

PLEASE NOTE NEW ITEMS HIGHLIGHTED IN YELLOW

## Brunch on Barr Guidelines

### **Application/Applicant**

It is the responsibility of the applicant to familiarize yourself with these procedures and share with anyone who may be overseeing your space during market hours.

**PLEASE ALLOW AT LEAST 2 WEEKS FOR A RESPONSE.** Upon review of the application by the YLNI Farmers Market Committee, the vendor will receive an email either confirming desired dates along with payment information OR a request for further information. Please note: several factors are considered when reviewing applications such as number of Saturdays the vendor has requested, application being filled out correctly and completely, years of service to the market.

Only online applications will be accepted. No paper applications will be reviewed.

All vendors must be 18 years of age OR have a parent/guardian present at all times.

### **Location & Time**

Brunch on Barr is located in a city parking lot at the SE corners of Barr & Wayne Streets in downtown Fort Wayne, Indiana.

We are open every Saturday rain or shine May 4, 2024 through September 28, 2024 from 9:00a to 1:00p.

### **Fees**

\$15 application fee  
\$25 for each 10x10 ft space per Saturday  
\$50 late fee when not paid by due date  
\$25 volunteer deposit fee

Each vendor must submit an application fee (\$15) in addition to an initial 10x10 space (\$25) = \$40. Upon review and acceptance into the market, your invoice will show all dates listed, but a quantity of 1 less.

ITEM	QTY	PRICE
10x10 May 4, 11, 18, 25	3	\$75.00

**ADDITIONAL SPACE IS CONSIDERED ANYTHING OUTSIDE OF THE ALLOTTED 10X10 ft SPACE AND INCLUDES BUT IS NOT LIMITED TO:** product displays etc

For all applications, \*FULL AND COMPLETE payment will be due 6 days (on Sunday) before the vendor's first market date. A due date will be notated in your invoice.

+Payments are always due on Sundays unless otherwise noted in the invoice.

+Each Monday will serve as a grace period.

+If payment is not received within the grace period, a \$50 late fee will be assessed at 12 am on Tuesdays.

+If payment including late fee is still not received by Wednesday 11:59p, your space will be forfeited for the remainder of the season.

Please keep in mind: each date requested, must be approved (accepted) MANUALLY by the market committee. NOTHING in Farm Spread is automatic. Check your Farm Spread often to see if your dates have been accepted or waitlisted.

DO NOT JUST ASSUME that all of your requested dates have been accepted. A waiting list can happen quickly. Check your application often to see if the status of your dates have changed.

Upon review of application and acceptance into the market, each vendor will receive a confirmation email from the Market Manager, Ashley via Farm Spread.

All fees paid in connection with this application will be non-refundable.

***Please Note: Any charge(s) from the market on your credit card will come from The Young Leaders of Northeast Indiana. Should you dispute any market fees with your banking institution, you will be responsible for any charges incurred by the market from your banking institution. You will not be permitted to attend the market until the dispute has been resolved and all fees owed to the market have been paid.***

## **Cancellations / Reschedules**

**All fees paid in connection with this application will be non-refundable and non-transferable between market seasons.**

**There are NO refunds for any date cancellation. However, you may switch dates if a cancellation is needed so long as you communicate with the market manager via email. Each year more and more dates fill up quickly so please have alternate dates in mind. If you are scheduled and don't show up, you forfeit the opportunity to switch dates.**

The Market is not responsible for reimbursing any vendor fees in the event that the Market is canceled due to bad weather, accident, riot, strikes, epidemic, acts of God or other legitimate conditions beyond the Market's control. If the market must be canceled due to weather, Market Manager will do her best to alert you via text by 8am. However, a delayed set up is more likely than a cancellation. (This is why it is of the utmost importance for your cell number to be included in your application.)

If you have a confirmed booth assignment for a specific date and you are unable to attend, you **MUST** notify the Market Manager by texting Ashley at (260) 414-7719 or emailing us at [market@ylni.org](mailto:market@ylni.org) as soon as possible. Don't forget to include your name and business name!

**After two no calls/no shows**, the market committee can withdraw your application, and your reserved

spaces will be forfeited.

We will always do our best to accommodate rescheduling a date you've canceled. You will be notified at least by the preceding Thursday of the newly requested date if there is availability to accommodate your date change.

To cancel or reschedule your date, log into Farm Spread, click applications on the left side, and choose dates. If your space has already been assigned a space on the map, you will be unable to click the +/- button. Therefore, email the market.

## **Waitlisted Vendors**

If you happen to find yourself on a waitlist, you must be prepared to act quickly.

If a space becomes available, you will be contacted via email & text by noon the Thursday before the waitlisted Saturday.

You must confirm by 5p Thursday.

Payment will then be due by noon on Friday.

