



Farmers Market 2019 Vendor Application and Guidelines Summer Market

The Mount Hope Farmer's Market accepts applications from farmers, food producers and artisans from Southern New England. A submitted application does not guarantee approval into the Mount Hope Farm market.

Market Application Fee: \$50 for returning vendors and new applicants: cover \$20 administrative, \$30 marketing

Summer Market 2018-2019 Saturdays 9 am to 12:30 pm from 5/18/19 through 10/26/19 (24 markets).

Application for Summer Market due by Friday, February 15th, 2019.

Vendors will be notified of their application status on Friday, February 28th, 2019.

• Full-Time Vendor Rates: \$800

Note: that electricity is not supplied unless requested by a vendor (at an additional charge)

Failure to pay by due date will result in suspension from the market and immediate payment due in full for the unpaid balance.

Rotating Vendor Rates: \$40 per market (subject to change)

To be paid in advance the week of the scheduled market date, no later than Wednesday of the market week.

Cancellations: to cancel a market date, vendors must notify the Market Manager in writing at least 7 days prior to the market. No refunds are given.

Fee Schedule:

	Summer 2019	Application Fee Summer	Payment if paid before market in full	If not paid in full, 2 payments due
Full Time Vendors	\$800 for season	\$50	\$800 less 10% = \$720 (\$30/market)	\$400 by May 1 \$400 by July 1
Rotating Vendors	\$40 each market paid in advance	\$50	Vendors committing to once a month or twice a month markets and paying in advance for the season get a 10% discount for the fee	Payments due May 1 July 1

Market Day Timing:

- 8 am Vender Arrival & Setup
- 9 am Market Opens
- 12:30 pm Market Closes
- 12:45 pm Market Breakdown



Mount Hope Farm Farmers Market Requirements 2019

Our goal is to host a market with a diversity of locally grown and produced foods and artisan items that are excellent in quality and freshness and customer appeal.

FRESH PRODUCE, HONEY, MAPLE SYRUP, EGGS, MEAT, AND FLOWERS: Over the course of the farmer's market season, 80% of what you sell must be grown on your own farm. 100% must be sourced from farms in RI, MA, or CT. Products sourced outside of RI, MA, CT may be reviewed on a case by case basis. We require the display of the farm and state origins of the purchased food.

PREPARED FOODS: Prepared foods must be licensed by the Rhode Island Department of Health. Vendors must sell at least three (3) items with ingredients grown in RI, CT, or MA. We require the display of the farm and state origins for the locally sourced ingredients at your stand each week. All sampling must follow safe food handling guidelines. For any vendors providing samples or prepared food, we require a copy of your food safety plan in writing at the start of the season.

ARTISAN PRODUCTS: Our market is focused on food and agricultural products but we do encourage the sale of artisanal products as well. Products crafted in Southern New England are preferred, but other products will be considered. We require the display of the farm name and state origins for the locally sourced ingredients.

CERTIFICATION & FOOD SAFETY: Vendors must maintain all appropriate city and state licenses for their type of goods or food products, provide copies of such to Mount Hope Farm and have licenses in their booth at all times. Vendors that serve any food samples that are not prepackaged must comply with state laws and regulations related to food service. Requirements include hand sanitizer for the public, wearing of plastic gloves and providing a vendor waste receptacle. Vendors are responsible for removing their own waste.

All product labeling shall be truthful and accurate and adhere to the requirements set forth by the State of Rhode Island. Any claims, such as organic, pesticide-free, origin, gluten-free, free range, sugar-free, etc. must be substantiated.

PRODUCT INSURANCE, LICENSING: All vendors must carry product liability insurance and appropriate licensing from the RI Department of Health. Copies must be submitted prior to the first day of the market! Vendors will not be allowed to set up before these items are provided.

- All licenses, sales permits, sales tax information and other requirements for the sale of any item shall be the responsibility of the vendor.
- Each vendor is responsible for meeting all applicable federal, state and local laws and regulations which affect local vendors.
- Vendors must carry their own insurance with Mount Hope Farm as certificate holder to cover them during the markets. Mount Hope Farm's Insurance does not protect individual vendors.
- Copies of all required permits and documents must be provided to the Market Manager in the application process, and upon their renewal.

WEATHER POLICY: The Market Manager and Director decide Cancellation of a market due to severe weather. Vendors shall be notified via email or phone prior to market setup time.

ATTENDANCE & TARDINESS: Attendance must be consistent and arranged with Market Manager.



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Absences must be based on seasonality of crops or produce. Prior notice of market absence is required. There will be no refunds for excused or unexcused absence. Two or more unexcused or last minute cancellations may result in removal from market schedule.

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INDEMNIFICATION: Vendor shall indemnify and hold harmless Mount Hope Farm from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions (including all attorney's fees), of any kind or nature arising out of or in any way connected with this Agreement or Vendor's use of the space(s), sale of goods or conduct of business by Vendor, its agents, servants, employees, customers, patrons or invitees or any act or omission of Vendor, its agents, servants, employees, customers, patrons or invitees. Vendor is responsible for all monies collected from the sale of Vendor's goods. Mount Hope Farm is in no way responsible for any lost or stolen monies or items. This Agreement shall be construed in accordance with the laws of Rhode Island without regard to conflict of law principles and venue for any action arising from this Agreement shall be in Bristol County, Rhode Island.

TRASH: All vendors are expected to police the area around their space. All vendors selling prepared foods must provide customers with a trash bin and all trash must be removed by each vendor and not left behind.

SIGNAGE: Every item for sale must be marked clearly with a price. Vendors must identify themselves by posting an easily read sign giving the name of the vendor's business.

