



## **2017 - 2018 WINTER MARKET APPLICATION for ARTISANS\***

Newport Vineyards, 324 E Main, Middletown, RI

Saturdays 9 a.m. to 12:30 p.m.

November 1, 2017 to May 12, 2018

**NOTE: ALL AGM MARKETS ARE NOW PLASTIC BAG FREE ZONES**

### **YOUR ATTENTION PLEASE!**

**Please read carefully before submitting your application**

1. This winter, our seventh indoor season, we will again hold our winter market at Newport Vineyards. Please note that stall spaces are limited in the weeks leading up to the holidays but more plentiful in the new year. We do not accept artisans who only wish to sell in November and December.
2. Application preference will be given to vendors who participated in our 2016 - 17 winter season, and to new vendors who offer products not already represented at the market.
3. Please direct any questions you may have regarding your application to **market@aquidneckcommunitytable.org**.
4. Please make sure all requested documents, see below, are attached to your application and received **at P O Box 1481, Newport, RI 02840**, by Saturday, **September 30, 2017**.

### **APPLICATION PACKET CHECKLIST**

- ✓ Application & Market Contract Signature Page (pages 3, 4 & 8)
- ✓ Product list, with product availability and acreage
- ✓ Current certificate of business or farm liability insurance
- ✓ Any recent promotional article about your products/ business
- ✓ Current copy of RI Retail Sales Permit, if applicable
- ✓ Any other relevant permits, Health Dept., etc.
- ✓ Current Organic Certificate if marketing products as organic
- ✓ Application fee of \$50.00

\*Artisan here means any vendor who wishes to sell non-food items at the market, or any vendor who is not at the market every week.

## **AGM APPLICATION INSTRUCTIONS**

1. **Complete applications** are of great importance to the market staff. Incomplete applications from returning vendors will incur a \$50 administrative fee: THIS MEANS YOU MUST SUBMIT A COPY OF YOUR CURRENT CERTIFICATE OF INSURANCE LIABILITY. Incomplete applications sent by new applicants will be returned. See #3.
2. **Product lists** are scrutinized carefully.
  - a. Please complete a specific product list of products you plan to offer for sale. Applications containing broad descriptions, e.g. "jams" or "art" will be returned.
  - b. Returning vendors proposing to sell new products this season must clearly note those products as new items on their product list.
  - c. New products may not be added after your application has been approved, or at any time during the market season, without management approval. Additions may be requested and will be considered at the earliest available opportunity.
  - d. No buying in and reselling of products is allowed.
  - e. New artisan vendors should submit your application with at least four photos of your products, including one showing your stall set-up, or a link to a website with these pictures.
3. **The Certificate of Liability Insurance** attached to your application must be current, must show the year of coverage within which the current market season falls, and must show your business name and the market's name. It is your responsibility to provide a copy of this certificate when your policy is renewed. Please attach a current certificate.
4. **New applicants should** email a descriptive paragraph about your business to [market@aquidneckcommunitytable.org](mailto:market@aquidneckcommunitytable.org) for use in publicity and marketing.
5. **A current copy of your Permit to Make Sales at Retail Certificate** should be included in your application. [www.ri.gov/taxation/BAR/](http://www.ri.gov/taxation/BAR/) for information.
6. **Sales of prepared or processed foods** require current proof of RI Department of Health certification for the facility in which the product was/will be prepared.
7. **Summer market applications** will be available in January 2018. Acceptance into the winter market does not guarantee a space at the summer market.
8. **Artisan vendor fees** are as follows:
  - a. A non-refundable \$50.00 application fee, per vendor, per season.
  - b. Winter stall fees will be \$50 per market, per individual space, of at least 8' x 6' for the markets leading up to December 31, 2017, and \$45 per market from January 1 through May 12, 2018.
  - c. Requests for available space in the weeks leading up to December 31 are substantial and we will aim to schedule dates as fairly and equally as possible. In order to balance the weeks before and after the holidays, vendors will be required to take dates after the New Year as well as before. No exceptions will be made to this policy.
9. **Late applications** will not be accepted.
10. Please keep a copy of your application materials for your records.



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Saturdays 9 a.m. to 12:30 p.m.

November 1, 2017 to May 12, 2018

FARM, COMPANY OR BUSINESS NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TOWN, STATE AND ZIP \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEB SITE ADDRESS: \_\_\_\_\_

PHONE NUMBER: Cell #: \_\_\_\_\_ Other #: \_\_\_\_\_

ARE YOUR PRODUCTS ORGANICALLY CERTIFIED?     YES     NO

STAFF WHO WILL SELL FOR YOU DURING THE SEASON: \_\_\_\_\_

\_\_\_\_\_

**PRODUCT LIST.** Please submit a complete product list with your application. Growers should submit a list of earliest and latest dates your products will be available at market. Any changes to your original product list must be approved by the market management.

OFFICE USE ONLY		
Date rcvd _____	App complete? _____	Return date _____
Fee recd _____	Check # _____	Additional due _____
Product list _____	Current ins cert _____	Current sales _____
Sales tax cert _____	DOH cert _____	Other _____
Org cert _____		
Notes: _____		
_____		
_____		

**NEW PRODUCTS.** Returning vendors please note requests for new products:

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**PREPARED FOOD PRODUCERS:** The location of your commercial kitchen or production site if it is other than the address listed on front of application:

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**OTHER MARKETS.** Please list here other farmers markets, farm stands or CSAs that you participate in and/or that distribute your product:

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**SCHEDULE REQUESTS:** Please list below your requests for dates you would **like** to be scheduled, in addition to dates you are **not available** to be scheduled. We make no guarantees, but will make every effort to accommodate your requests. Please do not list only specific dates - your flexibility is essential!

**I WOULD LIKE TO BE SCHEDULED**

**ONE X PER MONTH**       **TWO X PER MONTH**

**I WOULD LIKE TO BE SCHEDULED ON THE FOLLOWING DATES:**

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**I AM NOT AVAILABLE TO BE SCHEDULED ON THE FOLLOWING DATES:**

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## 2017 -18 WINTER MARKET RULES

### **A. TIMES OF OPERATION**

1. **Saturday mornings:** 9:00 am to 12:30pm. Opening day: November 1, 2017, closing day: May 12, 2018.
2. Vendors must give 24 hour notice to the Market Manager if they cannot attend a market day. Two excused absences are permitted per market season.
3. The markets are held every week except in extreme weather conditions when a notice of cancellation will be posted on our Facebook page. Notice of cancellation will be posted by 6am on Saturdays. Vendors are expected to attend all markets regardless of weather conditions.

### **B. DAY OF MARKET**

1. Vendors may begin to set up no earlier than 90 min. prior to market opening and must occupy their space no later than 30 min. prior to opening. Vendors may not begin to sell items before 9:00 a.m. Vendors must be ready to sell at the market opening bell.
2. Vendors must vacate market premises no later than 45 minutes after closing time, and should not leave market prior to closing time without prior agreement from Market Manager.
3. Vendors should maintain a clean and presentable stall throughout the market day. Vendors are responsible for the cleanup of all of waste from both within and around the stall area at the end of the market day. Vendors must provide a trash bin for market use and haul trash out with them. Recycling is encouraged whenever possible.
4. All single stall spaces are 8' x 6'; larger spaces may be available at additional charge.
5. No sub-letting of stalls by vendors is permitted. Market management retains the right to fill a vendor space if the regular vendor is absent.
6. Stall spaces will be assigned by Market Manager prior to season opening.
7. Appearance of both vendor and stall should be neat and clean, and the behavior of vendors and their representatives should be friendly and respectable at all times. Texting and cell phone calls by stall staff should be avoided during market hours.

**C. MARKET QUALITY: AGM as a "GRADE A MARKET"**

1. In state vendors may sell RI grown products, which should be labeled as such. "Local" vendors may sell products grown in their state, if within the vicinity of the market, (within 50 miles of the Aquidneck peninsula) and labeled as such.
2. All fruits, vegetables and related food items from RI and within "local limit" may be sold at AGM Markets; any processed foods must be "value added" products, meaning the product has been processed with ingredients from same grower, e.g. Jams, jellies, honey, cider, vinegars etc.
3. Products must meet a quality level acceptable to Market Manager, reflecting freshness and overall high condition of product.
4. The Market Manager may ask to have products removed by a vendor if they detract from the overall quality of the market, thus affecting other market vendors' sales.
5. The sale of any imported or previously purchased products is absolutely against the policy of the market and will result in a fine to the vendor and/or the dismissal of the vendor from the market. No vendor may purchase any product for resale at the market, either from another "local" vendor or from out of state without specific, written permission from market management.
6. All prepared food items must be made in accordance with RI Department of Health regulations. Licensed kitchens must be used for all preparations and cooking procedures. Prepared food items may only be sold by the producer. Baked goods need to be made from scratch without frozen or purchased pre-prepared items.
7. Vendors will be responsible for all equipment and supplies for the setup of a booth. Vendors selling products by weight must use a State inspected scale for all sales.
8. Any sales of livestock products (i.e. dairy, lamb, pork, lobsters, fish, clams etc.) must be held in accordance with R I Department of Health regulations. Refrigeration at market is the vendors' responsibility.

**D. MARKET FEES**

1. Fees are subject to change from season to season.
2. Fees will be paid in full to Aquidneck Community Table.
3. Artisan vendors must pre-pay stall fees for all scheduled dates. If changing scheduled dates(with at least 24 hours notice) an alternative date will be offered, if possible. Vendors who withdraw from market will forfeit pre-paid fees.
4. A non refundable application fee of \$50.00 is required per vendor application.

**E. SIGNAGE**

Each vendor must display signs to identify the farm or operation and a price list of products easily visible to consumers.

**F. PLASTIC BAG ORDINANCE**

In accordance with the Middletown plastic bag ordinance, single-use plastic bags are not allowed at any AGM markets. ([See attached](#)). AGM will not carry any liability for fines issued for noncompliance. Fines up to \$300 per violation from the city of Middletown will be issued for noncompliance. Any vendor using single-use plastic

bags will be given a written warning for the first offence and dismissal from the market for the second offence.

**G. RETAIL SALES PERMITS**

A copy of this annual permit must accompany your application if selling prepared foods and goods.

**H. PENALTIES FOR NONCOMPLIANCE WITH MARKET RULES**

The Market Manager has the authority to mediate when necessary, and enforce the market rules. Failure to comply with the rules outlined here may result in a fine or dismissal from the Market. Each case will be treated individually with respect for precedence; vendors will be given a warning and an opportunity to respond and correct before penalties are assessed. Causes for fine or dismissal include:

1. Tardiness arriving or leaving Market
2. Product fraud
3. Behavioral conflicts
4. Waste related problems
5. Lack of signage
6. Noncompliance with RI Department of Health regulations
7. Noncompliance with Middletown plastic bag ordinance

**I. MISCELLANEOUS**

1. No firearms, alcoholic beverages or illegal substances are allowed at the market.
2. No smoking by market vendors is permitted on the market site.
1. No pets are permitted, with the exception of guide dogs.

**J. ACCEPTANCE OF MARKET RULES**

Signing and returning the attached signature page represents your agreement to abide by the Market Rules in the upcoming season.

Please direct any questions to Kelsey Fitzgibbons, 2017-18 Season Market Manager, [market@aquidneckcommunitytable.org](mailto:market@aquidneckcommunitytable.org) or 207.650.6144.

Please return your application (two pages) and the Market Rules Signature Page with your fees and copies of your certifications to Aquidneck Growers' Market, Post Office Box 1481, Newport, RI 02840 by September 30, 2017.



## 2017 - 18 MARKET AGREEMENT SIGNATURE PAGE

Agreement made this \_\_\_ day of \_\_\_\_\_, 2017 between the undersigned and the Aquidneck Community Table, DBA., hereinafter referred to as "AGM Inc." This agreement and the Market Rules fully and completely state the agreement between the undersigned and AGM Inc.

### **AGREEMENT TO ABIDE BY MARKET RULES**

I have read and agree to abide by AGM Inc. Winter Market Rules, cooperate with the market management and pay the required fees.

I agree to observe safe food handling practices.

The information I have provided in my application is accurate and complete. I grow or make all products proposed for sale at market. I will not buy products and resell them at market without specific written permission. I will provide AGM Inc. with additional information, as needed, to verify claims made in my application and my compliance with AGM Inc. Market Rules. Any information I subsequently provide will likewise be accurate and complete.

### **ADMISSION, SUSPENSION AND TERMINATION**

I understand that admission to the Aquidneck Growers' Market is made at the discretion of management and that admission to AGM does not imply that every element of my application has been approved or accepted.

Unless otherwise specified in AGM Inc. Market Rules, any violation of this agreement may result in suspension or termination from AGM at the discretion of management.

### **DURATION OF AGREEMENT**

I would like to participate in the AGM 2017 – 2018 Winter Season. I understand that admission as a vendor for the AGM 2017-2018 season does not imply future acceptance to AGM.

Fees in the amount of \_\_\_\_\_ are included with this application

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
FARM or BUSINESS NAME

[Please return this page with your application.](#)