



MOUNT HOPE FARM

Farmers Market Winter 2019/2020 Vendor Application and Guidelines

The Mount Hope Farmer's Market accepts applications from farmers, food producers and artisans in Southeastern New England. A submitted application does not guarantee approval into the Mount Hope Farm market. Applicants are informed by email of the Market Manager's decision as to whether or not their application has been accepted for the upcoming market season.

Market Application Fee: \$50 for returning vendors and new applicants due with application.

Winter Market 2019-2020 Saturdays 9 am to 12:30 pm- November 2, 2019 and through May 09, 2020
- Please note there will be NO market on the Saturday after Thanksgiving

Application for Winter Market due by Friday, September 25, 2019. Vendors will be notified of their application status on Friday, October 2, 2019.

Full-Time Vendor Rates: \$900.

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

Fee Schedule: Payments are due the 1st of every month on the designated dates. Payments that are past due will result in removal from schedule until payment is received.

Vendor Type:	Application Fee Due time of application	Rate:	Prepayment Discount: 10% Due 10/1	Payment Dates
Full Time Vendors	\$50	\$900	\$810	Due 10/1: \$300 Due 1/1: \$300 Due 3/1: \$300
Rotating Vendors	\$50	\$40/ Market	3X a month: \$684 2X a month: \$504 1X a month: \$252	To be paid in advance the Week of the scheduled Market date, no later than Wednesday of the market Week.
Food Trucks	\$50	\$25/ Market	N/A	To be paid in advance the Week of the scheduled Market date, no later than Wednesday of the market Week.

REQUESTED MARKET DATES (Rotating vendor applicants only).

Please circle the Saturdays you are available to attend the Market. Please note, once your dates have been accepted for the market, you are responsible in attending and paying for each date. Vendors who have not paid in advance will not be able to attend the market. Two or more absences will result in a removal from the schedule; no refunds will be given for missed markets.

Winter Market 2019/20: Please note there is NO market the Saturday after Thanksgiving.

November	December	January	February	March	April	May
2	7	4	1	7	4	2
9	14	11	8	14	11	9
16	21	18	15	21	18	Summer
23	28	25	22	28	25	Market
			29	30		Begins

MOUNT HOPE FARM FARMERS MARKET 2019/2020 APPLICATION

Check if you are applying to be a:

- New vendor
- Returning vendor
- Full-time
- Part-time
- Food Truck
- Check if you are interested in applying as a Saturday market as a rotating vendor if not accepted as a market full-time vendor.
- Double Space Winter (20 ft table space)
- Double Space Summer (2 10X10 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 propose 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 2019/20

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 _____

List location(s) where you grow and what is grown at each location _____

PRODUCERS AND FARMERS SELLING VALUE ADDED/ARTISAN PRODUCTS:

Returning Vendors: please clearly mark all new products you wish to sell in 2019/2020

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 2019/2020

Explain how your products support local agriculture _____

List local products used in your menu _____

List your proposed menu _____

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.

Mount Hope Farm Farmers Market Requirements 2019-2020

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

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 New England. Products sourced outside of New England may be reviewed on a case-by-case basis. We require the display of the farm and state origins of the purchased food. Vendors must provide receipts, if requested, of items in question.

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.

FOOD TRUCKS: Limited space is available per season. Your food truck/business must be a physical food truck. Please do not apply for a food truck space as a prepared food vendor. Your truck must have been in business for one (1) full year or more. Food Trucks must sell at least three (3) items with ingredients grown in New England. We require the display of the farm and state origins for the locally sourced ingredients at your truck each week.

ARTISANAL PRODUCTS: Our market is focused on food and agricultural products but we do encourage the sale of artisanal products as well. Products crafted in RI, MA or CT are preferred, but other products will be considered. For food, only products made primarily with materials originating from farms in RI, MA, CT will be considered. We require the display of the farm name and state origins for the locally sourced ingredients.

PRODUCT LIST COMPLIANCE: Mount Hope Farm reserves the right to perform a table audit with participating vendors at any time to ensure compliance with vendors' stated product list as presented in their original application. Vendors must seek permission from the Market Manager before adding new items to their stand.

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. 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. Once the schedule is set for the season, the vendor is responsible for all market payments.

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, it's 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. 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 before 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, tables are required

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 FARMERS MARKET 2018/2019 MARKET RULES AND CONTRACT

Vendor Name: _____

Your Name: _____

- I/we would like to participate in the Mount Hope Farm Farmers Market 2018/2019 season.
- 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.
- I/we agree to make every effort to make the Mount Hope Farmers Market a success and a positive experience for all.

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 \$50.00 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