ASSIGNED SPACE: A space will be assigned to each vendor at the beginning of the season. On occasion vendor stalls may be moved by the Market Manager. Vendors must set up and stay within the confines of their allotted space, except when otherwise directed by the Market Manager.

- Winter Market – 10 ft space
- Summer Market – 10X10 space, **tents are required with:**
 - Weighted Legs
 - Sand Bags
 - Provide your own table or product display
 - Business Name or Signage

EBT/SNAP PROGRAM

All qualified vendors may participate using the Fresh Bucks tokens with a weekly token cashout minimum of \$20. Participating vendors are required to fill out a W9 for tax purposes and will be issued a 1099 at the end of the calendar year reflecting reimbursements received. Tokens will be reimbursed on a monthly basis.

PLASTIC BAG ORDINANCE

Bristol has a plastic bag ordinance forbidding the use of single-use plastic bags. You need to obey this ordinance and any fines issued to vendors are the responsibility of the vendor and not Mount Hope Farm.

ITEMS FOR SALE: Vendors may only sell products listed on their application forms.

COMMUNICATION: Email is used as the primary form of communication on market matters.



Mount Hope Farm Farmers Market 2019 Application

Check if you are applying as:

- New vendor
- Returning vendor
- Full-time
- Part-time
- Check if you are interested in applying as a Saturday market as a rotating vendor if not accepted as a market full-time vendor.

- Single Space Summer (10 X 10 Ft tent space)
- Double Space Summer (2 10 X 10 Ft tent spaces)

CONTACT INFORMATION:

Farm/ Business Name _____

Contact Name _____

Mailing Address _____

Farm or Business Address _____

E-mail _____

Website _____

Cell Phone _____

Telephone Other _____

PRODUCT INFORMATION:

Please attach a list of foods or products you plan to sell. Returning vendors, please clearly mark or highlight all new products you wish to sell. Include all products, be specific, and write legibly.

We require the display of the farm name and state origins for locally sourced ingredients.

Returning Farmers: please clearly mark all new products you wish to be sell in 2019.

List of products grown on your farm _____

List of products grown on land other than your farm _____

List of products bought by you for resale _____



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List location(s) where you grow _____

PRODUCERS AND FARMERS SELLING VALUE ADDED/ARTISAN PRODUCTS:

Returning Vendors: please clearly mark all *new products* you wish to sell in 2019.

List local ingredients you intend to use _____

List all products you intend to sell _____

List all products not made by you that you intend to sell _____

PRODUCT LIST FOR PREPARED FOOD VENDORS:

Returning Vendors: please clearly mark all new products you wish to bring in 2018/2019

Explain how your products support local agriculture _____

List local products used in your menu _____

List your proposed menu _____



For New Applicants: Please attach a list of current or past markets attended.

MARKETING INFORMATION

Include a descriptive paragraph about your business in your application packet, and also email it to farmersmarket@mounthopefarm.org for use in our publicity and marketing.

LIABILITY INSURANCE

Each market participant must carry liability insurance (you may have coverage under your home owner's policy, renters or business policy – please check with your insurance agent.) Please attach a copy of your certificate of insurance or a copy of your insurance policy and make a calendar note to send in your new certificate if it renews during the market season.

SALES TAX PERMIT

Please include a copy of your current Permit to Make Sales at Retail Certificate, which is renewed annually in June. Please go to www.ri.gov/taxation/BAR/ for more information on this form or to register your business.

HEALTH DEPARTMENT CERTIFICATION

Any prepared or processed foods must show proof of RI Health Dept. certification for the facility in which the product was prepared. We require the display of the farm and state origins for locally sourced ingredients. In addition, all new prepared food vendors will need to provide us with an operational plan which has been approved by the Health Dept.

REQUESTED MARKET DATES (Rotating vendor applicants only).
Please circle the Saturdays you are available to attend the Market

Summer Market 2019:

May	June	July	August	September	October
18	1	6	3	7	5
25	8	13	10	14	12
	15	20	17	21	19
	22	27	24	28	26
	29		31		



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Mount Hope Farmers Market 2019 Market Contract

Vendor Name: _____

Your Name: _____

- I/we would like to participate in the Mount Hope Farm Farmers Market Summer 2019
- I/we have read, understood and agree to abide by the Mount Hope Farm Market Rules, Food Safety Rules; cooperate with the Market Manager; pay the required fees and submit all required certificates as they are required and/or renewed.
- I/we agree to observe safe food handling practices.
- I/we agree to attend all markets regardless of weather.

Signature: _____

Date: _____

Required documents and fees are enclosed in the amount of \$_____

Checks should be made payable to MOUNT HOPE FARM; returned checks will result in a \$35 fee

Vendor's signature indicates that you have read and understand the Mount Hope Farm Farmer's Market Policies and that Vendor indemnifies Mount Hope Farm from any losses or damages.

Mount Hope Farm reserves the right to deny any vendor application; email any questions to: farmersmarket@mounthopefarm.org.

Applicants who are not offered a space at the market will have their application fee refunded

Send completed application packets by mail or email to:

Mount Hope Farm
Attn: Market Manager
PO Box 66
Bristol, RI 02809

APPLICATION CHECKLIST: *please ensure you have enclosed the following with your application*

- Application and product list
- Descriptive paragraph of your application for new vendors or updates for returning vendors
- Promotional articles about your product or business
- Application fee of \$50. made payable to MOUNT HOPE FARM
- Market rules and contract signature page
- Current proof of insurance, with business name and liability coverage
- Current copy of RI Retail Sales Permit (if applicable)
- Any other relevant permits (Health Dept., etc.)
- Current Organic Certificate if marketing products as organically grown