



Southern District Farmers Market

Westerly Agway Seasonal Market Rules

The intent of these rules is to clearly state all goals and principles by which the Southern District Farmers Market (SDFM) shall operate. The 2018 Seasonal Market will be held **Saturday mornings 8:30am to 12:30pm, June 23 to September 29 (15 weeks). Additionally, one stall will be available for interested vendors daily, Sunday – Thursday.**

Purpose

The purpose of Southern District Farmers Market (SDFM) is to operate a weekly, seasonal farmers' market and year- round market location for local agricultural producers at the Westerly Agway, 31 Friendship St, Westerly, RI. Additionally we will establish a free online market for all farmers and producers of the Southern District (Washington and Kent Counties) by partnering with WhatsGood to develop the *Southern District Farmers Market App*. Our goal is to assist small agricultural producers of the Southern District to enter and/or expand their access to markets and consumers by utilizing technology, providing access to retail space, co-branding, and advertising.

Organization

The SDFM is a voluntary agreement between the Southern RI Conservation District (SRICD), Westerly Agway, WhatsGood, and vendors operating as follows during 2018:

SRICD	Market Manager responsible for soliciting vendor applications, project coordination, collection of market fees, social media and other advertising for the seasonal market, and general SDFM operations. Encourage and assist to farmers of the Southern District with set up of WhatsGood app.
Westerly Agway	Provide outdoor retail space for seasonal market, electricity (for approved vendor). Weekly advertising in Agway circular and other outlets including social media. Emergency/occasional onsite assistance to vendors, if needed, during market. Indoor retail space for year round marketplace and location for farmer/retail customer WhatsGood pick location.
WhatsGood	Develop SDFM App. Development of co-branded marketing materials, access to online market place free of charge to all Southern District producers and purveyors.
Vendors	For fee participants in seasonal market, free access to SDFM App and WhatsGood co-branding materials. Arrangements for year-round retail/WhatsGood drop off space will be governed by a separate agreements to be developed.



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Market Operations

SDFM reserves the right to request vendors refrain from selling particular products at the market. The application process and consultations with Agway are intended to avoid this issue.

Each vendor application shall be evaluated individually and selected based on the needs of the market. Applications will be approved by the SRICD District Manager, in consultation with Agway.

Acceptance into one season does not imply acceptance into future seasons. The new vendors first season will be considered a probation period.

The Market Manager shall have discretion over entertainment provided in consultation with Agway.

The Market Manager or the Manager of Agway has the authority to take immediate action when there is a question of safety.

The Market Manager shall work with the site Manager of Agway for the mutual benefit of both the market and Agway's regular business.

Agway has ultimate authority of how operations are conducted on the site.

Vendor Stalls and Fees

The stalls are areas for selling and shall be determined and approved by Agway prior to the market start date. Vendors will be assigned to their stall(s) by the Market Manager. **A \$50 application fee is required at the time the application is approved and is non-refundable. A second payment of \$50 is due prior to the start of the seasonal market, and the final payment of market fees is due by July 15th.**

Vendor stalls anticipated for 2018 summer season:

<u># OF STALLS</u>	<u>TYPE OF VENDOR</u>
3	Produce
2	Meat/cheese
1	other/coffee/juice/soap
1	food truck



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Summer 2018 vendor fees for a 15 week season are as follows:

Saturday Market Regular 10x10 Stall \$175/ season

Food truck \$475/season Craft/non-profit \$15/Saturday

Single farm stand stall Sunday, Monday, Tuesday, Wed, or Thursday

\$15/day or \$100 for 1 day, every week, for the season

Vendors must submit applicable fees to the SDFM postmarked by the requested date after your application is approved to reserve a stall. If the fee is not received by the requested date, another vendor will be offered the stall.

Rules for Vendors at Seasonal Market

1. Vendors must be operating an organization in Rhode Island engaged in the growing or processing of farm products. Only products produced or made within Rhode Island may be sold at the market, with the exception of products that have received special permission from the Market Manager.
2. Vendors may not purchase items and re-sell them at the market. SDFM reserves the right to make special exceptions on a case by case basis.
3. Vendor space is also open to persons who make their own homemade products or crafts and agree to abide by the Rules. Special vendor privileges may be granted to persons or organizations that want to support our organization but may not want to be vendors.
4. All approved vendors must commit to attend all scheduled markets during the 2018 season. Vendor application fees are collected after the application is approved and are non-refundable. Craft and other vendors will not be given refunds for weekly rental fees. A vendor must give a minimum of two day notice (unless there is an emergency) to the Market Manager if they cannot attend a market day. A vendor may have 2 excused absences per season, with proper notice.
5. Vendors must be onsite, set up, and ready to open prior to the start of the market. Vendors must stay for the entire length of the market. Vendors may set up at their market sites up to two hours before the markets open. Vendors must have their sites dismantled, packed up, and cleaned within one hour of the market closure.



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6. The market will be open rain or shine.
7. Each vendor will be responsible for all equipment and supplies for the setup of a booth (table, scales, bags, signs, etc.) Vendors who provide samples and/or products that result in waste material (such as corncobs, rinds, cups, paper, plastic) at the market shall provide containers for such waste disposal and advertise same.
8. Vendors must identify themselves by posting an easily read sign giving the name and address of the vendor and the "farm" name, where appropriate.
9. All baked goods must be fresh baked and prepared from scratch (no commercially prepared dough mixes, crusts, shells or fillings).
10. 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 that affect vendors, including collection of sales tax where/how applicable. Vendors must carry their own insurance to cover them during the markets. Insurance held by the SDFM or Agway does not protect individual vendors.
11. Each vendor agrees to make his/her stand and products offered for sale as attractive as possible.
12. PRICES SHALL BE PLAINLY DISPLAYED TO THE CUSTOMER.
13. Sales shall be conducted in an orderly business manner. No vendor shall hawk, shout, or make use of audio equipment or other sound producing equipment or flashing lights unless prior authorization is obtained from the Market Manager.
14. Vendors stands and actions should be safe and orderly; umbrellas, tarps, tables, equipment and signs should be securely anchored to prevent movement by the wind; they should not hang over the walkway to create a hazard. Potentially hazardous materials, including knives, cutting tools or sharp objects, must be secured or otherwise kept out of reach of children.

Section F - Penalties for Infractions of Rules and Rules

Upon a vendor's first infraction of rules or rules the Market Manager will issue a verbal warning and the vendor will immediately discontinue the act that is causing the infraction. If the infraction continues, the Market Manager and Agway will meet to discuss the dismissal of the vendor from the market for the remainder of the season. If it is deemed dismissal from the market is necessary, the violating vendor will be notified in writing. The vendor will not be refunded for fees paid to the market.

SDFM reserves the right to immediately dismiss any vendor who breaks the law or is found to be in severe violation of the market's rules or rules.



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2018 Vendor Application Form

(submit to gfuller.sricd@gmail.com or drop off at Agway c/o Gina Fuller by June 1)

Farm/Business Name: _____

Contact Name: _____

Email address: _____

Phone Number: _____

Business Address: _____

City: _____ State: _____ Zipcode: _____

I am applying for: _____ regular Saturday stall \$175 _____ Food Truck

_____ Weekday stall (circle all that apply) Sun Mon Tues Wed Thurs

_____ Craft/artisan/ non-profit (please tell us which date/s you wish to reserve)

Please provide a comprehensive list of the products you will offer for sale at the 2018 market: