

2017 Hope Street Farmers Market

FOOD TRUCK APPLICATION due February 1, 2017

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 implemented a new requirement in 2015 for all Prepared Food and Food & Drink Artisan vendors to follow. This policy requires that a majority 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 6th - October 28th, 9:15 a.m. to 1:00 p.m.

Wednesdays, May 31st - October 25th, 3:15 to 6:00 p.m.

***Please note that for the 2017 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.

2017 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

APPLICATION PROCESS AND CRITERIA:

The Hope Street Farmers Market Association 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 review process and full 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?

- 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 all 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 2017 season.

SATURDAYS

<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
6	3	1	5	2	7
13	10	8	12	9	14
20	17	15	19	16	21
27	24	22	26	23	28
		29		30	

WEDNESDAYS

<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
31	7	5	2	6	4
	14	12	9	13	11
	21	19	16	20	18
	28	26	23	27	25
			30		

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

FOOD SAFETY RULES – 2017

Section 1: Temperature

Seafood: All fish and shellfish must be at 41 degrees or less. Shellfish should never be in contact with pooling water.

Eggs: All eggs must be at 41 degrees or less.

Bakery items such as sandwiches or calzones must be at 41 degrees or less.

All frozen items such as meat, must be kept frozen.

Section 2: Display of Bakery Items

All bakery items must be either behind a sneeze guard or individually wrapped. Any individually wrapped item must contain a list of ingredients.

Section 3: Sampling

- a) All self-serve samples must be in individual serving cups and protected by a sneeze guard. Self-serve samples may also be in a sample dispenser.
- b) Vendors passing out samples of their wares must have samples protected by a sneeze guard. Vendors must wear clean food grade non-latex gloves while passing out samples.
- c) All vegetables and fruits cut for sampling must be clean. The preparer must have clean hands or clean non-latex food grade gloves and use a clean cutting board and knife. If cutting is to be done at market, vendor must have a way to clean cutting boards and knives or bring extra cutting boards and knives. If cutting is to be done at home, samples must be transported to market in a clean or sterile container.
- d) Any product requiring refrigeration (see section 1) must be kept at proper temperature for sampling.

Section 4: Storage

All vendors under the jurisdiction of the Health Department must keep their product six inches off of the ground.

All vegetable and fruit farmers must keep their product off of the ground. A tarp is sufficient if you cannot adhere to the six inch rule.

Section 5: Sanitation

All vendors who take a break to eat, smoke or to use the bathroom must wash their hands before returning to market. Wash stations are required for vendors dealing with unpackaged fish and shellfish. In addition, other vendors are encouraged to set up their own hand washing station. Note: hand sanitizer does not take the place of washing hands with soap and water.

Section 6: Licensing

All vendors must have the appropriate licenses for their business.

All meat must be processed in a USDA facility. All poultry must be processed in a USDA facility unless that farmer has a USDA poultry exemption.

HOPE STREET FARMERS MARKET 2017 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 2017 season.

I/we have read, understood and agree to abide by the Hope Street Market Rules, Food Safety 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 _____

Required documents and fees are enclosed in the amount of _____
Checks should be made to Hope Street Farmers Market Association.

The Hope Street Farmers Market Association reserves the right to deny any vendor application.

**Applicants who have not been offered a space at the market as a Saturday and/or Wednesday vendor for the 2017 season will have their application fee refunded minus the \$10.00 administrative fee.

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 PACKET CHECKLIST

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

- Application and Menu list
- Requested Market dates
- Descriptive paragraph of your operation
- Market Rules and Contract Signature Page
- Current proof of insurance, with business name and liability coverage
- Current copy of RI Retail Sales Permit, if applicable
- Any other relevant permits, Providence Vendor permit, 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.