



CRAWFORDSVILLE FARMERS' MARKET 2019 Market Policies, Rules and Responsibilities

I. Mission/Purpose

The mission of the Crawfordsville Farmers' Market is to encourage and promote local agriculture, horticulture, baked goods, and homemade craft items in Montgomery County, Indiana; to provide producers a site to market their goods directly to county residents and visitors; and to provide consumers a market to obtain quality goods directly from producers.

Market Administration

Crawfordsville Market Manager assisted by the Farmers' Market Steering Committee

Market Site and Hours

Market location is 100 W. Pike Street. It will be blocked to vehicular traffic two hours before the market begins and two hours after the market closes. Hours for the 2019 market will be 8 am to 1 pm beginning April 27 and ending October 26.

II. Market Spaces

Each vendor space is 12' wide x 12' deep. Assigned, reserved spaces are available for \$60/space for the season. Reserved space vendors are expected to participate in the Market a majority of Saturdays. Non-reserved spaces are \$10/day for those wishing to participate occasionally. All vendors, regardless of number of days at the Market are required to have all proper certifications and licenses. Reserved spaces may not be sublet. If a vendor is absent on a Saturday, members of the steering committee reserve the right to offer that space to another vendor for the day. If you know in advance that you cannot attend a Saturday, please inform fellow vendors by posting on the Private Facebook Group "Crawfordsville Farmers Market Vendors". See p. 2 for how to join that group.

III. Booth Requirements

No set up before 6 am, but must be completed before the market opens at 8 am. If you arrive after the market opens, you will not be able to drive into your space. Latecomers must park their vehicle offsite and carry items to their space. **NO** parking on sidewalks, landscape beds, or lawn. Vendors must supply their own canopies/popups, tables, chairs, bags, or anything else needed to sell their products. **NO** stakes may be driven into the pavement or lawn. **Any vendor using a canopy/popup must have minimum 25# weights on each corner/leg.** All umbrellas must be weighted and secure. If you require electricity, please note this on your application/contract. Vendors must provide their own power cords.

IV. What May Be Sold

Quality grown local products including but not limited to: Fresh produce such as vegetables, fruits and herbs, plants, flowers, potpourri, maple syrup, and ground grains. Animal products such as meat, poultry, eggs, honey and cheese. Processed foods such as baked goods, jams, jellies, prepared foods, and packaged foods. Live plants, seedlings, and cut flowers. **51% of these products must be local AND vendor-produced.** Local is defined as produced within the State of Indiana. Any item not raised in Indiana must be identified as such.

NOTE: Meat, eggs, baked goods, and packaged or processed food items must be produced, packaged, labeled, and marketed in accordance with state and federal regulations. Any container plant must be either propagated by the vendor or grown to maturity for a minimum of six weeks. Anyone selling biennials or perennials must have a nursery license.

Only those who have a "USDA Certified Organic" certificate may label or describe their products as "organic".

Craft vendors must be original in design and handcrafted by the vendor or vendor's family. All crafts being sold at the market must first be juried before being considered for the market. Craft vendors will provide a detailed description along with clear photos of their products. This also applies to produce or meat vendors wishing to include crafts in their booth. If you sold an approved item last year, you do not need to submit that item again for approval; however any new items must be submitted for jurying

Any establishment preparing food at the market must make sure grills and smokers are not within reach of customers. Any smoker or grill already lit may not be left unattended at any time. In accordance with state code, a fire extinguisher must be present.

Any vendor selling produce must have their produce displayed no less than 6" from the ground per state law. If you are selling produce a sign must be on display that the produce is not ready for consumption, and must be washed first.

No resale or flea market items allowed whether new or used.

V. Vendor Responsibilities

To preserve compliance and safety at the Market and to customers, vendors are responsible for providing a current copy of liability Insurance, plus any licenses, certifications, permits, and inspection requirements pertaining to their products. Anyone subject to charging sales tax needs to have a Sales Tax ID number visible. Vendors must submit a current copy of the following + fees to the Market Manager prior to selling:

- Any required certifications, permits and licenses for selling product (Check with County Health Dept)
- Indiana Certificate of Sales Tax Registration Number (if collecting sales tax)
- Proof of liability insurance (City of Crawfordsville named as third party)
- Booth Fee (All due by April 15, 2019)

Each vendor is required to display a visible sign at their booth identifying the vendor by the name and location of their farm/business.

Vendors will clearly display prices on all items.

Vendors selling by weight must have a certified scale. Scales can be certified by calling and scheduling a time with the Montgomery County Weights & Measure Officer.

