

COASTAL GROWERS' MARKET

LOCALLY GROWN, PRODUCED AND HANDMADE IN RHODE ISLAND



NEW FULL TIME VENDOR APPLICATION 2019 WINTER MARKET

APPLICATION DEADLINE: SEPTEMBER 30, 2019

INFORMATION FOR APPLICANTS

1. **Market Location: The winter market will be held at Quest Montessori School 1150 Boston Neck Road Narragansett, RI 02882**
2. 2019 Winter Market runs Saturday, November 2, 2019 through Saturday, December 28, 2019. Market hours are 9:00 am – 12:00 pm.
3. A complete application is of great importance to the market. Please review the checklist below before mailing or delivering your application and make a copy of everything you send for your files. **Incomplete applications from new vendors will not be considered.**
4. A careful review is made of the product lists from both new applicants and new product requests from returning vendors. New vendors are selected on their ability to offer products that are unique to this market. It is rare for a new vendor to be selected with a product list identical to those of current vendors.
5. Please list your anticipated product availability date(s), including:
 - Earliest date your products will be available for sale at market:
 - Latest date your products will be available for sale at market:
6. A complete application contains a SPECIFIC product list that will be kept on file by the Market Manager. Please complete a PRODUCT LIST on a separate sheet of paper, with the products you plan to produce and sell this season.
7. New products may NOT be added after your product list for the upcoming season has been approved, or at any time during the market season.
8. Farmers must include the number of acres/sq. ft. you currently have in production for each crop.
9. The Certificate of Liability Insurance attached to your application must be current, must

show the year of coverage within which the current market season falls, must show your business name and name the Coastal Growers Farmers Market as additionally insured.

It is your responsibility to provide a copy of this certificate when your policy is renewed. Please attach a current certificate even if your policy is the same as your previous season's application. Please make a calendar note to send in your new certificate if it renews during the market season. Failure to do this will incur an admin fee!

10. 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.
11. 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.
12. Required fees:
 - \$50.00 application fee
 - \$495.00 for full time vendors (\$55.00/ week for 9 weeks)
 - 100% of the balance is due by November 2, 2019 (\$495.00)
 - In an effort to alleviate time spent on accounting we no longer accept weekly payments.
13. **If you have employees running your market booth it is your obligation to make sure they have read and understand the market rules.**
14. DUE BY SEPTEMBER 20, 2019. **Late applications will not be accepted.**

Please email any questions to: coastalmarket@gmail.com

APPLICATION CHECKLIST

- Any recent promotional article about your products or business
- Application fee (\$50.00)
- Vendor Contract Signature Page
- Signed Copy of the Market Rules
- 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

Hand in your application to the Market Manager, complete online form and payment OR mail your application to:

**COASTAL GROWERS MARKET
P.O. Box 251, Saunderstown, RI 02874**