of Directors, Eat Local, Inc. 125 Upper Lakeview Avenue, Ringwood, New Jersey 07456.

The certificate must be received and approved by the Eat Local, Inc., **prior to the Market start of the Market season. Insurance must remain in full force and effect for the duration of the Market activities and the certificate must reflect coverage effective for the appropriate time period.**

**Section 9. TRASH** Each vendor is responsible for cleaning the area around his or her stall. Vendors' generated waste should be disposed back at the Vendor's farm or commercial operation. The Ringwood Farmers' Market Committee will provide sufficient trash receptacles for use by the public. Each vendor is responsible for their space and will be expected to clean it before leaving the area. The Market area shall be kept free of litter, trash and unsightly clutter. Vendors not in compliance will be assessed a \$15.00 fee.

**Section 10. SIGNS.** Every Vendor must provide an identification sign, at the Vendor's own cost and expense. Any claims of being certified organic must be backed up by current certificate available for inspection.

Signs may not exceed 4' by 8'. Lettering on the sign must be at least two inches tall. The sign must be brought to the Market by the Vendor each week and must be displayed in the Vendor's own display area in a prominent location able to be viewed by all customers (truck mounted is satisfactory).

**Section 11. DISPLAYS.** All prices must be clearly posted before and during the time of the market. Tables displaying produce must be set up so that no Vendor blocks or limits the view or access of a customer to a neighboring Vendor. Permission to set up additional displays in front of the tables will be at the discretion of the Market Manager, depending upon the type of produce sold [for items such as melons, etc.] Vendors are strictly prohibited from displaying or distributing any political paraphernalia including but not limited to flyers, banners, buttons, or other items that could be conceived as campaigning for one political candidate or slate of candidates. Vendors must supply their own scales, bags, tables, electrical power, awnings, refrigeration if necessary, etc. Products

may be sold by the count, weight, bunch, or in legally acceptable containers. All other containers must identify the net weight of the contents.

**Section 12. BOOTHS FOR NOT-FOR-PROFIT COMMUNITY SERVICE**

**GROUPS AND/OR CLUBS.** The Market Manager and the Farm Market Committee reserve the right to permit community-based, not-for-profit service groups and/or not-for-profit clubs to occupy a booth to promote that group's and/or club's mission and projects. Such community-based not-for-profit group or club may not interfere with the orderly operation of the Farm Market and may not offer for sale any produce or product or raffle. A nonprofit organization is strictly prohibited from promoting any political party or slate of candidates, and from passing out political flyers or information. No more than two such booths will be permitted each week at the Ringwood Farmers' Market and each such booth will be permitted to occupy only one parking space. Not-for Profit Community based service groups must register with and be approved by the Ringwood Farmers' Market Board of Directors. Any such community-based service group desiring to reserve booth space at the Farm Market must receive the prior written approval by the Ringwood Farmers' Market Board of Directors. Requests must be in writing and will be decided on a first-come, first served basis.

**Section 13. Beverages.** The only acceptable bottled beverage to be sold by any vendor is bottled water. This does not include any beverage that is directly produced by a market vendor, such as cider, coffee, etc.

**The Ringwood Farmers' Market**  
Established September 2006

**Registration Form 2009**

Please print all information clearly. Return to PO Box 121, Ringwood, NJ 07456.  
Phone: 973-962-4864; email: [amyjolin@optonline.net](mailto:amyjolin@optonline.net). Make checks payable to Eat Local, Inc.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

NAME OF BUSINESS/FARM: \_\_\_\_\_

MAILING ADDRESS: Street/PO Box \_\_\_\_\_

Physical location of farm Street/location \_\_\_\_\_

City, County and Zip \_\_\_\_\_

NUMBER OF ACRES UNDER CULTIVATION: \_\_\_\_\_

FARMING PRACTICES Certified Organic\_\_ Registered Organic\_\_ Chemical Fertilizer  
and Pesticide free\_\_ Conventional\_\_ Bio-Dynamic\_\_:

Vendor Type A\_\_ B \_\_ C\_\_ D\_\_ E\_\_ (See Article IV, section 2 to determine  
vendor type)

**PRODUCTS FOR SALE:**

List items, fresh or added value, which you intend to sell. Please be as specific as  
possible.

