

New Albany Farmers Market - 2020 Vendor Application

Welcome to the 2020 season of the **New Albany Farmers Market at City Square**. Our summer season begins May 9th and concludes October 31st. The winter market begins immediately following on November 1st and goes through the first Saturday in May of the following year. The New Albany Farmers Market is a welcoming, family-friendly destination that promotes healthy eating and healthy living in a community-centered environment. If you have any questions or suggestions, please let us know.

GUIDELINES

WELCOME! We are glad you are joining us. We look forward to our partnership in making this an amazing year.

New Albany Farmers Market is a producer and local business market with few exceptions. All vendors must submit an application accompanied by supporting documents to be considered for a reservation at the market. All applications will be reviewed for approval to participate at the market. The New Albany Farmers Market reserves the right to accept or reject any application, and to cancel a vendor's reservation to be a member of the market if they do not comply with the guidelines each visit. Each application will include the vendor information, confirmation of insurance, and any needed Floyd County or State of Indiana Health Department/ Egg Board/ Food Preparation documentation. All labor laws are to be followed. No one will be allowed to set up at the market without these documents. New applications will be accepted throughout the year if space is available.

A vendor space is defined as:

1. One assigned space under the pavilion, (if the vendor has seniority at the market) or
2. One 10 by 10 foot pop up tent space on Bank Street. As spaces become available under the pavilion, each available space will be offered to returning vendors in good standing on a seniority basis that have the longest continuous participation, and weekly, timely, attendance at the market.
3. All tents and umbrellas used in a vendor space must be anchored and secured at each pole with at least 5 pounds of weight per pole.

Operating Hours:

New Albany City Square:

Saturdays, May 9 - October 31, 2020, 8:00 a.m.-12:00 p.m.

Wednesdays, mid June – mid September, 2020 -4:00 p.m. – 6:00 p.m.

Baptist Floyd Hospital:

Tuesdays, mid September, 2020 -11:00 a.m. – 1:00 p.m.

The operating hours of the Saturday farmers market are from 8 am to 12 pm. We will close the street at 6:00 am on Saturdays. All vendors **must** arrive by 7:00 am to set up for the day. **Any vendor not arriving by 7:10 am, will run the risk of their assigned reservation being given to another vendor and/or will need to hand carry their items to a reservation location.** No vehicle movement will be allowed in the pedestrian areas after 7:25 am. No vendor vehicles are allowed to move in the vending areas until after 12 pm, so that all pedestrian traffic can be protected.

The market operates until 12 pm. All vendors need to stay through the end of each market day to market their business or take future orders, even if the vendor sells out. It will not be possible to move vehicles once pedestrian traffic is allowed in the market area from 7:30 am to 12 pm. We will reopen the street no later than 1:00 pm. All vendors must be packed and ready to leave the area prior to 1 pm.

Weekly vendor attendance at the market must be communicated by 9 pm Wednesday of each week.

Product Bags: Many customers bring their own reusable bags to the market to carry their purchases. In support of our environment, we are asking that all vendors minimize the use of throw away plastic bags for purchases made by customers. To support this request, the farmers market team will collect reusable bags at our booth for use by customers that need a bag. Our goal is that over time, we can eliminate the need for throw away plastic bags that tend to cause environmental issues.

Distribution of Information: Information may be distributed from a registered vendor booth. Solicitation other than from registered vendors in their booth is not allowed

Smoking is not allowed in the Farmers Market area.

Vendor Parking: Many vendors setting up in the pavilion will be allowed one vehicle per vendor space purchased. There are a few spots that do not have parking available. Vendors setting up in those spots will need to park their vehicles away from the market. All additional vendor vehicles are to be parked away from the farmers market, to leave room for our customers. No vendor vehicles are to be parked on Market street in front of stores, in the Monroe Shine Parking lot, or in the lots adjacent to the market. Those parking spots are to be left for the employees of the businesses (Monroe Shine, Café 157, Primo's, etc) or our market customers. Vendors, their employees or volunteers found to violate the parking restrictions will be given one notice to move their vehicle. If a second notice is given, the vendor will then lose membership reservation privileges at the market.

Vendor Products: All products/product groups must be listed on the vendor application. Items not listed or new items added after the beginning of the season must be added by submitting a letter in writing to the market manager before sales are allowed. Purchases from wholesalers such as, Dinky's Auction Market or the Louisville Produce Terminal are strictly prohibited.

The Market reserves the right to inspect or spot-visit any farm or establishment that is the source of any items sold or distributed at the Market, with advance notice if possible, as necessary throughout the season.

Vendors will determine and clearly display their pricing. However, vendors are expected to refrain from engaging in the underselling of other vendors.

All vendors providing food or sampling at the market, will need the necessary approvals from the Floyd County Health Department. A vendor provided hand washing station is required at all vendor booths that are food sampling. It is expected that the food vendors will abide by all state and local health regulations and foods are prepared in a permitted commercial kitchen, unless the vendor is a Home Based Vendor as allowed by the State of Indiana.

All Home Based Vendors must follow the State of Indiana guidelines to sell at the Farmers Market. Home Based Vendors are not allowed to sell "potentially hazardous" or commercially produced products as defined by the State of Indiana. Home based vendors are not allowed to sell state regulated products in a home based vendor booth space. Labeling needs to comply with the State of Indiana regulations.

Musicians: Musicians must schedule each appearance at the market with the Market Manager. Vendors are not allowed to 'hire' or otherwise schedule their own musicians. All performances must be original songs till further notice.

Vendor Spaces: At the end of each market day, each vendor is asked to sweep their space and remove any debris including trash generated that day. This includes corn husks, clippings, shavings, etc, and take it with them from the market.

Pets: Vendors may not bring pets to the market unless there is a specific event that warrants a pet being brought to the market. Per Health Department guidelines, vendors selling food products are not allowed to have pets in a booth. Customers are allowed to bring pets to the market, as long as they are on a leash, and are well behaved. We will have pet rescue organizations and events at the market from time to time, however

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they will be set up in areas away from food products.

Restroom: A handicap accessible porta-toilet will be available onsite when the summer market is open.

Market Conduct: All comments and concerns must be presented in writing to the Market Manager. These written comments must be signed by the Vendor and contain contact information, so that we may follow up. Each vendor and/or their representative are asked at all times be courteous to each other, the market volunteers and the public. If a conduct issue is brought to the attention of the Market Manager, the Market Manager will ask the vendor to refrain from the behavior. Failure to comply may result in suspension or termination of participation in the market.

The application form must be signed by each representative working in a vendor booth to confirm that each representative has seen the guidelines and will abide by them. We look forward to working with you. For questions, contact Liz Martino @ 502-509-4341 or lizzy.newalbanyfarmersmarket@gmail.com. **Thank you!**

APPLICATION INSTRUCTIONS:

1. Any company or organization present at the farmers market, is at the complete discretion of the farmers market steering committee.
2. Please fully complete the application including all applicable contact information, so that you can be reached for questions. We are required to know the source of all the product sold at the market. Be as complete as possible. Any areas that are not complete will result in delays registering or approving.
3. If your setup involves a trailer, please include the size, to allow us to determine where to locate you. It will be necessary to drop the trailer and move the hauling vehicle outside the market due to space.
4. If you are a produce vendor, please indicate each type of product group that you will be selling at the market. For example, if you will sell greens that you grow, only one entry is needed. But if you will sell greens that you grow along with greens from a neighbor, please list each group of products separately. We will do site visits to farms and vendor production areas during the season.
5. If you are a food vendor, please indicate what you will be selling at the market. The contents of the products will need to be labeled according to Indiana State guidelines on each product. We will need a copy of the documents submitted to Health Department and your Health Department Certificate with the application. All kitchen preparation locations, certified or home based, must be listed on the application. A site visit to each kitchen area may be scheduled during the season.
6. If you are applying for the full season, it is expected that you will be at the market each week. A schedule is required from each vendor that expects to be absent from the market at any time. Full season vendors will receive an assigned reservation. If your reservation is on Bank Street, you will be set up in defined zones to allow for traffic flow. A vendor will set up in the same zone each week, but may not have the exact same spot if that spot is already taken when they arrive.

If you want to pay the season price, but you will not be at the market each week, the reservation space assigned will be determined upon arrival at the market each visit. A schedule is required from each vendor that will not be at the market each week.
7. Payment is due once your application has been approved, and is required to be paid prior to your first setup at the market. At the beginning of the season, we prefer to receive all payments by April 30th.

Fees:

Vendor Type	Cost	Includes
Full Year Full Time Pavilion Vendor	\$175	Assigned space under pavilion for 52 weeks
Full Year Full Time Bank St Vendor	\$135	Space on Bank St (May-Oct) then moved to under pavilion (Nov-Apr) 52 weeks
Summer Season Vendor	\$100	Space on Bank St (May-Oct)
Monthly Vendor	\$60	Space on Bank St (must be paid in advance of first set-up)
One Time Guest Vendor	\$20 summer, \$10 winter, \$45 produce	Space on Bank St

1. Full year Full time Pavilion space - \$175.00 – These spaces will be assigned based on application approval date and longevity at the market. Vendor should be in attendance at the market consistently and attend more than 75% of the time to maintain this spot the following year. This also includes the opportunity to set up at the Tuesday and Wednesday markets.

2. Full Year Bank Street - \$135.00. These spaces will be assigned based on application approval date and placed based on the fluctuating vendor presence at the market. Vendor should be in attendance at the market consistently. This also includes the opportunity to set up at the Tuesday and Wednesday markets.

