

COASTAL GROWERS' MARKET

LOCALLY GROWN, PRODUCED AND HANDMADE IN RHODE ISLAND



RETURNING FULL TIME VENDOR APPLICATION 2019 WINTER MARKET

APPLICATION DEADLINE: SEPTEMBER 30, 2019

INFORMATION FOR APPLICANTS

Market Location: The winter market will be held at Quest Montessori School
1150 Boston Neck Road Narragansett, RI 02882

1. 2019 Winter Market runs Saturday, November 2, 2019 through Saturday, December 28, 2019. Market hours are 9:00 am – 12:00 pm.
2. 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 returning vendors will immediately incur a \$50 administrative fee.**
3. 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 type of products you plan to produce and sell this season. **Do not send an outdated product list, an outdated list will be considered an incomplete application and subject to a \$50 fee.**
4. If you are proposing to sell NEW products this season, those products must be listed on the following page. It is your responsibility to request any additions or changes to your product list from the Coastal Growers management at the time of application only. Deletions may be made as your growing season progresses. NO buying in and reselling of products is allowed.
5. 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.
6. 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!

7. 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.
8. 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.
9. Required fees:
 - \$50.00 application fee
 - \$495.00 for full time vendors (\$55.00/ week for 9 markets).
 - 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.
10. **If you have employees running your market booth it is your obligation to make sure they have read and understand the market rules.**
11. DUE BY SEPTEMBER 30, 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 & payment OR mail your application to:

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