

2022- 2023 YLNI Winter Farmers Market Vendor Guidelines

Our Mission: To create a vibrant downtown experience by connecting our community to local producers, entertainers, and non profits.

The Young Leaders of Northeast Indiana (YLNI) in partnership with Metro Real Estate are pleased to host the 2022-23 YLNI Winter Farmers Market season! We strive to offer fresh and unique produce, meats, baked goods, and homemade crafts in a cultural setting.

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.

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

The YLNI Winter Farmers Market will be located at The Old Bun Factory 1501 Berry St in downtown Fort Wayne, Indiana.

We are open every Saturday Nov 5, 2022 through April 29, 2023 from 9:00a to 1:00p

Vendors must set-up between 7:00a and 8:45a but **NOT** before 7:00a.

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

Vendor must contact Market Manager if running late or needing to cancel.

Fees

\$5.00 application fee and is non-refundable

\$50.00 per date per 10x10 space

\$25 expedite fee for a date requested the week of

This pricing is based on one 10x10 ft space. Additional 10x10 space(s) can be reserved for an extra fee and must be marked in the application. ADDITIONAL SPACE IS CONSIDERED ANYTHING OUTSIDE OF THE ALLOTTED 10X10 ft SPACE AND INCLUDES BUT IS NOT LIMITED TO: trailers, pick up trucks, grills, an additional tent, product displays etc

Each vendor must submit a **non-refundable \$5 application fee with their application.**

Only electronic fees and payments will be accepted. No checks or cash will be accepted.

For all applications, initial payment will be due the Sunday before vendor's first approved market date and then as follows:

Payment will be due every 2 months for a total of 3 payments.

Payment 1 covers Nov & Dec dates and due on or before Oct 30, 2022

Payment 2 covers Jan & Feb dates and due on or before Jan 1, 2023

Payment 3 covers Mar & Apr dates and due on or before Feb 26, 2023

Full and complete payment for the 2 month period is due upfront on each due date.

Full and complete payment is defined as all the dates approved within the 2 month payment period.

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

Each Monday will serve as a grace period.

If payment is still not received by 11:59p on Monday, a \$75 late fee will be assessed on Tuesday.

If payment is still not received by 11:59p on Wednesday, the vendor's application will be withdrawn, invoice will be deleted, and approved spaces will be forfeited.

For a Saturday that is requested the week of, there will be a \$25 expedite fee if requested the Sunday, Monday, Tuesday, or Wednesday before. If payment isn't received by Thursday, the requested date will be denied.

A Saturday requested the Thursday or Friday before, will not be rejected.

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.

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.

Cancellations / Reschedules / Waitlist

There are NO refunds for any date cancellation.

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.

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 as soon as possible. Don't forget to include your name!

After two no calls/no shows, the market committee can withdraw your application, and your space will be forfeited.

We will always do our best to accommodate rescheduling your cancellations. You will be notified by Thursday 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, you will be unable to click the +/- button. Therefore scroll down and send a message to the market.

If you find that you have been waitlisted, it means the market is full and at the time of your request, there were no spots available. However, cancellations do happen. As soon as a space becomes available and you are next on the waitlist, you will be notified via email. Please understand you will need to confirm immediately that you still want the space as well as payment will be due right away. You could be contacted up the evening before the market, Friday.

Booths

Each accepted vendor will receive one 10x10 ft booth space per paid date. Extra space can be requested for an additional fee. Extra space is considered anything needed or wanted outside of the 10x10 ft space such as a pick up truck, a grill, a trailer for extra produce, product displays etc Booths are assigned by the YLNI Farmers Market Committee

Space is limited; therefore, early registration is recommended. We value the importance of a vendor staying in a specified location but cannot guarantee the same space each week of the market. However, vendors who commit for the entire season will remain in the same space.

Only one business per booth is allowed.

Permanent vendors (vendors who have committed to most of the season) will be permitted to leave their tables and displays set up in their assigned space at their own risk. Neither YLNI nor Metro Real Estate will have any liability for lost or stolen tables or displays.

****Should a permanent vendor cancel, more than likely their space will be assigned to another vendor.**

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 set up and tear down.

All vendors are responsible for removing their own garbage. If choosing to dispose of trash at the market, please break down all boxes and big items.

Produce/Product

All products and signs must stay within each vendor's assigned booth area. Products outside booth space will be considered extra space and be charged appropriately.

ALL PRODUCE/PRODUCT MUST BE GROWN/PRODUCED/CREATED IN INDIANA, MICHIGAN, OR OHIO BY THE VENDOR. THE SALES OF GOODS NOT GROWN OR PRODUCED BY THE VENDOR ARE ABSOLUTELY NOT PERMITTED. If

this occurs, the vendor will not be allowed to sell those products at the Market. Inspections may take place if deemed necessary.

Please have certified organic certificates displayed if you are advertising that you are organic.

Sale of flea market items is prohibited.

Vendors may not sell items by section (ie. Half a watermelon).

Food Trucks

Food trucks can and will be accepted into the market.

Food trucks will also be encouraged to use local produce.

Food trucks must arrive at the market by 830a so that all trucks have ample time to park, prepare food, and be ready to sell by 9a. Food trucks will be charged for each 10x10 ft space the truck occupies.

Food truck generators are required to be a quiet generator ie Honda Inverter generator or an RV style generator.

Electricity

FEE : \$5 per cord per Saturday

Electricity is available for an additional fee, but is limited. If approved, vendors will be required to supply their own power cord.

A 12 gauge power cord is required for vendors powering heating or cooling equipment.

No more than 15 amps per cord per single outlet

Amplified Music and Noise

Amplified music or paging systems cannot be used by vendors.

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

Generators must be tested to be at or below a 65 decibel reading.

Generators brought to the market without being notated within this application to be tested, 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.

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.

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 needed to satisfy all local, state, and federal laws.

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. 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

For urgent matters please contact the Market Manager Ashley (260)414-7719.