

2025 Harvest Market Guidelines

Non-refundable Harvest Market Fee: \$25 <u>Check payable to:</u> Friends of Monroe Twp. Library <i>Memo Line:</i> Harvest Market	Drop Off or Mail application and fee together to: Monroe Township Library 4 Municipal Plaza Monroe Township, NJ 08831
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Harvest Market Day & Time	Tuesday, November 25, 2025 11:00 a.m. – 3:00 p.m.
Location	<i>Indoors</i> at the Monroe Township Library <u>and</u> <i>Outdoors</i> in the Library Parking Lot 4 Municipal Plaza, Monroe Township, NJ 08831
Assigned Spaces	Two tables indoors or two parking spots outdoors per vendor. <i>No</i> water or electricity is provided <u>outdoors</u> . <i>Limited</i> electrical access available indoors.
Market Management	Market Manager directs setup and decides any immediate issues affecting the Market.
Setup & Takedown	Vendors may set up beginning at 9:30 a.m. and must remain set up throughout the <u>entire</u> Market day, even if sold out of product. Vendors may not leave early without Market Manager authorization. Vendors must dispose of all refuse in a proper receptacle and display visible prices for all products. The Library will <i>not</i> provide supplies, such as paper, pens, scissors, tape, etc.
Insurance (COI)	<u>Outdoor</u> vendors shall provide a COI in an amount not less than \$1,000,000 by November 3, 2025 . Specify event: 2025 Harvest Market Certificate Holder: Monroe Township Library, 4 Municipal Plaza, Monroe Township, NJ 08831.
Permits	Vendors must adhere to Middlesex County Health Department regulations & obtain Monroe Twp. fire permit if cooking on premises. Submit proof of licenses/permits to the Township upon submission of payment. Vendors must comply with all applicable Local, State & Federal laws. Notify Ruth by November 3rd if inspection is required.
Weather	The Harvest Market is held rain or shine. Vendors must check Library website or call to see if Market is canceled.

