



## MEMBERSHIP REQUIREMENTS

All members of Asbury Park Food Collective (APFC) are required to provide the following items before commencing business at the APFC:

### 1. Business Licenses and Permits

1. Department of the Treasury - IRS
  - a. Form SS-4 EIN ([Apply for an EIN Online](#))
2. State of New Jersey ([Starting A Business in New Jersey](#))
  - a. Certificate of Formation ([Register your business online](#))
  - b. Business Registration Certificate (Mailed to you after registering a business)
  - c. Certificate of Authority ([Getting Registered](#)) ([NJ Sales & Use Tax Guide](#))
  - d. Life Hazard Use Certificate (Bureau of Fire Code Enforcement - if applicable)
3. County of Monmouth
  - a. Monmouth County Health Department Retail Food Vendor Application ([Retail Food Vendor Application](#))
  - b. Board of Health Certificate (If approved, BOH Certificate is provided at pick up of Mercantile License)
4. City of Asbury Park
  - a. Mercantile License ([Starting A New Business in Asbury Park](#))
  - b. Fire Suppression System Compliance Certificate (if applicable)

### 2. Food Handlers Certification

- A valid Food Handlers Certification is required by all APFC members.
- ServSafe trains individuals in food protection practices to ensure the safety of the food served in food establishments. The County of Monmouth Health code requires that supervisors of food service establishments and non-retail food service establishments be certified in food protection. Completion of this course and passing of the final exam satisfies that requirement.
- The recommended ServSafe course is a 4-hour class including exam, costs approx. ~\$180/pp, and valid for 5 years.
- **Need Food Handlers Certification?**
  - Online: [ServSafe Manager Course with online Proctored Exam](#)
  - Instructor Led: Please contact Wendy Escobedo at 732.768.3460 to schedule a ServSafe course at a time and location of your choosing, or to learn more.
- Have a different Food Handlers Certification? Excellent! We accept any ServSafe equivalent Food Handlers Certification.

### 3. Certificates of Insurance (General Liability + Product Liability)

All members must provide a certificate of insurance covering themselves and their business for 1 million per occurrence and 2 million in aggregate for both general and product. The following entities must be listed as additional insureds:

906 Sewall, LLC Its successors and/or assigns 906 Sewall Ave Asbury Park, NJ 07712	MadeByMOGO, LLC DBA Asbury Park Food Collective Its successors and/or assigns 906 Sewall Ave Asbury Park, NJ 07712
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- **Need food business insurance?** Check out the [Food Liability Insurance Program \(FLIP\)](#). Annual policies start at \$299.

For questions and/or more complicated insurance matters, please contact Aaron Levine with [LG Insurance Agency](#) at 877.288.7169. Aaron specializes in risk management and asset protection for the restaurant and hospitality industry.

#### 4. Proof of Auto Insurance

- Any member that intends to park or operate a vehicle, trailer or cart on premises must provide proof of auto insurance showing coverage for the same.

#### 5. Proof of Workers Compensation Insurance (only in the event that a business has employees)

- Any individual that is *not an owner* of the business and that *is participating in production* is viewed as an employee of the business.