



## 2018 SUMMER MARKETS APPLICATION

Saturdays in Middletown from 8:30 a.m. to 12:30p.m. at Newport Vineyards

May 19 - October 27

Wednesdays in Newport from 2 p.m. to 6 p.m. on Memorial Boulevard

May 16 - October 31

**APPLICATION DEADLINE: MARCH 3, 2018**

### INFORMATION FOR APPLICANTS

- Aquidneck Growers' Market is especially interested in applications for products not already represented at the market. New vendor applications will be reviewed in March and decisions will be emailed by the end of the month. Applications for products duplicating those already available are less likely to be accepted. The \$50 application fee is non-refundable.
- All proposed products must be made or grown by the applicant within a 50 mile radius of Aquidneck Island.
- Incomplete applications will not be considered. All applicants to the Newport market must provide a current RI Sales Tax Permit, required by the City of Newport. The City does not allow us to accept non-food/plant artisan vendors at the Newport market.
- Applications received after March 3 will not be considered.
- Applicants who plan to serve foods or beverages must submit appropriate permits from the RI Department of Health.

### A COMPLETED APPLICATION PACKET INCLUDES THE FOLLOWING:

- Completed Application: PAGES 2, 3 and 4 ONLY and Product list
- Descriptive Paragraph for AGM publicity purposes, new applicants only
- Proof of current Liability Insurance
- Retail Sales Permit where appropriate for Middletown vendors; required from all Newport vendors
- Organic Certificate, where appropriate
- Department of Health license, where appropriate
- Fees Payment

### PLEASE MAIL YOUR PAYMENT TO:

Aquidneck Growers' Market, P. O. Box 1481, Newport, RI 02840.

Contact Kelsey Fitzgibbons, 2018 Season Market Manager, at [market@aquidneckcommunitytable.org](mailto:market@aquidneckcommunitytable.org) or 401.256.6627 with any questions.

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# AQUIDNECK GROWERS' SUMMER MARKET 2018 APPLICATION

Application deadline: March 3, 2018

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

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

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

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

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

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

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

Please check the market(s) you are interested in attending:

- SATURDAY MORNING MARKET, Middletown, May 19 - October 27, 8:30am-12:30pm
- WEDNESDAY AFTERNOON MARKET,\* Newport, May 16 - October 31, 2pm - 6pm  
\*RI Retail Sales Permit required by City of Newport for participation by all vendors
- Please check to receive an application to our 2018 -19 winter market

### STALL SPACES

Please specify the number of 10 x 10 stalls requested this season: o1 Stall      o2 Stalls

### PRODUCT LIST

Please submit a 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 this original product list must be approved by AGM management.

RETURNING VENDORS: DOES YOUR PRODUCT LIST CONTAIN ANY NEW PRODUCTS?

- YES       NO

If yes, please list them here:

\_\_\_\_\_

\_\_\_\_\_

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ARE YOU PRODUCTS ORGANIC CERTIFIED?       YES       NO

**PRODUCTION**

Growers: Please attach a list of the acres you currently have in production for each crop.

Prepared food producers: Please list 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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**NAME OF OTHERS WHO MAY SELL FOR YOU DURING THE SEASON**

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**OTHER MARKETS**

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

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**PUBLICITY/PROMOTION**

Please email us any recent descriptive paragraph about your business and its products prior to season opening for publicity and promotion purposes.

**BILLING AND MARKET FEES**

Fees are due in two payments on July 1, and September 1, 2018. Statements will be sent electronically when the application process has closed. Stall fees will be \$35.00 per stall, per market day; \$840 for the full summer season in Middletown; \$875 for the Newport season.

**INSURANCE**

Each market participant must provide proof of liability insurance coverage. Please attach a copy of your current certificate of liability insurance coverage. If you are currently renewing your coverage ask your agent to email the certificate directly to the market.

Returning vendors must provide the following information for market insurance purposes.

**Please do not submit your application without filling in this information, which will not be made public or shared in any way.**

- **Gross Sales Figures for Saturday Market 2017:** \_\_\_\_\_
- **Gross Sales Figures for Wednesday Market 2017:** \_\_\_\_\_

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**APPLICATION FEES**

Fees due with your application are:

- \$50.00 non-refundable application fee
- \$125.00 marketing fee (for returning vendors only; new vendors will be billed after acceptance)

**MARKET RULES CONTRACT**

Agreement made this \_\_\_ day of \_\_\_\_\_, 2018 between the undersigned and Aquidneck Community Table DBA Aquidneck Growers’ Market Inc., 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. Market Rules, cooperate with the market management and pay the required fees. I grow or make described products myself. I do not buy these products and resell them.

The information I have provided in my application is accurate and complete. I will provide AGM Inc. management with additional information, as needed, to verify the claims made in my application and my compliance with AGM Inc. Market Rules. The information I subsequently provide will likewise be accurate and complete.

**ADMISSION, SUSPENSION AND TERMINATION**

I understand that admission to the Aquidneck Growers’ Market program and specific market assignments 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 understand that admission as a vendor for the AGM 2018 Season does not imply future acceptance to AGM.

Fees to reserve my space are included in the amount of \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
VENDOR NAME

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<h2 style="margin: 0;">AQUIDNECK GROWERS' MARKET</h2> <h3 style="margin: 0;">2018 MARKET RULES</h3>
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**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. 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.
4. 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 6 am on Saturdays and by 10am on Wednesdays. 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 8:30 a.m./2:00 p.m. 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.
3. Products must meet a quality level acceptable to Market Manager, reflecting freshness and overall high condition of product.

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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. Season fees are due in two installments on July 1 and September 1, 2018. Bills will be sent electronically before the market season opens.
4. The commitment fee includes an annual application fee of \$50.00 and a marketing fee of \$125.00 per weekly participant for returning vendors. New vendors will be billed after for the marketing fee after acceptance.
5. Full season stall fee is \$35.00 daily for Saturday markets with 24 Saturdays in 2018; and \$35.00 daily for Wednesday markets with 25 Wednesdays in 2018.
6. A partial season stall fee can be arranged for seasonal products if requested.
7. Artisan vendors must pay stall fees in advance with confirmation of market date schedule.
8. Weekly stall fees will be paid regardless of absences.

**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. 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. 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.

**L. 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. Non compliance with towns' single-use plastic bag ordinance

**M. 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.

**N. 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](mailto:market@aquidneckcommunitytable.org) and return your application to Aquidneck Growers' Market, Post Office Box 1481, Newport, RI 02840.

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