3. Summer Season Vendor - \$100.00. This allows the vendor to participate at all 3 of the markets during the summer season which runs from May 9 – October 31, 2020.

4. Monthly Vendor - \$60.00. This includes the Saturday market only and needs to be pre-paid before the month starts.

5. Guest Vendor – \$45 per occurrence for produce vendors / \$25 per occurrence non-produce vendors. This allows someone to try the market before committing to monthly or seasonal vendor.

A tent or umbrella with a maximum size of 10 feet by 10 feet may be used for each space on Bank Street. Fees are due at time of application approval and prior to setup at the market.

If a check is returned you will be charged an additional \$25 returned check fee.

Guest/ One time vendor: A limited number of spaces will be available for daily vendors. All daily vendors are required to fill out the application and to have notified the Market Manager by Wednesday at Midnight prior to the Saturday that the vendor wishes to reserve a space. Any vendors not registered prior to arriving at the market will have to complete the necessary paperwork prior to vending on any given day, and may not be allowed to setup. Vendors not registered in advance, will be turned away.

Non-profit Market Presence: Non-profit organizations will be allowed to attend the market each week at the discretion of the steering committee. Participation will be selected by the support of the market's mission.

We look forward to working with you. For questions, contact Liz Martino @ 502-509-4341 or lizzy.newalbanyfarmersmarket@gmail.com. **Thank you!**

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Vendor Business Name: _____

Names of the Business Owners: _____

Additional team members that will work your booth: _____

Business Address _____ City _____ State _____ Zip _____

Home Address (if Different): _____ City _____ State _____ Zip _____

Phone (_____) _____ Cell (_____) _____ Fax (_____) _____

Email _____

Insurance Coverage (Business or Homeowner) : _____
(Please attach a copy of insurance documents)

How far is your primary point of production from the market in miles? _____

How many acres does your farm business own? _____ Lease? _____ Graze? _____

Including yourself, how many people worked for your business either seasonally or year round? Please include paid and unpaid, family, interns and apprentices. _____

PRODUCTS: Describe the type of product(s) you will be selling and describe where you obtain this product. If you did not grow or make the product, please indicate where you acquired the product. New Albany Farmers Market is a producer market. Each vendor must grow or produce 75% of the product they sell. We do allow small amounts of family or neighbor products to be sold by the vendor. Purchases from wholesalers are strictly prohibited. Arts and crafts vendors, please submit 3 to 10 photos of the work you intend to sell. If additional product space is needed, please duplicate this page.

Produce vendors, please use the attached sheet and add any extra products below.

CHECK CIRCLE PRODUCT TYPES THAT APPLY TO YOUR BOOTH AND DESCRIBE EACH BELOW:

Produce Meat & Seafood Dairy Eggs Prepared Foods Plants & Flowers Crafts/Art/Services Other _____

Product 1 Description and Location Obtained:

Product 2 Description and Location Obtained:

Product 3 Description and Location Obtained:

Product 4 Description and Location Obtained:

If you sell meat or honey: processor name, phone and location

If you sell baked goods, kitchen name, phone and location _____

If you sell eggs, list production name, phone and location _____

Please attach all other necessary certifications and permits. It is not the responsibility of the New Albany Farmers Market to inform vendors what products require permits and/or certificates to be sold legally. It is the responsibility of each vendor to provide the market manager with copies of all certificates and permits along with licenses and liability insurance documentation. Please contact the Floyd County Health Department if you have any questions on the products requirements.

Please list all other farmers markets where you are a vendor:

Which market(s) are you interested in participating in?

Saturdays at City Square

Tuesdays at Baptist Floyd Hospital – 11am-1pm (June-Sept)

Wednesdays at City Square – 4pm-6pm (June- Sept)

I am applying to be a vendor at the New Albany Farmers Market at City Square. I understand that I will be notified if I am/am not approved to be a vendor. This document is not binding until approved by the New Albany Farmers Market. **Return this application in person to the Market Manager at the Farmers Market or mail to Develop New Albany 222 Pearl Street New Albany, IN 47150. Please include all applicable permits and insurance paperwork when submitting.**

"Vendors, not the Market, are individually responsible for adhering to all city, state and federal laws including securing any licenses or certifications required for the operation of their Market space and the items they will distribute at the Market. To the best of my knowledge, all information contained within this application is accurate. I have received and read the guidelines and agree to be bound and abide by them. I understand that I am participating in a local farmers' market and will hold harmless from any and all liability the City of New Albany, Develop New Albany, and The New Albany Farmers Market".

Signature of Booth Owner: _____

Signature of Booth Owner: _____

Signature of Booth Worker: _____

Signature of Booth Worker: _____

To be completed by New Albany Farmers Market Manager Date application received: _____

1. Application is: Approved / Not approved at this time / Approved with the following conditions: