

# **EAST GREENWICH FARMER'S MARKET (EGFM)**

## **ELDREDGE ELEMENTARY SCHOOL**

101 1<sup>st</sup> Ave  
East Greenwich, RI 02818

EGFM Market Manager: Tracie Truesdell  
401-575-7083

EGFM Assistant Manager: Joel Henry  
401-996-0203

[EastGreenwichFarmersMarket@gmail.com](mailto:EastGreenwichFarmersMarket@gmail.com)

## **THE EGFM 2016 MARKET SEASON**

MONDAYS, 2PM-6PM  
First market: 6/06/16  
Last market: 10/03/16

### **Requirements**

1. Please provide a PRODUCT LIST with the type of products you plan to produce and sell this season, including the number of acres you currently have in production for each of your crops (use an additional sheet of paper and attach to your application if necessary).
2. Please provide a DESCRIPTIVE PARAGRAPH ABOUT YOUR BUSINESS AND ITS PRODUCTS. This information will be used with the consideration of your application, and may be used for other purposes, such as advertising, etc.
3. Each market participant must have LIABILITY INSURANCE in order to participate in the EGFM. With this, the Town of East Greenwich (125 Main Street, East Greenwich, RI 02818) must be added as a rider on that insurance.

4. Please provide a copy of your insurance documentation with your application stating the Town of East Greenwich as “additionally insured” (or similar verbiage) to your policy.
5. Please review the market rules below and sign the bottom of this application to document your acceptance of these terms and conditions:

**A. Operating Rules**

1. **The market is open rain or shine** every Monday, June 06 - October 03, 2016 during the hours of 2pm- 6pm.
2. Participants may set up at their designated market sites, up to two hours (12pm), **but no less than 30 minutes (1:30pm) before the market opens.** No products shall be sold before the market opens. The market will not open until all vendors are ready. All participants must have their market sites dismantled, packed up, and cleaned within one hour (7pm) of the market closing (6pm).

All approved members must commit to, and practice a regular schedule of attendance.

**If a participant determines, on the day of the market, that they cannot attend, they should immediately notify the Market Manager via cell phone:**

**401-575-7083**

Only two excused absences (at the Market Manager’s discretion) allowed for each season. All additional unexcused absences will result in a \$20 fine.

After three unexcused absences in a full season, the Market Manager reserves the right to drop that participant from the EGFM. Fees will not be reimbursed and fines will be applied as applicable.

## **B. Participant and Product Rules**

1. As a general rule, it is against the policy of the EGFM to purchase items and resell them at market. The manager *MAY* make exceptions if the manager believes it benefits the market as a whole.
2. Each Participant will be responsible for all equipment and supplies for the setup of a booth (table, tent, scales, bags, signs, etc.). Tables, tents, tablecloths and signs are **REQUIRED**. Participants who provide samples (this is highly encouraged as long as you follow health code regulations) and/or products which result in waste material (i.e. corncobs, rinds, cups, etc.) at the market shall provide accessible containers for such waste disposal (minimum size: no smaller than an office waste basket).
3. All licenses, sales permits, sales tax information and other requirements for the sale of any item shall be the responsibility of the participant. Each member is responsible for meeting all applicable federal, state, and local laws and regulations. Members must carry their own insurance to cover them while participating in the EGFM.
4. Participants must identify themselves by posting an easily read sign giving the name of the farm or business (preferably a vinyl sign, approx 10'x8') hung across front of tent).
5. Sales shall be conducted in an orderly business manner. No shouting, hawking, or other objectionable means of soliciting shall be tolerated. All participants shall exhibit courtesy, and cooperation to customers and to other vendors selling at the market.
6. **PRICES SHALL BE PLAINLY DISPLAYED TO THE CUSTOMER.**

7. The Market Manager, or their assigned designee, has the authority to enforce all market rules. Any participant not complying with these rules will be asked to leave immediately. Market fees will not be returned to the participant in this situation.

### **C. Market Fees**

1. Fees are to be paid to The **Town of East Greenwich**.
2. **50% of season fees are due with your application.** The balance of these fees are due on the first market of your participation, unless otherwise discussed with the Market Manager. Participants may also pay in full with their application if they so desire.

A single tent is 10' x 10'. Two tents is 10' x 20'.

If your application is not accepted, your market fee will be promptly returned to you.

3. Market fees:

Single tents (space 10'x10')	\$390 for the season
Double tents (more than 10x10)	\$580 for the season

If your set up takes up more than 10'x10' – you will be charged more than \$390

### **D. Stall Assignment/Layout**

1. Each participant agrees to make his/her stand and products offered for sale as attractive as possible following the market style guidelines, which include: sturdy tent (no more sorry tents! No broken tents!!!), tablecloths (clean, not ripped), farm name displayed prominently (preferably vinyl signs, hung in front of each tent, banner style).

2. Participants' stands should be safe and orderly; umbrellas, tarps, tents, signs, etc., should all be securely anchored to prevent movement by the wind. They should not hang over the walkway, which could create a hazard.
3. Vendor spots/locations at the market, will be assigned by the Market Manager.

#### **E. Miscellaneous**

1. Our goal is to be a very high quality "Gourmet" market, while fostering a sense of community. It is important to bring attention to the importance of buying local, supporting the customer's local economy (that's why all our vendors and products are RI only) and encouraging relationships between the community (customer) and their local farmers and artisans (YOU!!). All products must meet a quality acceptable to the Market Manager.
2. Participants are not to bring pets to the markets (unless prior approval is granted by the Market Manager).
3. The Market Manager (or their designee) has the authority to mediate and enforce the market rules.

## APPLICATION

### EGFM 2016

Note: Due to the limited number of participant spaces available, not all applications for the 2016 season may be selected to participate. If you submit an application, and you are NOT selected, your fees will be promptly returned to you.

FARM OR BUSINESS NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: Day: \_\_\_\_\_ Eve: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

CERTIFIED ORGANIC: YES\* \_\_\_\_\_ NO: \_\_\_\_\_

\*If yes, please provide copy of certificate.

NAME (S) OF OTHERS WHO MAY SELL FOR YOU DURING THE SEASON: \_\_\_\_\_

\_\_\_\_\_

Applying for (circle one): Full Season 1 tent ; or 2 tents.

I would like to participate in the East Greenwich Farmer's Market (EGFM) 2016 season. I agree to abide by the EGFM rules, cooperate with the Market Manager. **I agree to attend all of the markets regardless of weather.** I understand that submission of this application does not guarantee my participation in the EGFM 2016 season.

Print name:\_\_\_\_\_

Signature:\_\_\_\_\_Date:\_\_\_\_\_

Please return the completed application no later than:

April 18, 2016

All applicants will then be notified as to whether or not they have been selected for the market by May 1, 2016

Deliver to:

Tracie Truesdell  
EGFM Market Manager  
163 Spring St.  
Greenwich, RI 02818

Other contact info:

Tracie Truesdell  
401-886-9889 home  
401-575-7083 cell  
[trtruesdell@yahoo.com](mailto:trtruesdell@yahoo.com)

A complete 2016 application packet includes:

- Product list, availability and acreage.
- If certified organic, provide a copy of certification certificate.
- Copy of your Retail Sales Permit, and other relevant permits (Health Department, etc.)
- Descriptive paragraph about your operation.
- Proof of insurance.
- 50% (\$195 for single space, \$290 for double space) of market fee.
- Your signature.

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

THANKS!