

2016 Hope Street Farmers Market

FOOD TRUCK APPLICATION due February 1, 2016

If accepted, Food Truck vendors can participate in the Saturday market on a twice-per-month basis and/or Wednesday market on a once-per-month basis, schedule permitting.

Preference will be given to vendors who source local ingredients with scheduling priority given to vendors choosing to participate in both the Saturday and Wednesday markets.

Applicants whose menu items compete directly with any of our prepared food/drink vendors will be restricted to selling only approved non-competing menu items on market day.

Local ingredients market policy:

The market has implemented a new requirement for all Prepared Food and Food & Drink Artisan vendors to follow. This policy now requires that 50% of all ingredients that are available locally must be purchased from a local source (Rhode Island and/or up to 150 miles). This percentage does not include ingredients that are not available in our region. Grains and flour are excluded, however, we encourage their use if available locally.

Full details will be provided to all prepared food vendors regarding this requirement if accepted into the market for the upcoming season.

Market days & times:

Saturdays, May 21st - October 29th, 9:15 a.m. to 1:00 p.m.

Wednesdays, May 25th - October 26th, 3:15 to 6:00 p.m.

***Please note that for the 2016 season there will be two rotating food truck spaces available on Saturdays and one rotating food truck space available on Wednesdays.**

Parking: Space will be reserved along Blackstone Boulevard on market days for the participating food trucks. Food truck vendor must park 15 minutes after scheduled market opening to allow regular vendors time to unload. This would be 9:15am on Saturdays and 3:15pm on Wednesdays. Please check in with the Market Master upon arrival.

2016 Market Fees:

\$40.00 per Saturday market and \$15.00 per Wednesday market. (Fee subject to change)

Payments must be made at least two weeks in advance of scheduled market day. Failure to do so will result in loss of spot.

Please make check payable to: Hope Street Farmers Market Association

- Check if you are applying to be a Saturday only vendor
- Check if you are applying to be a Wednesday only vendor.
- Check if you are applying to be both a Saturday and a Wednesday vendor

CONTACT INFORMATION

Food Truck/Business Name _____

Contact Name _____

Mailing Address _____

City, state and zip _____

E-mail _____

Website/Facebook _____

Telephone _____

1. FOOD TRUCK DESCRIPTION

Please write below and attach or link to photos of the vehicle:

2. MENU

Please write below (or attach a separate sheet). Must list all local products and/or ingredients which are used in menu:

3. LIABILITY INSURANCE

Each market participant must carry liability insurance (you may have coverage under your home owner's policy, renters or business policy - please check with your insurance agent.) Please attach a copy of your certificate of insurance or a copy of your insurance policy.

4. SALES TAX PERMIT

Please include a copy of your current Permit to Make Sales at Retail Certificate, which is renewed annually in June. Please go to www.ri.gov/taxation/BAR/ for more information on this form or to register your business.

5. HEALTH DEPARTMENT CERTIFICATION

Any prepared or processed foods must show proof of RI, MA or CT Health Department certification for the facility in which the product was/is prepared. **We require the display of the farm and state origins for locally sourced ingredients.**

6. PLEASE INCLUDE ANY OTHER RELEVANT PERMITS

7. REQUESTED MARKET DATES

Please select market dates you are available to participate in. Vendors choosing to participate in both the Saturday and Wednesday markets will be scheduled first. Once scheduling is complete vendors will be notified of their scheduled market dates for the 2016 season.

SATURDAYS

<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
21	4	2	6	3	1
28	11	9	13	10	8
	18	16	20	17	15
	25	23	27	24	22
		30			29

WEDNESDAYS

<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
25	1	6	3	7	5
	8	13	10	14	12
	15	20	17	21	19
	22	27	24	28	26
	29		31		

8. Please provide a list of current or past farmers' markets attended:

HOPE STREET FARMERS MARKET 2016 MARKET RULES AND AGREEMENT

Food Truck or Business name: _____

Your name: _____

I/we would like to participate in the Hope Street Farmers Market as a Food Truck vendor for the 2016 season.

I/we have read, understood and agree to abide by the Hope Street Market Rules; pay the required fees by due dates and submit all required certificates as they are required and/or renewed.

I/we agree to observe safe food handling practices.

Signature _____

Date _____

Send complete application packet to:

Hope Street Farmers Market Association

PO Box 41516

Providence, RI 02940

Email any questions to market manager at hopestreetmarket@gmail.com

APPLICATION PROCESS AND CRITERIA:

The Hope Street Farmers Market accepts applications from farmers and food artisans in RI, MA or CT.

All prospective new vendors must provide current proof of insurance, with business name and liability coverage. A current copy of RI Retail Sales Permit, if applicable, and any other relevant permits/licenses, Health Dept., etc. Applicants must read and agree to our market rules and food safety rules. They must fill out our vendor application and submit it along with the application fee by the stated due date. Incomplete applications will not be considered.

The Hope Street Farmers Market is a juried market. A submitted application does not guarantee approval into our market. That is determined by our market association's members via an application committee process and general membership vote which takes place in the spring. Applicants are then informed by mail of the market's decision as to whether or not their application has been accepted for the upcoming market season.

7 ways we determine if a potential vendor is correct for our market:

1. Does the applicant have all the correct licensing, insurance and permits to sell and has paid the application fee by the designated due date?
2. Does the applicant have a product that will add to the overall diversity of the market without negatively impacting the financial success of current full time vendors?
3. Does the applicant have a cooperative and supportive spirit and reputation that will serve this organization?
4. Does the applicant have a good reputation with other vendors and market managers in the state and region?
5. Can the applicant sustain the level of product production to service an entire season of the farmers' market?
6. Does the applicant have the ability to pay all fees and volunteer his/her time to assist with the growth of the market?
7. Is the applicant's product raised, grown and/or made from locally harvested sources?

APPLICATION PACKET CHECKLIST

****an administrative fee of \$50 will be charged for incomplete applications.**

- ✓ Application and Menu list
- ✓ Requested Market dates
- ✓ Food Safety Rules Signature Page
- ✓ Descriptive Paragraph of your operation
- ✓ Current proof of insurance, with business name and liability coverage
- ✓ Current copy of RI Retail Sales Permit, if applicable
- ✓ Any other relevant permits, Health Dept., etc.
- ✓ Application fee (\$50.00) [includes a non-refundable \$10.00 administrative fee.]

Please keep a copy of the application materials for your records.

Receipt of a completed application does not guarantee applicant a spot at the market.