



2025 Outdoor Market Season Rules and Regulations

Required to apply:

Liability Insurance

Retail Sales Tax Permit

Department of Health License (or Cottage Food License and Retail Food Peddlers License) – food businesses only

Product List

Application Fee

Wednesday Market dates: May 28– Oct 29, 2pm–6pm

Saturday Market dates: May 3 2025– October 25, 2025 9AM–12PM

Market Rules

MARKET ATTENDANCE

Vendors must give 24 hour notice to the Market Manager if they cannot attend a market day. Two excused absences are permitted per market season.

Vendors with seasonal products must give at least 4 days notice of cancellation when products are unavailable, and to request appearing at the market outside of the previously agreed upon dates.

The market is held every week except in extreme weather conditions when a notice of cancellation will be posted on our social media pages. Notice of cancellation will be posted by 6 AM on Saturdays. Vendors are expected to attend all markets regardless of weather conditions.

DAY OF MARKET

1. Vendors may begin to set up no earlier than 90 minutes prior to market opening and must occupy their space no later than 30 minutes prior to opening. Vendors

may not begin to sell items before market is open. Vendors must be ready to sell at the market opening bell.

2. Vendors must vacate market premises no later than 45 minutes after closing time, and should not leave market prior to closing time without prior agreement from Market Manager.

3. Vendors should maintain a clean and presentable stall throughout the market day. Vendors are responsible for the cleanup of all waste from both within and around the stall area at the end of the market day. Compostable material, recyclables and trash should be taken out by vendors.

4. All stall spaces are 10x10'. Stall size is subject to change.

5. No sub-letting of stalls by vendors is permitted, unless specific approval has been given by market manager.

6. Stall spaces will be assigned by Market Manager prior to season opening and are subject to change per Market Manager.

7. Appearance of both vendor and stall should be neat and clean, and the behavior of vendors and their representatives should be friendly and respectable at all times.

MARKET QUALITY: ACT as a "GRADE A MARKET"

1. All products must be grown or made within RI, MA, or CT.

2. Any "value added" processed foods sold by growers must be made from vendors own crops. For example: if a farmer is selling blueberry jam, the blueberries must be grown directly by the vendor.

3. The sale of any imported or previously purchased products is against the policy of the market and will result in a fine to the vendor and/or the dismissal of the vendor from the market. No vendor may purchase any product for resale at the market, either from another "local" vendor or from out of state. Exceptions may be made by market management.

4. All seafood sold at ACT markets must be landed in RI, MA, or CT. Each species offered for sale needs to be labeled with the state in which it was landed. If purchasing seafood from a wholesale distributor, receipts indicating sources are

required, if requested. If a species is claimed to be purchased directly from a local fisherman, supporting paperwork must be presented, if requested. If supporting receipts cannot be presented for a species in question it will be removed from the vendor's approved product list. In addition, ACT reserves the right to check seafood advertised as landed in RI against this DEM database:

<http://www.dem.ri.gov/riseafood/learn.php> , and if a species offered for sale does not match this database it will also be removed from the vendor's approved product list. Any prepared food offered for sale by a seafood vendor must include a seafood product landed in RI, MA, or CT, as the main ingredient.

MARKET QUALITY: APPLIES TO ALL ACT MARKETS

1. Products must meet a quality level acceptable to Market Manager, reflecting freshness and overall high condition of product.
2. The Market Manager may ask to have products removed by a vendor if they detract from the overall quality of the market, thus affecting other market vendors' sales.
3. All prepared food items must be made in accordance with RI Department of Health regulations. Licensed kitchens must be used for all preparations and cooking procedures. Cottage Food Manufacturers must follow all RI Department of Health Regulations and submit a copy of the Retail Food Peddlers License in addition to the Cottage Food Manufacturer Certification (<https://health.ri.gov/food/about/cottagefoods/> <https://health.ri.gov/publications/frequentlyaskedquestions/FAQs-Cottage-Food-Manufacturing-in-RI.pdf>). Prepared food items may only be sold by the producer.
4. Vendors will be responsible for all equipment and supplies for the setup of a booth. Vendors must bring and use stakes or weights to secure their tents each market (when outside). Vendors selling products by weight must use a State inspected scale for all sales at market.
5. Any sales of livestock products (i.e. dairy, lamb, pork, lobsters, swordfish, clams etc.) must be in accordance with RI Department of Health regulations. Refrigeration at the market is the vendors' responsibility.

