



## CRAWFORDSVILLE FARMERS' MARKET 2021

### Market Vendor Agreement

#### Policies, Rules and Vendor Responsibilities

I. **MISSION STATEMENT:** The mission of the Crawfordsville Farmers' Market (heretofore CFM) 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 artisans and producers in a neutral, positive environment.

II. **MARKET ADMINISTRATION:** The CFM is managed by a Market Manager, assisted by a Farmers' Market Steering Committee consisting of a balanced membership consisting of: CFM Market Vendors, Crawfordsville Parks and Recreation Dept., Purdue Extension, local government and Mainstreet representatives. This committee will meet in the month prior to the beginning of the market season and once a month during the market season.

III. **LOCATION/HOURS:** The CFM is located at 100 W. Pike Street. Throughout the market season, Pike St. will be blocked to public/nonvendor vehicular traffic between the hours of 6:00am and 2:00pm. Hours for the 2021 market season will be 8 am to 1pm and run every Saturday, May -October (27 weeks).

#### IV. MARKET STALL RENTAL INFORMATION:

**Season PASSES** - Assigned, reserved 12' wide X 12' deep market stalls are available for \$75 per stall (\$2.77/week) for a season pass. Multiple stalls may be rented at a discount of 10% (\$67.50, \$2.50/week) for the second stall and 20% (\$60.00, \$2.22/week) for a third stall. No more than 3 market stalls may be rented to any one vendor. Multiple stalls must be next to each other and are valid for season passholders only. Season passholders must commit to participating in at least **75%** of the Saturdays scheduled during the regular market season (**27 total, missing no more than 7 of those during the season**) and providing the market manager with as much advance notice (by Tuesday of the previous week at the latest, emergencies notwithstanding) of any plans to miss the market. This provides the Manager the opportunity to fill holes in the market with temporary weekly vendors. Season passholders may not sublet rented stalls to other person(s)/businesses. **Season passes must be requested and PAID IN FULL by Saturday, April 17, 2021. Post-deadline, the maximum week to week market stall rental rate of \$90 will apply.**

**Week to Week Stall Rentals:** Weekly market stall rentals are **\$15** weekly for those wishing to participate in only a few or specific markets during the season. The market manager will do everything to make consistent stall assignments for temp/weekly vendors, but that is not guaranteed. A maximum rate of **\$90** applies for weekly vendors for the season.

**All vendors:** Market stalls are 12' wide x 12' deep. Regardless of number of days at the Market, all types of vendors are required to have insurance, proper certification(s) and licenses where applicable.

V. **Market Stall setup/requirements:** Vendors may not set up prior to 6 am and setup must complete before the market opens at 8 am. Vendors who arrive after the market opens will not be able to drive onto Pike St. and will be required to carry in their items. There is to be NO parking on sidewalks, landscape beds, or lawn areas. Vendors must supply their own canopies/popups, tables, chairs, bags and anything else needed to sell their products. **ALL CANOPIES ARE REQUIRED TO BE WEIGHTED DOWN WITH A MINIMUM OF 25# ON EACH LEG.** If the required weights are not present, the Market Manager will ask the vendor to take down the canopy to ensure public safety. NO stakes may be driven into **(Market Stall setup/requirements cont.)** the pavement or lawn area. Market Stalls must be neat and clean, and items displayed in a way that is pleasing to the eye. If electricity is required, please note this on your application/contract. Pike Place has ample outlets. However, in the event there are more vendors that require electricity than outlets available, priority will be given in the order that vendor applications for the season are received. Vendors must provide their own power cords (a maximum of 100' is recommended)

## VI. Types of Vendors/What May Be Sold:

**Producers:** These vendors make up 80-85% of the CFM and may sell quality grown local products including but not limited to: Fresh produce such as uncut, unwashed fruits and vegetables, herbs, plants, cut 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. In addition, vendors may sell live plants and seedlings. **75% 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".

**Artisan/Makers:** These vendors make up 15-20% of the CFM. Goods offered must be original in design and handcrafted by the vendor/vendor's family. All non-food items being sold at the market must first be juried before being considered for the market. Artisan vendors will provide a detailed description along with clear photos of their products for consideration. **This also applies to produce or meat vendors wishing to include crafts in their booth.** Approved items do not need to be re-juried year after year. However, any new items must be approved prior to placing them for sale.

**Foodservice Vendors/Food Trucks:** Food trucks are a wonderful addition to the market, are in addition to the entirety of CFM vendors and not included in the vendor ratio calculation. There will be no more than 5 foodservice vendors at any single market during the season. The Market Manager is responsible to maintain a rotation/schedule for the market season to ensure that all vendors who desire to frequent the market during the season may do so. Foodservice vendors are charged based on the length of their rig/truck/trailer as compared to the 12' length for each rentable stall space. i.e. - If the length of a food truck is 20', said vendor will be charged for 2 stall spaces and multiple stall discounts will apply provided that a season pass is desired (all season pass requirements must be fulfilled as outlined previously in this agreement.) Please note that foodservice vendors will be placed where they are needed throughout the market as determined by the Market Manager to ensure higher electrical requirements are fulfilled and public safety can be maintained. All permits, licenses and certifications as required by the Indiana State Health Department in Montgomery County must be obtained and observed by foodservice vendors. 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.

**Community Booth Space:** The CFM has one market stall devoted to community organizations in Montgomery County that may be requested in advance for each market week during the regular season. There is no charge for the use of this market stall, requests are first come first serve and must be made at least one week prior to the desired date. There will be no more than one community booth space per market week. The community space may not be used by religious or political interest groups and may not be used to incite protest\*.

