



AQUIDNECK GROWERS' SUMMER MARKET 2018 ARTISAN APPLICATION

Saturdays, May 19 - October 27, 8:30am - 12:30pm
Newport Vineyard, 909 East Main Road, Middletown, RI
Wednesdays*, May 16 - October 31, 2pm - 6pm
Memorial Boulevard at Edgar Court, Newport, RI

* **only food artisans are permitted at the Newport market**
APPLICATION DEADLINE: MARCH 3, 2018

INFORMATION FOR APPLICANTS

- Aquidneck Growers' Market is especially interested in applications for products not already represented at the markets. Applications for products duplicating those already available are less likely to be accepted. Applications featuring products of unique design and quality are especially appealing.
- *Artisan* indicates a vendor not in attendance at the market every week. Our permit from the City of Newport excludes vendors selling anything other than foods or plants, so we can only accept applications from non-food artisans for our Saturday market. Decisions on new vendors will be made in early April with schedule dates available by mid April. Applicants may expect to be scheduled once or twice per month. Stalls may not be shared by vendors.
- Applicants who plan to serve foods or beverages must submit appropriate permits from the RI Department of Health.
- The \$50 application fee is non-refundable.
- All products must be made or grown by the applicant within 50 miles of Aquidneck Island.
- Applications without proof of liability insurance or a sales tax license (or exemptions for not-for-profit organizations) will not be considered.

A COMPLETE 2018 APPLICATION INCLUDES THE FOLLOWING

- ✓ Completed Application, **PAGES 2, 3 & 4** with a Product list
- ✓ Descriptive Paragraph for AGM publicity purposes by email
- ✓ Proof of current Liability Insurance Coverage
- ✓ Retail Sales Permit
- ✓ Fees Payment
- ✓ Department of Health certifications, where appropriate
- ✓ Please keep a copy of your completed application for your records

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2018 ARTISAN APPLICATION

COMPANY OR BUSINESS NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

TOWN _____ ZIP _____

EMAIL ADDRESS: _____

WEB SITE ADDRESS: _____

PHONE NUMBER: Cell #: _____ Other #: _____

NAME OF OTHERS WHO MAY SELL FOR YOU DURING THE SEASON:

1. **MARKET SCHEDULE** The markets will have five to six spaces per week available for artisans and specialty food vendors. We will alternate these accepted members throughout the season to make it possible for a wider variety of artisans to sell at the market. You may expect to be scheduled approximately once or twice per month.

2. **PRODUCT LISTS** Please submit a full product list with your application. You may only sell products that you make or grow: no reselling is permitted. It is your responsibility to update the AGM Market Management with any requests to change this original product list. Attach a separate list if needed.

3. **NEW APPLICANTS.** You must submit at least four photos of your products in your application with prices noted for each product photo sent.

4. **PUBLICITY/PROMOTION.** Please email us a descriptive paragraph about your business products for publicity and promotion purposes. Note here if we should use the same description as last season.

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5. **BILLING AND MARKET FEES.** An annual \$50 application fee is required from all vendors. Stall fees are \$40.00 per stall, per market day, payable per scheduled attendance. Both markets will be held except in extreme weather conditions.

6. **INSURANCE.** Each market participant must provide proof of current business liability insurance coverage. Please attach a copy of your certificate of insurance.

7. **SALES TAX CERTIFICATE.** Please include a copy of your current RI Permit to Make Sales at Retail certificate, which is renewed annually in June. www.ri.gov/taxation/BAR/ for information on obtaining or renewing this form.

8. **EQUIPMENT.** Each vendor must bring their own tent and business signs and must display a price list for their products. All vendors **MUST** bring stakes for their tent.

9. **SCHEDULE REQUESTS.**
Which market are you applying for?
Note: we cannot accept non-food/plant vendors at the Newport market

Newport/Wednesday Middletown/Saturday Both

How many markets per month would you like to be scheduled: _____

Dates you are available to be scheduled: _____

Dates you are **not** available to be scheduled: _____

10. **MARKET CONTRACT**
- o I would like to participate in the AGM 2018 Season.
 - o I make all listed products myself. I do not buy these products and resell them.
 - o I agree to abide by the AGM 2018 Rules & Regulations, cooperate with the market management and pay the required fees.
 - o I agree to attend all my scheduled market dates regardless of weather.