Vendor behavior, personal appearance and maintenance of their sale area should reflect positively on the markets overall appearance, quality and reputation:

- All vendors must wear shoes and shirt
- Maintain safe, clean conditions in and around the site area
- Maintain cordial relations with customers and other vendors
- No alcoholic beverages or illegal drugs
- For safety, no vendor pets are allowed in the market area
- Maintain clear access down the center aisle for pedestrian traffic and emergency vehicles

VI. Inclement Weather

Vendors should always be aware of the weather forecast for market day. If severe weather arises during market hours, go to the Library basement next door. In case of bad weather before the market opens, delay information will be posted on the Private Group Farmers' Market Vendors Facebook page. See below for how to join.

*** Keep Pages 1 & 2 for your records! ***

The Market Manger and Farmers' Market Steering Committee reserves the right to make judgment calls based on activity deemed unsafe or unlike that of a member of the Crawfordsville Farmers' Market. The committee also reserves the right to amend rules if it benefits the market.

Contact Info
Market Steering Committee
farmersmarket@crawfordsvillemainstreet.com

2019 Market Vendor Private Group Facebook Page
Contact Facebook Admin Angie Hedrick to join
hedrickfamilyfarm@gmail.com

Info on permits & inspections
Montgomery County Board of Health
110 W South Boulevard Crawfordsville, IN
765.364.6440 Adriaane Northcutt adriane.northcutt@montgomerycounty.in.gov
Website: <https://www.montgomerycounty.in.gov/departments/division.php?structureid=1901>

Certify Scales: Contact County Weights & Measures
Jim Wolf 765.918.5805

2019 CRAWFORDSVILLE FARMERS' MARKET VENDOR AGREEMENT
 Due April 15, 2019 if reserving space for the season

The Vendor requests ____ 12x12 spaces for a total 2019 Market Participation Fee of _____ (\$60.00 per reserved vendor space)

* Check here if you require Electricity

Single Saturday space - \$10.00 per week

Date(s) requested _____ Single Saturday space fee due 8:00 pm the Thurs prior

Type of items the Vendor desires to sell: i.e. vegetables, baked goods, etc.
 (Attach extra page if needed)

1		6	
2		7	
3		8	
4		9	
5		10	

Gluten Free

Certified Organic

Chemical Free

WIC

Debit/Credit Cards

Other _____

Note: Art and craft vendors must submit photos showing examples of their work.
 Email to farmersmarket@crawfordsvillemainstreet.com

Business Name _____

Name of Person(s) Attending the Booth _____

Mailing Address _____

Mobile Phone _____ Other _____

Email Address _____

Covenant Not to Sue

- By contract, the vendor will not institute any action or suit at law or in equity against the City of Crawfordsville and its departments, Crawfordsville Main Street, Market Steering Committee members, or Crawfordsville District Public Library; neither their agents nor employees.
- Similarly, the vendor will not aid in the institution or prosecution of any claim for damages, costs, loss of services, expenses, or compensation for or on account of any damages, loss, or injury to person or property as a result of operation under this contract.

Indemnification

- By contract, the vendor hereby agrees to indemnify, hold harmless, release, waive, and forever discharge the City of Crawfordsville and its departments, Crawfordsville Main Street, Market Steering Committee members and Crawfordsville District Public Library, their agents and employees; for all bodily and personal injury, including injuries resulting in death, and property damage, claims actions, damages, liabilities and expenses, including reasonable attorneys' fees and court costs, which may occur as a result of vendor's participation in the Market, whether or not sounding in tort or contract, and whether or not caused by a negligent act or omission of the City of Crawfordsville and its departments, Crawfordsville Main Street, Market Steering Committee, Crawfordsville District Public Library or their agents and employees.

I affirm that the foregoing statements are true and correct. I have read and will comply with the Policies, Rules & Responsibilities of the Crawfordsville Farmers Market

Vendor Signature _____

Printed Vendor Name _____ Date _____

Make booth fee check payable to **Crawfordsville Parks & Recreation**
(Memo "2019 Market Vendor")

Send completed pages 3 & 4, fee + copies of any required documents listed in **Section V** to:
Crawfordsville Parks & Recreation
922 E. South Blvd, Crawfordsville, IN 47933 P: 765.364.5175 Fax: 765.364.5179

Due by April 15, 2019 if reserving a space for the season
May also pay/drop off forms during Park & Rec Center business hours

For Steering Committee Use

*Vendor's merchandise list is approved as indicated above for inclusion in the
Crawfordsville Farmers' Market as of _____, 2019*

Receipt of Participation Fee acknowledged _____, 2019

Received by _____