

Sussex County Department of Environmental & Public Health Services

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APPLICATION: Farmers' Market/ Temporary Event Coordinator

Instructions:

- Complete application
- Submit at least **21 days** prior to the start of the event

Recruit the food vendors:

- All food vendors must submit a Farmers' Market/Temporary Vendor Application no later than **14 days** prior to the event.
- **All food vendors must utilize a licensed and inspected Base of Operation and complete the Certification: Use of Licensed Food Establishment.**
- Send or email a list of all food vendors you have recruited no later than **21 days** prior to your event. Additional vendors may be added up to **7 days** prior to the event.

The Day of the Event:

- Food vendors must be set up 30 minutes prior to the event.
- **Vendors without prior approval will be requested to leave.**
- **Food vendors who lack required equipment, who attempt to vend unsafe foods, who vend a menu they were not pre-approved for, or vend foods from an unapproved source will be required to leave.**

Event/ Farmers' Market Information

Event/Farmers' Market Name _____

Opening Date of event/market _____

Closing Date of event/market _____

Days of Operation (check all that apply and indicate hours of operation for each day)

- | | |
|--|---|
| <input type="checkbox"/> Monday _____ | <input type="checkbox"/> Friday _____ |
| <input type="checkbox"/> Tuesday _____ | <input type="checkbox"/> Saturday _____ |
| <input type="checkbox"/> Wednesday _____ | <input type="checkbox"/> Sunday _____ |
| <input type="checkbox"/> Thursday _____ | |

Physical location of Event/ Farmers' Market

Street Address _____

Municipality _____ Block _____ Lot _____

Event/Farmers' Market Coordinator

Coordinator's Name _____ Phone _____

Email _____

Mailing address _____

City _____ State _____ Zip code _____

Facilities that will be provided (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Potable water (source) * _____ | <input type="checkbox"/> Trash/Waste Disposal |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Recyclable Disposal |
| <input type="checkbox"/> Portable toilets | <input type="checkbox"/> Refrigeration |
| <input type="checkbox"/> Restroom facilities on-site | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Restroom facility off-site (where) _____ | |
| <input type="checkbox"/> Hand wash facility with hot & cold running water | |
| <input type="checkbox"/> Portable hand wash facility (insulated container with free flowing spigot, catch bucket, liquid hand soap, and paper towels) | |
| <input type="checkbox"/> Overhead protection (tents/ building, umbrellas) | |

Place of waste water disposal from food booth operations (excluding sewage) _____

*If not a public water supply, the water must be tested 7-14 days prior to the event and result must be submitted.