

PAWTUXET VILLAGE FARMERS MARKET

2018 FARMERS MARKET VENDOR APPLICATION & INFORMATION

Application due date: MARCH 15, 2018

Mail your application and fee to:

Pawtuxet Village Farmer's Market
% Sandy Jacobi, Treasurer
253 Norwood Avenue
Cranston, RI 02905

1. Please review the checklist below before submitting your application. Incomplete applications from new vendors will cause a delay in response and may disqualify you from consideration: make sure your application is complete.
2. Pawtuxet Village Farmers Market makes a careful review of the product list from all applicants. New vendors are selected on their ability to offer new local products or unique products that will generate demand with customers. For non farm vendors, priority will be given to those vendors who utilize local farm products.
3. An application is only complete when submitted with a specific product list containing the products you plan to produce and sell at the market. The list will be kept on file and shared with all participating vendors. Submit the product list on a separate sheet of paper, with the type of products you plan to produce* and sell this season. All vendors (new and returning) are subject to a scheduled farm or site visit in order to confirm product list with current crops.

*Farmers must include the approx. # of plants and the approx. # of plantings planned for each crop.
4. New products may ***not*** be offered to sell at the market once your product list for the upcoming season has been approved. If there is a new product that you would like to produce, the addition must be reviewed and approved by the market committee.
5. Please provide a copy of your Liability Insurance. This must be current and show the year of coverage within which the current market season falls.
6. Please include a copy of your current Permit to Make Sales at Retail Certificate, which is renewed annually in June. Visit www.ri.gov/taxation/BAR/ for information on this form.
7. Any prepared or processed foods and drinks must show proof of RI Health Dept. certification for the facility in which the product was prepared. Please include a copy of your DOH certificates with your application.
8. If you are certified organic, please provide a copy of your certificate with this application. *Note: only farmers with USDA Organic certification can use the word "ORGANIC".
9. Please print a copy of market rules and sign the signature page to acknowledge the agreement to participate. **If you have employees running your market booth it is your responsibility to make sure they have read and understand the market rules.**

10. 2018 Pawtuxet Village Farmers Market runs for 26 weeks from Saturday, **May 5, 2018** until Saturday, **October 29, 2018**. Market hours are **9am – 12pm**.

11. For non-requested absences or emergencies, please call or text Market Manager as soon as possible.

12. The market committee is most interested in new vendors that can commit to a full season; however, certain businesses may have circumstances that require attending for less than the full 26 weeks. For these part-time vendors, there are different fees for each market.

Required fees:

- **\$50.00** application fee (will be refunded if not accepted to market)
- **\$650.00** Stall Fee (26 weeks x \$25)
- New Full Time Vendors: 50% of the balance (**\$325**) is due by May 1, 2018. Remaining balance (**\$325**) is due August 1, 2018. (Returning Vendors: 1st installment due June 1)
- Part Time Vendors: Minimum Stall Fee: **\$425**. Monthly Vendor Fee is **\$240**; must commit to 6 market dates. Full payment is due on May 1.

Please email any questions to:

Annemarie Bruun, Market Manager

pxtmarket@gmail.com

APPLICATION CHECKLIST

- Any recent promotional materials, articles or stories about your business and products. This information will help us promote you and the market. For use on the Market Website: www.PawtuxetVillageFarmersMarket.com
- Application fee (\$50.00). This will enter your business for consideration and reserve your space.
- Signed copy of Vendor Contract Signature Page & Market Rules
- Business Product List for 2018 season
- Current proof of Liability Insurance 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

Mail your application to:

Pawtuxet Village Farmers Market c/o Sandy Jacobi

253 Norwood Ave, Cranston, RI 02905

2018 FARMERS MARKET VENDOR APPLICATION

FARM OR BUSINESS NAME: _____

CONTACT NAME: _____

BUSINESS MAILING ADDRESS, including town and zip:

PHONE NUMBER: Cell: _____ Other _____

EMAIL: _____

WEBSITE: _____

DATES YOU ARE ABLE TO ATTEND THE MARKET (if other than the complete season)

ARE YOU CERTIFIED ORGANIC: YES* _____ NO _____

*If yes, provide copy of certificate.

DESCRIBE YOUR FARMING METHODS: (ie, IPM, Chemical Free, GAP, conventional)

NAME(S) OF EMPLOYEES WHO MAY SELL ON YOUR BEHALF: PLEASE INCLUDE CONTACT INFORMATION

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VENDOR CONTRACT SIGNATURE PAGE & MARKET RULES

Farm or business name: _____

Your name: _____

We would like to participate in the 2018 Pawtuxet Village Farmers Market Season.

Farmers agree to grow or produce 100% of listed products unless otherwise approved by the Market Committee. We will not buy in any products and resell them unless approved by Market Committee. If product is bought in from another farmer(s), signs must clearly be displayed indicating this and growing methods should be known, (ie, conventional, organic, GAP certification, chemical free, etc...).

We agree to abide by the Market Rules, cooperate with the Market Manager, pay the required fees on time and submit all required certificates as they are renewed.

We agree to post prominent signage with the Farm/Vendor Name, Location, and Products, and information about growing methods, ingredients (gluten-free, vegan, etc) or other pertinent facts that will attract and inform customers.

We agree to observe safe food handling practices.

We agree to attend all markets regardless of weather.

We agree to set up our stand before 8:30 am. Vehicles must be moved from the loading area by 8:45 am.

We have read and understood Information for Applicants and have read and understand the Market Rules and agree to abide by them, and have signed a copy to be included with my application.

We agree to make every effort to make the market a success and a positive experience for the customers, vendors, and the host location.

Signature: _____ Date: _____

