



# Newark Natural Foods Co-op Farmers' Market 2024 Guidelines

Market Guidelines: The Market is governed by Newark Natural Foods (NNF) through a team of NNF employees. The Principles of Cooperation, as outlined in NNF's Vision Statement, apply to Market operations.

The Farmers Market is unable to guarantee a permanent spot for any vendor. Location is subject to change at any time deemed necessary by the Market Team.

The Farmers Market is unable to guarantee exclusivity to any vendor for any product.

#### Contact Information:

Market Manager: Andrew Stover

Store Phone: (302) 368-5894

Email: [andrew@newark.coop](mailto:andrew@newark.coop)

Address: Co-op Farmers' Market, c/o Newark Natural Foods, 209 Newark Shopping Center, Newark, DE 19711

**The Market and NNF will not be responsible for accidents or lost articles. All vendors are required to carry their own Liability Insurance and must provide proof as noted in the Required Documents List.**

Market Seasons and Times: The Market will begin on the first Sunday of May (May 5th, 2024) and end on the Sunday before Thanksgiving (November 17th, 2023). The Market will be held each Sunday between 9:30 am and 2:00 pm in a designated area of the parking lot in the Newark Shopping Center.

Vendor Fees: **Applications are due March 1st, 2024. Submitting an application does not guarantee a space in the Market. If your application is accepted, all other required documentation is due by March 15th, 2024 including payment.** Vendors may pay by mail or in Newark Natural Foods at the customer care desk. If paying by check, make payable to: "Newark Natural Foods" and put "Co-op Farmers Market" in the memo line. Booth rates are as Followed:

\$495.00 Full Season (30 Markets), Double Space (10x20)

\$300.00 Full Season (30 Markets), Single Space (10x10)

\$150.00 Half Season (15 Markets), Single Space (10x10)

Attendance: Vendors are expected to attend all assigned Market dates over the course of the season regardless of weather conditions (excluding extreme/unsafe conditions). Any pre-arranged absences from the Market must be coordinated with the Market Team. Vendors are required to provide at least **48-hour notice** to cover absences from the market. Three absences or cancellations with less than 48-hour notice will result in termination of the vendor agreement and expulsion from the market for the remainder of the season.

The Market Team reserves the right to cancel the market due to unsafe weather conditions.

Required Documentation: **Vendors are personally responsible to be in compliance with local, state and federal regulations that apply to their business. The Vendor must provide the Market Team with copies of all relevant documentation from the Required Documents List by March 15, 2024.** Vendors without proper documentation will not be permitted at the market

Required Documents List: This list has been designed to help our Farmers Market maintain compliance with applicable local, state, and federal regulations. Copies of the following documents need to be submitted with the Co-op Farmers' Market Application. Additionally, NNF requires certain documents to be displayed clearly in the vending area.

- **Business License & Liability Insurance:** It is required that each member of the market carry individual liability insurance with Newark Community Cooperative, Inc. additionally insured. (NNF can be added as a location on your current policy).
- **Delaware Temporary Food Establishment Permit:** If the Vendor intends to sell or sample prepared foods, a copy of the Vendor's current Temporary Food Establishment Permit must be provided. For more information about obtaining a Delaware Temporary Food Establishment Permit, please refer to the Delaware Health and Social Services (DHSS) [website](#) . Another copy must be clearly displayed in the Vendor's booth.
- **Public Health License/On-Farm Value-Added Certificate :** If the Vendor intends to sell or sample any value-added products, then a copy of the Vendor's current Public Health License or On-Farm Value-Added Certificate (i.e., proof of an FDA certified kitchen) must be provided. For more information about obtaining a Public Health License, please refer to the Delaware Health and Social Services (DHSS) [website](#) . For more information about obtaining an On-Farm Value-Added Certificate, please refer to the Delaware Department of Agriculture (DDA) [website](#). The State of Delaware offers reciprocity for businesses based out of Maryland, Pennsylvania, and New Jersey.
- **National Organic Program Certification:** If the Vendor intends to represent any produce as "organic", then a copy of the Vendor's current certification must be provided to the Market Team.
- **Meat and Poultry Products Establishment License:** For vendors that sell livestock or poultry products.

Sales Reporting: All Vendors are required to submit weekly total sales to the Market Team within 48 hours. These sales totals are to be reported as they divide into two categories, Produce and Non-Produce. Individual sales totals will be kept confidential and reported in aggregate to the State of Delaware Department of Agriculture. We will also report aggregated sales totals to all vendors as soon as the information is available. ***If you have not reported sales totals within 48 hours, you will receive a reminder to submit totals. If you do not submit your totals within 24 hours of receiving the reminder, you will be suspended from the market for the upcoming Sunday, and will not be allowed to return until sales totals are received.***

Set-Up/Breakdown: Vendors are expected to be ready to sell at 9:30 am and continue to sell/stay set-up until 2:00 pm. *Breaking-down early is not permitted even if all goods have been sold.*

Vendor Spaces: Vendor spaces will be assigned by the Market Team prior to the first Market date. Vendors are only permitted to set-up and display products within the boundaries of their assigned space. Vendors may not have containers, product, or people outside of their vendor space. Vendors are required to bring all of their own equipment, tables, chairs, cover/umbrella, etc. All tents must be adequately weighted to withstand all weather conditions. NNF does not provide vendors with any equipment or supplies.

