

2016 NORTH PROVIDENCE FARMERS MARKET

2016 Market runs Fridays 3:30pm – 6:00pm, July 22th – Sept 2nd

1. Each market participant must have liability insurance (perhaps you are covered under your homeowner's policy if not a business policy) so please attach a current copy of your insurance policy or certificate of insurance.
2. Include a copy of any relevant and current permits, i.e. Retail Sales Permit, Health Dept. Permit, GAP Certification.
3. There is a minimal fee of \$10/market day; if you choose to pay for all 7 weeks by the start of the first market day you will receive 2 weeks free, a total of \$50. North Providence businesses and Northern Rhode Island Chamber of Commerce members are exempt of this fee. Checks can be made payable to: **North Providence Mayor's Youth Commission.**
4. Please review, sign & return the enclosed vendor agreement (pg.3) with all other paperwork to:

Town of North Providence 2000 Smith Street, North Providence RI 02911 att: Farmers Market or submit via email to northprovidencfarmersmarket@gmail.com

Operating Rules

North Providence Farmers Market (NPFM) is open rain or shine from Friday, July 22th, - Friday, September 2nd, 2016 during the hours of 3:30PM until 6:00PM. at the Lower Parking Lot of Governor Nott Park, 1160 Douglas Ave North Providence, RI 02904.

Vendors may set up their market sites 30 minutes before the market opens and NOT before because of other events that take place on the park grounds. No product shall be sold before the market opens. Vendors must have their sites dismantled, packed up, and cleaned within one hour of the market closure.

All approved applicants must commit to and follow a regular schedule of attendance, if not for the entire market season, then for a predetermined period of time. A vendor must give 24 hour notice to the Market Manager if they cannot attend a market day.

Vendor and Product Rules

It is against policy for any member, besides the NPFM, to purchase items and resell them at the market.

Each vendor will be responsible for all equipment and supplies for the setup of a booth (table, tent, certified scales, signs, bags, etc.). Vendors who provide samples and/or products which result in waste material (such as corncobs, rinds, cups, spoons) at the market shall provide accessible containers for such waste disposal.

All licenses, sales tax information and other requirements for the sale of any item shall be the

responsibility of the vendor. Each participant is responsible for meeting all applicable Federal, State, and local laws and regulations; also they must carry their own insurance to cover them during the farmers market (the insurance held by the Town of North Providence does not protect individual vendors).

Vendors must identify themselves by posting an easily read sign giving the name of the vendor's business or farm from which the produce was grown (All produce must be locally grown – RI, MA, CT). This is mandatory by USDA.

- Prepared Foods – must have one or more ingredients that are locally grown and there must be a sign displaying the name/address of the local farm (RI, MA, CT) used to supply the local ingredients. Must have a Food Peddler License if you are selling prepared foods.
- Meat and Dairy Products – If you are selling meat, dairy or egg products, then you will need to keep them in coolers with ice. Must have a : Food Peddler License, a Rhode Island Raised Livestock Association Permit and meet the RI Department of Health requirements.
- All vendors must replace or give money back for any item returned for any reason.

Space Assignment/Layout

Each vendor shall make their booths as attractive as possible, including their products offered for sale, by following the listed market guidelines: sturdy tent, tablecloths, and receptacles. All booths should be safe and orderly; umbrellas, tarps and signs should be secure. There are no assigned spaces – space allotment is on a “first come first serve basis”.

Miscellaneous

All products must be of acceptable quality. No pets allowed in the market area.

Sales shall be conducted in an orderly business manner and vendors shall exhibit courtesy and cooperation to customers as well as other vendors selling at the market. Prices must be displayed for the customers to see.

Please visit [farmfreshri.org/RI Farmers Markert Vendors Guide](http://farmfreshri.org/RI_Farmers_Markert_Vendors_Guide) for more details.

Please complete/update a farm/business account to create a public profile of your farm/business at farmfreshri.org. This allows us to keep our Farmers Market page up to date.

Market Manager

The Market Manager has the authority to mediate and enforce market rules.

Jeannie Vickers Contact Number: 401-349-5625

2016 APPLICATION Application Deadline: July 1st, 2015

Farm or Business Name _____

Web Address _____

Contact Name _____

Street Address _____

Phone Numbers: Day/Cell _____ Evening _____

Email _____

Space Required _____

Products For Sale _____

(If necessary use an additional sheet of paper and attach to application)

Vendor Agreement

I would like to participate in the North Providence Farmers Market 2015 Season. I have read and understand the Market Rules. I agree to cooperate with the Market Manager, to attend all of the markets to the best of my ability (or all of the markets which I have committed to), to do what I can to make the market a successful, positive experience for customers, other vendors and the host location.

Signature: _____

Print : _____

Vendor Name: _____

Date: _____

PLEASE BE SURE ALL PAPERWORK INCLUDES ITEMS BELOW FOR A COMPLETE APPLICATION

- Application with products and availability
- Market Rules Vendor Agreement
- Current Proof of Insurance
- Copy of Retail Sales Permit and any other relevant permits (if applicable)
- Any promotional information about your products for press release and website (optional)
- Payment check (if applicable)
- Please provide a list of participation dates to the Market Manager if you are not attending every Friday