TABLE AUDITS

ACT staff will conduct regular, unannounced vendor table audits throughout the market season. These audits are designed to uphold our commitment to the high standards and integrity of the market. ACT staff will compare a vendor's table items to their approved product list, and after this review may require a site visit as a follow up. Vendors should expect to be audited once during the season. Participation in these audits is mandatory for all vendors.

PRODUCT LIST COMPLIANCE

Aquidneck Community Table reserves the right to perform a table audit at any time to ensure compliance with vendors' stated product list as presented in their original application. Vendors must seek permission from the Market Manager before adding new items to their stand.

MARKET FEES

1. Fees are subject to change from season to season. The current single stall fee is \$45 per market day.
2. Fees will be paid in full to Aquidneck Community Table.
3. The commitment fee includes a non refundable seasonal application fee of \$50 and an annual marketing fee. The annual marketing fees for full time vendors is \$125 and is \$35 for artisan vendors. Marketing fees are due with application for returning vendors and will be billed upon acceptance for new vendors.
4. Weekly stall fees will be paid regardless of absences.
5. Stall fees will not be refunded in the event that a vendor withdraws from the market after the season has begun.
6. Late fees of 5% will be charged on any vendor balance that is more than 30 days overdue.

SIGNAGE

1. Each vendor must display signs to identify the farm or operation and a price list of products easily visible to consumers.
2. Women, Infants, and Children (WIC) program participants must display a WIC sign.

MARKET MEETINGS

Market membership meetings (virtual or in person) are held twice annually in spring and fall, or as needed for input, opinions and decision-making on market growth and operation. Attendance at these meetings is mandatory. Non-attendance will be taken into consideration upon application renewal. Vendor participation in the market season planning is critical to the growth and success of the market.

EBT/SNAP PROGRAM

All qualified vendors may participate using the Fresh Bucks tokens with a weekly token cash-out minimum of \$30.00. Participating vendors are required to fill out a W9 for tax purposes and will be issued a 1099 at the end of the financial year reflecting reimbursements received. Tokens will be reimbursed on a bi-weekly basis.

PLASTIC BAG ORDINANCE

In accordance with the Aquidneck Island plastic bag ordinances, single-use plastic bags are not allowed at any ACT markets. ACT will not carry any liability for fines issued for noncompliance. Fines up to \$300 per violation from the city/town will be issued for noncompliance. Any vendor using single-use plastic bags will be given a written warning for the first offense and dismissal from the market for the second offense.

PLASTIC STRAW BAN

Single-use plastic straws are not allowed at any ACT markets. Any vendor with a product that requires a straw is encouraged to suggest customers skip the straw. If a vendor chooses to have straws available the straws must either be compostable or reusable.

EQUAL OPPORTUNITY

In accordance with Federal law and the U.S. Department of Agriculture policy, this institution does not discriminate on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin, or disability status in employment or programming. Aquidneck Community Table is an Equal Opportunity Provider.

PENALTIES FOR NONCOMPLIANCE WITH MARKET RULES

The Market Manager has the authority to mediate when necessary, and enforce the market rules. Failure to comply with the rules outlined above may result in a fine or dismissal from the Market. Each case will be treated individually with respect for precedence; vendors will be given a warning and an opportunity to respond and correct before penalties are assessed.

Causes for fine or dismissal include:

1. Tardiness arriving or leaving Market
2. Product fraud
3. Behavioral conflicts
4. Waste related problems
5. Lack of signage
6. Noncompliance with RI Department of Health regulations
7. Noncompliance with single-use plastic bag ordinances
8. Noncompliance with COVID19 protocols

Miscellaneous:

9. No firearms, alcoholic beverages or illegal substances.
10. No smoking by market vendors is permitted on the market sites.
11. No pets with the exception of guide dogs.

Please contact vic@aquidneckcommunitytable.org for application information.