

SCHOOLYARD MARKET

Rules & Guidelines 2020



Applications are due April 2, 2020

visit <https://makefoodyourbusiness.org/vendor-info/> to apply!

*applications received after after April 2nd will be approved on a first-come, first-served basis with consideration for existing space and product availability at the market

Thank you for your interest in vending at Hope & Main's Schoolyard Market!

VENDORS WE ARE LOOKING FOR ARE:

- In good standing with Hope & Main
- Fully insured, licensed, and permitted to make sales in the State of RI
- Based in New England
- Growers/farmers
- Food/beverage makers
- Artisans and craftspeople who make non-edible items related to food, culinary arts/kitchens, eating or drinking, gardening, agriculture and health/beauty

HOPE & MAIN MEMBERS: Current members are guaranteed acceptance with a correctly completed application following a brief vendor orientation, subject to space and product availability at the market.

NOTE TO ALL APPLICANTS: Vendor consistency and punctuality is critical to the success of any farmers market. We take your commitment to our market and your fellow vendors seriously. Failure to adhere to these rules and guidelines will result in suspension or expulsion from Schoolyard Market and future Hope & Main activities. Any company (H&M member or not) who has never vended at a farmers market before is required to attend a brief vendor orientation, and to briefly shadow an experienced vendor. The market staff at Hope & Main is committed to your success at this market and to creating an inclusive, fun, and community-focused event each week. Your adherence to these guidelines will help us with this goal!

NON-DISCRIMINATION POLICY: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795- 3272 (voice), or (202) 720-6382 (TDD).

MARKET MANAGER: Caitlin Mandel • caitlin@makefoodyourbusiness.org • 401.245.7400

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ABOUT THE MARKET:

Schoolyard Market is a farmers-makers market held in the former schoolyard of Main Street School – a century-old building where Hope & Main now resides. This is an extension of our non-profit mission, helping grow and connect our local food economy. We pride ourselves on serving as an incubator market where customers can try the latest and greatest items to hit our local food scene, and brand new makers can meet their first fans and make their first sales. The market staff at Hope & Main is committed to your success and is always available to brainstorm how we can leverage the market to grow your business.

Each vendor is responsible for assisting Hope & Main in fostering a safe, navigable and enjoyable marketplace that's welcoming to all. Our market accepts Supplemental Nutrition Assistance Program (SNAP) "FreshBucks" coins as payment for applicable items. Training on how to accept these coins will be provided, but do not hesitate to let the market manager know if you have any questions.

Schoolyard Market is made possible in part thanks to the USDA's Farmers Market Promotion Program (FMPP) grant. As the grant recipient, Hope & Main is required to collect and report data from vendors at every market of the season. A post-market survey will be given to each vendor's Point Person for reporting. Vendors that fully complete and return 90% of their surveys are eligible for refunds at the end of the market season. Full Season vendors are eligible for a \$100.00 refund or the equivalent in Hope & Main-related expenses. Twice-Monthly vendors are eligible for a \$80.00 refund or the equivalent in Hope & Main-related expenses.

MARKETPLACE SETUP & VENDOR STALLS:

Changes to the marketplace, vendor placement and/or market day events are at the discretion of the Market Manager and can be implemented at any time. Vendors are pre-assigned 10x10' stalls in advance of each market day. Vendors are responsible for maintaining proper sanitation and food safety at all times.

Update Regarding COVID-19 Guidelines

Vendors must follow the required safety rules developed to maintain a safe farmers market environment for vendors and market goers. These rules may include wearing masks, wearing gloves, frequent handwashing, practicing social distancing and altering market stall set up to comply with CDC and RI DOH guidance.

Market Day Timing:

Vendors may set up their stall up to two hours before, but no later than 30 minutes before the market opens. No products shall be sold before the market opens.