*\*If you know that you are on a waitlist, please check your email regularly.*

*\*If you have been contacted for a space that has become available, and you choose not to respond, you may be dropped to the bottom of the waitlist for following dates.*

*\*If you do not wish to be on the waitlist, please let the market know.*

## **Arrival & Set Up**

**No truck or alcohol vendor may NOT set up before 7:00a. (Should any vendor choose to disregard this and set up before 7:00a he/she should understand that he/she will be liable for any incidents as our permit does not allow us to set up in the street until 7:00a).**

**Any vendor that will be setting up a tent or that has a trailer needs to arrive between 7:00a and 8:00a.**

**As alcohol vendors arrive, they also should set up first come first serve in the parking lot along the curb closest to Barr St. Do NOT leave any gaps as there are no assigned spaces.**

**Food trucks should arrive closer to 8:00a. This will help eliminate trucks waiting on vendors to unload.**

**As food trucks arrive, they must pull all the way forward in the parking lot against the curb closest to the church. Do NOT park in front of the alley. Leave this space open.**

**Trailers are permitted, however, any vehicle towing the trailer must unhitch and go park. Vehicles towing a trailer may NOT stay attached under any circumstances.**

**ABSOLUTELY NO VEHICLES IN THE BRUNCH ON BARR FOOTPRINT.**

**After 7:45a vendors will NOT be allowed to drive down Barr St. Please enter the parking lot off of Wayne or Washington.**

**If the vendor is not there by 8:30a and has not called, space will be forfeited.**

**Vendors are NOT allowed to tear-down until 1:00p**

**Only one business per booth is permitted.**

**Booths must be staffed at all times by the vendor.**

**Vendors driving food trucks or trailers are encouraged to be skillful in the craft of driving a big truck and/or with a trailer. Help may not always be available to take your wheel.**

## **Volunteer Deposit & Donation Program**

\$25 deposit required

All vendors will be required to make a one time volunteer deposit that will be charged on their first invoice. These funds will go toward making a donation to local organizations for providing volunteers to help set up in the mornings and tear down the in the afternoons.

Vendors can, however, earn this deposit back by volunteering to do specific tasks in the mornings or afternoons.

Tasks will consist of cleaning & taking down high top tables, wheeling in the brown trash bins, taking down the signs and poles/bases, taking down the musicians' tents, wrapping up and returning electric cords, etc.

Perform 3 tasks to earn your deposit back.

A sign up sheet will be available closer to the summer season.

Further instructions will be provided before your initial market.

## **Health and Safety**

For health and safety reasons, vendors MAY NOT bring pets to the market.

Vendors must wear appropriate attire and shoes at all times; the definition of appropriate attire shall remain at the sole discretion of the market.

The vendor is responsible for damages resulting from the sale of unsafe or unsound goods.

No potentially hazardous foods are allowed to be sold without proper permitting.

Vehicles are NOT allowed on the sidewalk at any time, including setup and tear down.

All vendors are responsible for removing their own garbage. There are 16 trash bins throughout the market so if one is full, please find another bin to throw away a large amount of trash. DO NOT overflow a trash bin.

## **Food Trucks**

Food trucks will also be encouraged to use local produce.

Food trucks are required to have a quiet generator ie Honda Inverter generator or an RV style generator.

Trucks, trailers, and carts that measure between 10 & 20 ft or 20 & 30 ft will be rounded up for mapping and payment purposes.

## **Amplified Music and Noise**

Amplified music or paging systems cannot be used by vendors.

Generators are allowed by vendors, but must be notated within the 'Anything else we need to know' portion of the application.

Generators are required to be a quiet generator id Honda inverter .

Generators brought to the market without being notated within this application will not be permitted.

## ***Signage***

Each booth space must prominently display a sign clearly identifying the farm or business by name. Signs must be in place by the opening of the market.

All product descriptions must be accurate.

## ***Measuring and Permitting***

Scales and measuring devices must be legal and accurate.

VENDORS ARE RESPONSIBLE FOR ANY AND ALL PERMITTING as well as inspections relating to Allen County Board of Health Rules and Regulations. Please be sure that you have contacted Steve or Michelle at the health department to verify if you are in need of any type of licensing or have appropriate label information.

Permits are required by the Allen County Board of Health for all food categories except qualified home based food vendors. Vendors are responsible for obtaining and paying for an appropriate permit as well as setting up an inspection. There are multiple types of permits with the two most common being: Temporary Farmers Market Permit and Temporary Food Establishment Permit.

Fort Wayne - Allen County Department of Health

1 E. Main Street, 5th Floor

Fort Wayne, IN 46802

260.449.7561

[Board of Health Online Information](#)

\*Minimum processed food items, including maple syrup, jellies, jams, preserves and baked goods must be prepared in a licensed facility or by a qualified home based vendor, as defined by Indiana law, and sold in appropriate packaging.

\*All vendors selling processed foods must prominently display their Board of Health certified kitchen licenses or appropriate labeling at their stand at all times.

\*Egg sellers must maintain an egg license from the Indiana State Egg Board.

## ***Taxes and licensing***

All vendors are responsible for paying any taxes and obtaining appropriate licenses/permits/tax certificates/insurance, etc needed to satisfy all local, state, and federal laws. This includes the Allen County Health Department, the Indiana Department of Revenue, Indiana State Egg Board, etc.

**Insurance is required.**

## ***Communication***

Most communications will come via email through Farm Spread. Please watch for these emails as they all have important information.

Please be sure to include your cell number when creating your Farm Spread profile. Should there be an immediate need to reach you such as a weather notification, then a mass text message will be sent. If you need to get in contact with the market / market manager, you must send a message via Farm Spread or by sending an email to [market@ylni.org](mailto:market@ylni.org). **DO NOT** send a message via social media.

### ***Administration and Questions***

The Young Leaders of Northeast Indiana's Community Impact Committee shall administer the YLNI Farmers Market. The Chair(s) of the YLNI Farmers Market Sub-Committee has the authority to admit vendors, assign space, settle disputes and disqualify vendors for violating the guidelines. We want to ensure a vibrant market and will handle disputes accordingly.

**COMPLAINTS MUST BE EMAILED to** [market@ylni.org](mailto:market@ylni.org). For urgent matters please contact the Market Manager Ashley (260) 414-7719.