Electricity is not provided. Any vendor who requires electricity must provide their own properly rated extension cords and may use only a "quiet" or "silent" generator, operating at 75dB or less at peak load. Any generator found to be producing sounds at greater than 75dB will be turned off, at the Manager's discretion, and the Vendor may not return to the market until they have demonstrated compliance with this rule.

A member of the Market Team will be at the Market 90 minutes prior to the starting time to ensure proper set-up. To ensure good traffic flow in the Market area, vendors are asked to unload all equipment/supplies and park their vehicles/trailers prior to setting up. Breakdown/clean-up will commence at 2:00 pm and must be completed by 3:00 pm. The Vendor shall remove all personal equipment/product and debris/trash upon departure.

The following items may not be sold at the Market:

- Unpasteurized (raw) milk or unpasteurized milk products
- Ice Cream, Italian Ice, Gelato, Frozen Custard, Water Ice, or any other frozen dessert
- Live animals
- Any other items specifically prohibited by the terms of our lease

The Market Team reserves the discretionary right to prohibit the sale of items deemed inappropriate.

The Market Team reserves the right to visit farms and related facilities to ensure compliance.

In the case of farmers and small growers, and with prior approval from the Market Team, produce may be supplemented with produce from neighboring farms by no more than 25% of product offered. All supplemental produce must be clearly labeled for customers with either the farm name or the city and state where the produce was grown.

All EBT/WIC Reimbursements must be made within the day of the original transaction between customer and vendor. Reimbursements will only be provided through the Farmers Market Cash Box, in market, during regular market hours or at the end of market. Please, note that Newark Natural Foods has the right to refuse any reimbursements that do not follow these guidelines.

Only those items listed on the Market Application may be sold. The Vendor must notify the Market Team in writing of any proposed changes before bringing previously unlisted items to the Market.

As per Federal regulations, market participants must clearly display signs that show the name of their farm/business and location. Prices must be legible and visible for customers to see. All farmers, growers, and producers are required to post prices at all times.

Items requiring refrigeration must be kept at proper safe temperatures and will be checked by the Market Team.

- Eggs: Shell eggs packed for the consumers are to be stored under refrigeration at a temperature of 45 degrees Fahrenheit or below at all times while selling at the market. Shell eggs must be intact and free of cracks. Eggs must be from the farmer's own fowl. Egg cartons must be properly labeled in accordance to the state regulations.
- Meat and Poultry Products: Meat and poultry products sold at the market must be kept frozen at a temperature of 0 degrees Fahrenheit or below.

Vendor Etiquette: All vendors are expected to conduct themselves properly. Rudeness, loud, and /or profane language, arguing or harassment will be considered violations and grounds for removal from the market. Market Management reserves the right to dismiss any vendor that day, or for the rest of the market season, for behavior and/or non-compliance. Vendor fee's are non-refundable.

No hawking of products is permitted, please do not approach shoppers in the market.

Food safety: The Farmer/Producer shall be responsible for providing uncontaminated, bacteria free product/produce, using recommended standard sanitary practices. Good Agriculture Practices and Good Handling Practices (GAP/GHP) will be followed. Please refer to USDA and Delaware Department of Agriculture and Delaware Department of Health guidelines for more information (Delaware Code: Title 3 Agriculture).

Food items must be displayed at least 6 inches off the ground. The Vendor shall, at all times keep their space, including the surrounding area, clean and free of debris.

Tobacco Products: The use of all tobacco products (including e-cigarettes) are prohibited within the boundaries of the Market area.

Fund Raising Organizations: From time to time, the Farmers' Market may host local fund raising organizations. These organizations must follow NNF's policies for fundraising organizations. Please contact the Market Manager for a copy of the guidelines and approval.

Guideline Violations: Below you may find the responding actions by The Market Team, if you are found in violation of any guideline rule/process. Each case, vendor, and incident will be handled individually, however, these responses shall act as our guide as we attempt to reprimand unwanted behavior.

→In the first instance of rule violation, or otherwise problematic behavior, vendors will be issued a written warning, citing the issue at hand as well as the rules that are at play.

→In the second instance of rule violation, or otherwise problematic behavior, vendors will be suspended from the market, and will receive an email detailing our action regarding any future violations. Suspension length will be a determination, based on prior issues, and the severity of the violation.

→In the third instance of rule violation, or otherwise problematic behavior, vendors position in our market will be reviewed. This is the point where, taking all factors into consideration, we will make the decision whether to further suspend or terminate the vendor in question.

**Termination of Vendor Agreement: This agreement is subject to termination by either party at any time, without refund, for any reason. Please notify the Market Team in writing with intention to terminate the vendor agreement. All vendor agreements are subject to the terms of Newark Natural Foods' Lease Agreement.**