BOOTH FEES: Single booth vendor fee for the Ringwood Farmers' Market is \$30 per week per 12' X 12' space, not including vehicle parking. A \$40 registration fee is due at the time of registration. Make all checks payable to Eat Local. Inc. Schedule of fees is outlined in Article IV, Section 7.

NUMBER OF BOOTHS \_\_\_\_\_

\$40 COMMITMENT FEE DUE CASH\_\_\_ CHECK\_\_\_ CHECK#\_\_\_\_\_

Will you be participating in the WIC Farmers Market Nutritional Program in the 2008 season? If yes, you will be asked to display your WIC poster at your market display.

YES\_\_\_ NO\_\_\_

Please describe the tables, trucks, freezers, etc in your display. Indicate how much space your booth requires. Include a list of any special needs your booth will require. The Farmers' Market Board will make every effort to accommodate your needs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HAVE READ THE ATTACHED FARMERS' MARKET BY-LAWS AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT NON-COMPLIANCE WITH THE BY-LAWS OF THE MARKET OR WIC REGULATIONS CAN RESULT IN MY MEMBERSHIP BEING REVOKED.

SIGNATURE OF VENDOR: \_\_\_\_\_ DATE: \_\_\_\_\_

For Market Personnel Only

MARKET SPACE ASSIGNMENT # \_\_\_\_\_ Shade Structure Y N Electricity Y N Vendor Type \_\_\_\_\_

SIGNATURE OF BOARD MEMBER ACCEPTING THE

APPLICATION: \_\_\_\_\_ DATE: \_\_\_\_\_

The Ringwood Farmers' Market Payment Receipt

Date \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Space # \_\_\_\_\_

**Request for Board Review**    **Date** \_\_\_\_\_

## The Ringwood Farmers' Market

### Nonprofit Registration Form 2009

The Ringwood Farmers' Market runs on Saturdays from 9 to 1 pm, May 30<sup>st</sup> through October 31<sup>st</sup>. To participate in the market as a nonprofit organization, please fill out this form. Print all information clearly and return to Teri Powers at 5 Elm Place, Ringwood, NJ 07456. Phone: 973-962-0374; Fax: 973-836-0344; email: eatlocal@optonline.net.

NAME OF NONPROFIT: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIPTION OF NONPROFIT: Briefly explain the mission of the organization.

\_\_\_\_\_  
 \_\_\_\_\_

**BOOTH DETAILS:** A booth at the Ringwood Farmers' Market is 12' X 20'. Nonprofit organizations will not be charged a fee. Organizations must provide their own table, chair, and tent. The purpose of the nonprofit booth at the Ringwood Farmers' Market is to raise awareness and to recruit members.

**REQUESTED SCHEDULE:** The Ringwood Farmers' Market has two nonprofit booths available each weekend. Space is available on a first come, first served basis. Please request the date you would like to participate. If the date is not available, Teri Powers will contact you to reschedule. A non-profit may be present at the market only once per month and must stay for the duration of the market, from 9-1 on the assigned day. Nonprofits may not sell or distribute food items.

\_\_\_\_\_

**INSURANCE:** Every vendor and nonprofit organization at the Ringwood Farmers' Market is required to show proof of liability insurance and to name Eat Local as additionally insured.

Name of insurance carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*For Market Personnel Only*

MARKET DATE AGREED UPON: \_\_\_\_\_ Electricity Y / N

SIGNATURE OF BOARD MEMBER IN CONTACT WITH ORGANIZATION

\_\_\_\_\_ DATE: \_\_\_\_\_

**The Ringwood Farmers' Market**  
Established September 2006

Vendor Concern or Question Form

IF DURING THE COURSE OF THE SEASON YOU HAVE CONCERNS OR QUESTIONS, PLEASE BRING THEM TO THE ATTENTION OF A BOARD MEMBER USING THE FORM BELOW Or MAIL TO: PO Box 121 Ringwood, NJ 07456. Telephone: 973-962-4864; email: amyjolin@optonline.net

EVERY EFFORT WILL BE MADE TO RESOLVE ISSUES IN A TIMELY MANNER. ALL DECISIONS MADE BY THE BOARD ARE FINAL.

Name \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Requests may be made anonymously

Please make a brief statement of your concern/request:

Returned to \_\_\_\_\_ date \_\_\_\_\_

Date placed on agenda \_\_\_\_\_ Comments: