



Bloomfield Community Farmers Market 2025 Vendor Application

Please use this check-list to ensure that your vendor application is complete. Please note that the Bloomfield Farmers Market Committee reserves the right to decline any vendor with an incomplete application. All interested vendors must submit a completed packet to the **Bloomfield Parks, Recreation & Cultural Affairs Department** by Friday, April 25, 2025 along with payment.

Bloomfield Parks, Recreation & Cultural Affairs
Bloomfield Civic Center
84 Broad Street
Bloomfield, NJ 07003

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- Checklist with completed items checked off
 - Completed Farmers Market Vendor Application
 - Completed W-9 form
 - Certificate of Insurance with naming the following as the **certificate holder** and **additional insured:**

Township of Bloomfield
1 Municipal Plaza
Bloomfield, NJ 07003

*** Certificate of Insurance must include Commercial General Liability, including Products coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate. ***

Check or money order with the appropriate fee made out to the **Bloomfield Recreation** with "Bloomfield Community Farmers Market" in the memo section (*see fee section on page 2*)

The section below is for any vendor wishing to sell any prepared food and/or beverages

- Completed Board of Health Business License Application
- Check or money order with the \$30.00 fee made out to the **Bloomfield Health Department** with "Community Farmers Market" in the memo section.

If you have any questions about the application process please contact Susana Aguirre, Recreation Leader at the Bloomfield Parks, Recreation & Cultural Affairs Department at 973-743-9074 or saguirre@bloomfieldtwpnj.com prior to submitting your application.



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The market will take place in the Bloomfield Public Library courtyard, 90 Broad St. on Tuesday afternoons from 3:30 pm – 6:30 pm from June 3rd to October 28, 2025. All vendors are required to submit a completed application, a W-9 form and submit all applicable registration fees by **Friday, April 25, 2025** in order to be considered to become certified vendor.

The Township of Bloomfield, in partnership with Bloomfield Health & Human Services Department will be offering vouchers, called Market Cash, to qualifying families to be used in exchange for money for food purchases. Each voucher will be valued at a certain dollar amount. All vendors will be reimbursed by check, for the total amount of the vouchers they submit at the end of each event.

VENDOR REQUIREMENTS

All vendors must arrive between 2:00pm - 3:00pm to set up for a 3:30 pm start time. Vendors must supply their own tents, tables, chairs and other equipment necessary for display of products for sale.

Business Name:	Contact Name:
Business Address:	Cell Phone:
Website URL:	Email:
Instagram Handle:	Facebook URL:
What items will you be selling?	
Number of spaces needed: (10’x10’)	
Is your vehicle part of your display? Y / N	

If registration fees are paid in (3) installments, the fee structure is listed below (\$30 per event)

Installment	Dates	Fees	Dates	Fees	Due by
#1	June 3, 10, 17, 24	\$120.00	July 1, 8, 15, 22, 29	\$150.00	4/25/25
#2	August 5, 12, 19, 26	\$120.00	September 2, 9, 16, 23, 30	\$150.00	7/23/25
#3	October 7, 14, 21, 28	\$120.00			9/17/25

Payment	Dates	Discounted Fee	Due by
One-time	June 3 – Oct 28	\$550.00	4/25/25

If you opt to pay for the entire season (22 weeks) you will receive a discounted rate of \$550.00. A savings of \$110 savings (\$25 per week). To receive this discount, you must make payment in full on or before **Friday, April 25, 2025**. All vendors are strongly encouraged to attend all 22 weeks!



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The Bloomfield Community Farmers Market will be held rain or shine. The Township gives each vendor the discretion to participate or cancel during inclement weather; however, there will be NO REFUNDS for personal scheduling conflicts or inclement weather. If we exceed our maximum capacity for vendors, vendors from Bloomfield, the greater Bloomfield area and/or vendors who are paid in full will receive preference. All registration fees are nonrefundable/non-transferrable.

The Bloomfield Parks, Recreation & Cultural Affairs Department is committed to ensuring a safe and enjoyable experience for all attendees. Therefore, the Bloomfield Parks, Recreation & Cultural Affairs staff have established specific guidelines for vendor participation.

All vendors seeking participation must obtain pre-approval through the application process. No unregistered vendors will be permitted. Should a vendor be viewed as selling or promoting products deemed illegal, harmful, offensive, or detrimental to other vendors or participants, the Bloomfield Parks, Recreation & Cultural Affairs Department reserves the right to deny their application. Bucket-style panhandling, petition gathering, and voter registration are not allowed. Candidates, political organizations, partisan nonprofit organizations, and Political Action Committees (PACs) cannot participate as paid or community spotlight vendors. Vendors shall not wear, promote or display anything that may offer support for or opposition against any Candidate, Party or Public Question on the Ballot.

Any vendor selling prepared food and/or beverages will also need to complete a [Board of Health Business License Application](#) as a temporary food vendor. The one-time fee for this license is \$30.00 (checks payable to Bloomfield Health Department). **This application/fee is in addition to the Farmers Market Application & fee.**

If you are approved by the Farmers Market Committee to sell prepared food and/or beverages you will be notified and your application and fee will be submitted to the Bloomfield Health Department. They will contact you directly about scheduling an inspection prior to or the day of the event. If you have questions about the Health Department application process, please call 973-680-4024.

INSURANCE

At its own expense, the vendor must secure and maintain the following insurance coverage during the term of the agreement: Commercial General Liability, including Products coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate. Along with this application, please submit proof of insurance naming the Township of Bloomfield as the **certificate holder and additional insured**.

I certify that I have read and understand the above information and will comply with the minimum food safety requirements at the Bloomfield Community Farmers Market and with all federal, state, local health safety protocols and labor standards. I will also obtain a Food and/or Fire Permit if applicable.

All vendors that participate in the 2025 Bloomfield Community Farmers Market shall agree to defend, indemnify and hold harmless the Township of Bloomfield and its officers, employees, servants and agents from all claims, suits or actions of every kind or character made upon or brought against the Township of Bloomfield and its officers, employees, servants and agents for or on account of any injuries or damages which shall arise, in whole or in part, out of, in the course of or as a consequence of any willful or negligent act or omission or tortious act or omission of the Vendor, its employees, agents or subcontractors, in the performance of the said work or in the consequence of any negligence in the operations or any improper material or equipment used, or by or on account of any act or omission of Vendor or its servants, agents or employees. This indemnity shall include



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attorney's fees and costs and all other expenses incurred in the defense of any suit. The Township of Bloomfield reserves the right to cancel any contract with a vendor at any time if deemed necessary.

Vendor Application, W-9 Form, Insurance Certificate, Payment and separate Health Department application/fee (if applicable) must be mailed or dropped off by Friday April 25, 2025:

Bloomfield Parks, Recreation & Cultural Affairs
Bloomfield Civic Center
84 Broad Street
Bloomfield, NJ 07003

Business Name: _____

Primary Contact: _____

Print Name _____

Signature: _____

Farmers Market Fees Enclosed: _____

Health Department Fees Enclosed: _____