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Pop-up Tent/Setup Requirements:

- ✓ Structurally Sound
- ✓ Fully covers your stall(s)
- ✓ Heavy weights (minimum 40lb/ea) securely attached to each tent leg or stakes
- ✓ Provide your own tables and/or merchandise displays
- ✓ Business/Farm name must be clearly identifiable from afar through signage
- ✓ Merchandise displays/signage cannot exceed the footprint of your stall
- ✓ Ingredients, allergen and process information must be readily available

Limitations:

- ✓ No tobacco permitted on site
- ✓ No vehicles (except authorized food trucks) allowed in the Schoolyard during the market
- ✓ No public sales before 9am
- ✓ No plastic shopping bags (Warren town ordinance implemented January 2019)
- ✓ No music or disruptive noise/behavior

Electricity:

- ✓ Electricity is very limited. The market manager reserves the right to prioritize this limited electrical access for vendors who cannot vend without it, subject to the market setup that day.

Inventory:

Vendors may only sell the items listed on your application. Items for sale must be clearly marked with 1) item name 2) ingredients and 3) price, or, have a menu/price board/sign that is clearly visible. Vendors are responsible for adequately managing inventory to meet the demands of patrons. Hope & Main is not responsible for oversight or handling of any vendor supplies.

Waste Management/Compost Collection:

All participants in Schoolyard Market are responsible for waste management. We insist that Schoolyard Market remain a clean, safe, and orderly environment.

Vendors are expected to use environmentally-friendly materials for sampling and food service, and must provide receptacles to contain and responsibly dispose of all waste made by, within, and immediately around your stall space. No Styrofoam is permitted.

Hope & Main is proud to be a Compost Depot/compost collection site thanks to a partnership with The Compost Plant. All market food waste and organic matter is contributed to compost, rather than general trash. Yellow collection buckets are provided for customers and vendor convenience.

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ATTENDANCE AND PARTICIPATION:

Schedule/Assignments:

Vendors may apply for either a full season, every other week, or single day commitments. If accepted, the Market Manager will determine your participation schedule based on the information you provide on your application. Once the vending schedule is published, you are responsible for fulfilling your participation and payment commitments in full. Vendors that do not fulfill their commitment are still responsible for fees due.

Cancellations:

To cancel a market date, vendors must notify the Market Manager in writing before 7pm the day before the market (e.g. 7pm Tuesday). **No refunds are given.** A \$50.00 fee will be charged to any vendor that cancels after 7pm on Tuesday and no-shows.

Market Staff:

Anyone interacting with market patrons on your behalf of your business during the market will be treated as a vendor and held accountable as such. All vendors are responsible for fully training any staff who will be selling on your behalf in all rules and programs covered in the vendor guide.

Pets/Live Animals:

The marketplace is pet friendly for patrons only. Vendors with Service Animals must disclose if the animal is in service for a disability and what task the animal has been trained to perform, per ADA guidelines. Service Animals must be harnessed, leashed, or tethered with the individual they are serving. Adjustments to this rule can be made per the vendor's request. Farmers can bring animals with advance notice and written consent from the Market Manager. Additional insurance may be required.

Weather Considerations:

Vendors are expected to be prepared for all weather conditions. In the event of heavy, sustained rain, the market may be canceled. If a cancellation occurs, vendors will be notified immediately via email, followed by phone calls to the Point Person listed on your application. A 50% refund for vendor fees for that day will be given if the market manager cancels the market due to inclement weather.

Community Engagement:

Vendors will occasionally be expected to take part in a market-related contests, games and activities. Participation may involve donations.

FEES & PAYMENTS:

Billing:

Vendors will be billed for all scheduled dates before the start of the Schoolyard Season. Invoices will be

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delivered via email to the address used on your application, and payment is due **by the first Schoolyard market day of 2020**. Failure to make payments will result in suspension from Schoolyard Market. The application fee for non-members will be added to your total invoice if accepted. Please contact the market manager if you have concerns about the payment structure, we are here to help!

FEES	MEMBERS & GRADUATES	NON-MEMBERS
Application Fee	\$0	\$40
Full Season (10'x10' stall)	\$475	\$665
Every Other Week (10'x10' stall)	\$300	\$400
Single Day (10'x10' stall) & Food Trucks	\$40	\$55
Cancellation Fee/No show	\$50	
Returned Checks	\$35.00	

Before applying, please be sure you have:

- Marked your calendar with anticipated market schedule
- Insurance rider with "Hope & Main" as Additional Insured
- Business license
- Retail permit (if applicable)
- Detailed product list/menu

All Set? **Apply Today** at <https://makefoodyourbusiness.org/vendor-info/>

We look forward to hearing from you!

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