Signature _____ Date _____

Fees to reserve my space(s) are enclosed in the amount of _____

I would like to take advantage of AGM’s marketing (enclosed is the amount of \$35) YES NO

Please mail your application to Aquidneck Growers' Market, P.O. Box 1481, Newport, RI 02840. Contact Kelsey Fitzgibbons, 2018 Season Market Manager, with any questions at market@aquidneckcommunitytable.org.

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AQUIDNECK GROWERS' MARKET
2018 MARKET RULES

A. TIMES OF OPERATION

1. **Saturday mornings at Newport Vineyards in Middletown**, opening day: May 19, closing day: October 27, 8:30am to 12:30pm.
2. **Wednesday afternoons on Memorial Blvd, Newport**, opening day: May 16, closing day October 31, 2:00pm to 6:00pm.
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 cancelation will be posted by 6am on Saturdays and by 10am on Wednesdays. Vendors are expected to attend all markets regardless of weather conditions.
4. Artisan vendors will receive a schedule of market dates prior to seasoning opening and will be required to pre-pay all dates. If unable to attend any scheduled date, 24 hours notice must be given. An alternative date will be offered, if possible.

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 8:30 am/2:00 pm respectively. 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. Compostable material, recyclables and trash should be taken out by vendors.
4. All stall spaces are 10' x 10'.
5. No sub-letting of stalls by vendors is permitted.
6. Stall spaces will be assigned by Market Manager prior to season opening and are subject to change per Market Manager.
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.

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.

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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.
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 at market.
8. Any sales of livestock products (i.e. dairy, lamb, pork, lobsters, swordfish, clams etc.) must be in accordance with R I Department of Health regulations. Refrigeration at the 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. The commitment fee is the annual application fee of \$50.00.
4. 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.
5. Marketing fee (optional) \$35 annually. Choosing to pay the marketing fee will give you exposure on AGM's Instagram, Facebook, website, print media, rack cards, and newsletter. You will be listed on our website with a link to your website or Facebook page. You will be highlighted on our social media posts on a rotating basis.

E. SIGNAGE

1. Each vendor must display signs to identify the farm or operation and a price list of products easily visible to consumers.
2. WIC program participants must display a WIC sign.

F. MARKET MEETINGS

Market membership meetings are held twice annually in spring and fall, or as needed for input, opinions and decision-making on market growth and operation. Attendance at these meetings is mandatory. Non-attendance will be taken into consideration upon application renewal. Your participation in the market season planning is critical to the growth and success of the market.

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H. RETAIL SALES PERMITS

In order to participate in the Wednesday afternoon market in Newport, every vendor must have an annual Retail Sales Permit from the RI State Department of Taxation. A copy of this annual permit must accompany your application.

I. PLASTIC BAG ORDINANCE

In accordance with the Middletown and Newport plastic bag ordinances, single-use plastic bags are not allowed at any AGM markets. AGM will not carry any liability for fines issued for noncompliance. Fines up to \$300 per violation from the city of Middletown/Newport 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.

I. WEDNESDAY SITE GUIDELINES

All vehicles must enter at the curb cut (not handicap ramp) to access the market site, in the direction of traffic on Memorial Blvd. Access to the curb cut will be denied 15 minutes prior to the market opening time. Vehicles must always stay on the sidewalk and off the grass. Vendors may not bring vehicles into the market space for loading before 6:15 p.m. without permission from the Market Manager.

J. EBT/SNAP PROGRAM

All qualified vendors may participate using the Fresh Bucks tokens with a weekly token cash-out minimum of \$20.00. Participating vendors are required to fill out a W9 for tax purposes and will be issued a 1099 at the end of the financial year reflecting reimbursements received. Tokens will be reimbursed on a bi-weekly basis.

K. 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 above 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 towns' bag ban ordinance

L. MISCELLANEOUS

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

M. ACCEPTANCE OF MARKET RULES

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

Please direct any questions to Kelsey Fitzgibbons, 2018 Season Market Manager, market@aquidneckcommunitytable.org and return your application to Aquidneck Growers' Market, Post Office Box 1481, Newport, RI 02840

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