## VII. General Rules/Vendor Responsibilities

To preserve compliance and safety at the Market and to customers, vendors are responsible for providing the following where applicable:

1. Proof of liability insurance (**City of Crawfordsville named as third party**)
2. Any required certifications, permits and licenses for selling produce, baked goods or other food law compliant items as required by the Health Dept. in Montgomery County **Adrienne Northcutt 765.364.6440**
3. Egg Board license if selling eggs.
4. Registered Retail Merchants Certificate issued by the State of Indiana for items subject to Sales Tax (i.e. – all non-food items)

### Additionally...

- Vendors are expected to provide enough product to sell for the duration of the market. While it is understood that vendors will sell out and may have to gauge for the first few markets "How much" to make/bring, the goal is to be available to the public from 8am-1pm.

- Any vendor selling produce must display it no less than 6" from the ground per state law. In addition, produce vendors must display a sign which states that produce is not ready for consumption, and must be washed first.
- To preserve Farmers' Market culture and in accordance with our mission statement, no MLM direct sales, third-party, resale or flea market items are allowed whether new or used. In addition, 75% of what is offered by vendors must be grown, produced or otherwise handmade by the vendor personally or the vendor's family.
- \*To ensure public safety and preserve a positive, neutral, outdoor retail market space that everyone is free to enjoy, market stalls may not henceforth be rented by religious affiliated, partisan political party/interest or other protest groups at any time. Furthermore, said groups may not walk the market, distributing handbills or engaging market patrons at any time during market hours.
- Vendors are required to display a visible sign at their market stall identifying themselves by name and location of their farm/business.
- Vendors will clearly display prices for all items using a method that is clearly understood (i.e. individual pricing on each item or a sign/menu that lists prices)
- 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 - **Jim Wolf 765.918.5805**
- Vendor behavior, personal appearance and maintenance of their sale area should reflect positively on the market's overall appearance, quality and reputation. Therefore:
  - a. All vendors must wear shoes and shirt.
  - b. Maintain safe, clean conditions in and around stall area(s).
  - c. Maintain civil relations with customers and fellow vendors and agree to resolve differences in a professional manner, utilizing the Market Manager where appropriate.
  - d. No alcoholic beverages or illegal drugs are allowed at the market at any time.
  - e. Vendor pets are not allowed in the market area at any time.
  - f. Vendors will ensure clear access down the center aisle for pedestrian traffic and emergency vehicles.
- Vendors should always be aware of the weather forecast for market day. If severe weather arises during market hours, the Market Manager reserves the right to close the market. Vendors should seek shelter in the basement of the Crawfordsville Public Library if necessary. If inclement weather forces a delay in market opening or market postponement occurs before the market opens, this information will be posted in the Private Group Farmers' Market Vendor Facebook page.
- The Market Manager reserves the right to make changes to this agreement in real time as the need arises to ensure public/vendor safety or as needed without written amendment to benefit the market during the season.

**Season pass applications must be received and paid in full by: April 17, 2021**

Farm/Business Name: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Text? Email: \_\_\_\_\_

Will there be an additional person(s) in your stall? If so, please list their name(s) below:

**SEASON PASS\***

# of Market Stalls needed (12'x12')

- 1..... \$75.00
- 2.....(add) \$67.50
- 3.....(add)\$60.00

TOTAL FEE DUE: \_\_\_\_\_

**\*Must commit to missing no more than 7 markets during the season.**

**WEEKLY STALL/Late Season Pass  
(after April 17, 2021)**

# of weeks needed

\_\_\_\_\_ X \$15.00

TOTAL FEE DUE: \_\_\_\_\_  
 (total cost not to exceed \$90.00)

**Late Season Pass: \$90 (1 stall only)**

- Are you sharing a market stall with another Vendor? **(See Below)**
- Electricity? (Check here if you require electricity)

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

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Are your items:

- Gluten Free?
- Certified Organic?
- Chemical Free?

Do you accept:

- WIC
- Credit/Debit Cards
- Other

**I am sharing a market stall this season with, Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Note: Artisan and craft vendors must submit photos of their work to be juried for approval.**

**Email photos to: [llynch@crawfordsville-in.gov](mailto:llynch@crawfordsville-in.gov)**

Covenant Not to Sue

- By contract, the vendor will not institute any action of suit at law or in equity against the City of Crawfordsville and its departments, Crawfordsville Farmers' Market, Market Manager, 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 a 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 Farmers' Market, Market Manager, Market Steering Committee members, or 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 Farmers' Market, Market Manager, Market Steering Committee members, or 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 and Responsibilities of the Crawfordsville Farmers' Market.**

Vendor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Checks can be made out to "Crawfordsville Parks and Recreation Dept." (Memo "2021 Market Vendor")

**Send the completed/signed application (keep pages 1-3 for your records), Stall Rental Fee(s) and photocopies of required documentation (insurance, licenses, etc.) to:**

Crawfordsville Parks & Recreation

Crawfordsville Farmers' Market

922 E. South Blvd.

Crawfordsville, IN 47933

P: (765)364-5175 Fax: (765)364-5179

Vendor applications, payment and documentation may also be dropped off at the above location during regular business hours. **Questions may be directed to Market Manager – Lisa Lynch (765)350-0686 Email: [mrs\\_lynch@live.com](mailto:mrs_lynch@live.com)**

**DUE BY APRIL 17, 2021 FOR RESERVED SEASON PASS/DISCOUNTED MULTI STALL REQUESTS**