

# HAMMONTON GREEN COMMITTEE

## GREEN MARKET GUIDELINES

### 2023 SEASON

- **Dates & Location:** The Hammonton Green Market will take place during the summer as part of the monthly downtown Third Thursday event series on **June 15<sup>th</sup>, July 20<sup>th</sup>, August 17<sup>th</sup> & September 21<sup>st</sup>**, from **5:00 pm to 8:00 pm**, with vendor setup beginning at 4:00 pm. Free parking is available throughout downtown; see the map on page 3 for details.
- **There is no electricity available at this location.** Please plan accordingly.
- **All vendors must:**
  - **Submit the online application form ([LINKED HERE](#))** to reserve their space at one or many of the market dates. Market fees are \$25 per market, or \$90 with a commitment to all 4 dates; non-profits will not be charged a fee. Checks may be made payable to the Town of Hammonton, with 'Green Market' in the memo line, and dropped at Town Hall (3<sup>rd</sup> floor clerk's office or in the secure drop box outside) or mailed to 100 Central Ave., Hammonton, NJ 08037. Payment must be made at least 1 month before the market, and the fees are non-refundable.
  - **Provide their own tent, table, chairs & transportation.** Keep in mind this is an outdoor, summertime market—tents are strongly encouraged. Each vendor booth space will be 10' x 10'. All tents must be held down with weights, in case of wind.
  - **Begin setup between 4:00 and 4:45 pm on market days;** all vendors must be set up by 5:00 pm. Vehicles must be parked in any of the designated parking lots on the attached map; idling vehicles are not permitted, and no parking will be permitted on Horton Street during the market. All vendors should be broken down by 9:00 pm. Vendors are required to stay for the entire duration of the market.
  - **Give at least 24 hours notice if a vendor will be unable to attend the market.**
  - **Sell items that are environmentally-friendly, locally-made or -grown, and/or promote sustainability.** Please no plastic toys, single-use plastic items, or other wasteful products. Craft vendors who source local products will be given priority. The market organizers reserve the right to deny selling of items if they do not meet these criteria. Please list all items you plan to sell when you submit your application, as we try to limit the market to 2 vendors selling similar items. Market organizers reserve the right to ask vendors not to bring certain items to sell, if several other vendors of that item are present.
  - **Provide eco-friendly packaging options.** Plastic bags, single-use plastic or foam cups, plastic bottles, tablecloths, foam containers and plastic straws\* are prohibited. Vendors & exhibitors of non-food items should limit the use of all other single-use plastics, as well.
  - **Remove all trash** or traces of your booth by the end of the event. Vendors will be fined \$20 for leaving trash, and may be prohibited from attending future markets.
  - We encourage 1-2 non-profit partners to attend each market; they will be determined on a first come, first served basis.
  - **Comply with all applicable municipal, county, state & federal regulations** relating to agricultural production/ food production and preparation, and conduct of business. Vendors may be prohibited from participating in future markets if found noncompliant.
  - **Food Vendors & Cottage Food Businesses (including table sales) will need to provide proof of business registration/license or cottage food certificate and liability insurance. Please email us the certificate of insurance with the Town of Hammonton & The Hammonton Green Committee listed as additional insured.** It is the responsibility of all food vendors to **submit an application to the Atlantic County Division of Public Health** at least two weeks before the scheduled market to participate. See the info on page 2 for more details.

Food vendors/ cottage food businesses continued...

- Mobile Retail Food Application:  
<https://www.atlantic-county.org/documents/health-topics/Mobile-Retail-Food-Application1-2018.pdf>
- Atlantic County Food Vendor Letter:  
<https://www.atlantic-county.org/documents/health-topics/Mobile%20Retail%20Food%20Vendor%20Letter.pdf>
- **Health Inspections:** The Atlantic County Division of Public Health requires all food trucks and food vendors (including table vendors) submit an application to the department. Applications should be submitted no later than one week before the market date. Food vendors may be subject to fees if inspected during the market. Should you fail inspection and not be allowed to operate, your vendor fee will not be refundable.
- **Insurance:** Participating food vendors are required to carry and maintain a general liability insurance policy of \$300,000, per occurrence. Upon acceptance to the Hammonton Green Market, you will be required to submit a copy of a Certificate of Insurance (COI) listing the following as additional insurance holders  
→ "Town of Hammonton & Hammonton Green Committee"
- **Market Management: Our market is run entirely by volunteers**, many of whom will also have booths at the market. Please approach anyone at the Hammonton Green Committee tent and they'll be glad to assist with any questions or issues that arise during the market. If you have questions outside of market hours, direct them to [hammontongreenevents@gmail.com](mailto:hammontongreenevents@gmail.com)

Other helpful tips:

- Parking is available throughout downtown Hammonton. See the map below, denoting parking in relation to the market location.
- The MainStreet Hammonton Third Thursday series promotes a certain theme each month; in addition to the overarching theme of sustainability & eco-friendliness, feel free to lean into the following themes:
  - June 15<sup>th</sup> Flower Theme
  - July 20<sup>th</sup> Blueberry Theme
  - August 17<sup>th</sup> Peach Theme
  - September 15<sup>th</sup> Garlic/Fiesta Theme
- We hope you'll share your presence at the market with your networks by:
  - posting on social media & your events calendars in advance that you'll be attending,
  - during the events posting on social media, tagging @HammontonGreenCommittee on Facebook, or @downtown.hammonton on Instagram, and using #HammontonGreenMarket #DestinationHammonton #DowntownHammonton #HammontonNJ #SouthJersey #VisitSouthJersey

