

Terre Haute Farmer's Market - Rules and Guidelines

About the Market

The Terre Haute Farmer's Market (THFM) features locally-grown produce and other foods in season. It is a marketplace opportunity for growers, artists, and organizations to sell produce and complementary items.

The THFM aims to achieve a welcoming atmosphere for customers. Musicians and other performers will be invited to appear at the Market. Music and performances should contribute positively to the Market atmosphere. A variety of performers will be scheduled throughout the season.

Market Location and Times

The THFM will be held at Meadows Shopping Center, with exceptions for scheduling conflicts as warranted.

Vendors will be notified in advance of special events or street closings that may affect the market, customers, and traffic flow to and around the market.

The 2018 Summer THFM will begin on May 19th and run every Saturday until October 6th.

The operating hours of the Market are 8 a.m. to 12 p.m. (noon).

Application Process and Permits

Vendors must complete an application and be approved prior to participating in the Market. Applications are reviewed by the THFM Market Manager and Board of Directors.

Small and seasonal vendors may share a booth at the discretion of the Market Manager and Board.

All permits, taxes and licenses are the responsibility of the vendor, and all membership fees must be paid prior to participating in the market. Vendors are required to have all permits that are legally required for the sale of that product prior to participating in the market.

Eligible Items

The THFM is intended to be community oriented, with an emphasis on locally-grown and produced food and plants. "Local" is defined as within 100 miles of Terre Haute. Vendors' applications must affirm that their product is made or grown by them. The THFM is a venue for high quality, locally grown produce and other items. It is not a flea market, nor a market for re-sale of produce that is not locally grown.

In addition to produce, THFM allows complementary products such as; honey, herbs, fresh or cut flowers, eggs, meats, cheese, butter, milk, ice cream, jams, jellies, sauces, breads, soaps and lotions, fine art, jewelry, handcrafted items, and others approved by the Market Manager and THFM Board.

Non-vendors who wish to distribute information or provide educational programming may be considered for approval to participate if there is available space, and if the subject contributes to the atmosphere, mission, and values of the Market. The Market Manager and the Board will consider the applications on case-by-case basis. Non-vendor participants pay the same fees as

vendors, and are bound by the "Rules and Guidelines." Fee consideration may be given to non-profit organizations.

Market Fees and Space Reservation Procedures

In 2018, the summer participation fee is \$75 per month, or \$225 for the entire season. The winter participation fee is \$80 for the season.

In 2018 there will be an optional \$25-50 investment in the market for you or your farm to represent the market as a sponsor. Contact the Market Manager if you would like more information.

Vendor locations are assigned at the beginning of the season, and as new vendors join they will be assigned to available spaces. Spaces are assigned on the basis of vendor participation seniority.

The regular Market area shall have reserved spots based on seniority with the Market. In the event that a Vendor will not be at Market, they shall, prior to the commencement of the Market contact the Market Manager to inform him/her that they will not be vending. The Market Manager may permit other Vendors to vend from the previously reserved spot. Repeated failures of a Vendor with a reserved spot to inform the Market Manager that they will not be vending, may result in the loss of the reserved spot or in the loss of seniority in selecting a spot the following year.

Market Set-up and Procedures

Vendors may begin set up as early as 7:00 a.m. At 8 a.m., the Market lot will be barricaded and closed to vehicular traffic. Vendors arriving after that time should access the Market from adjacent driveways, street curbs, and parking lots.

There is no vehicular traffic within the center of the Market during selling hours (8 a.m.- noon). No vehicles may be parked in the Market Place during market hours.

Vendors will vacate the Market no later than 1:00 p.m., unless prior arrangements have been made with the Market Master and the property owners.

Vendors are responsible for furnishing their own tables, chairs, and 10' x 10' pop-up tents. All tents MUST have weights for the safety of market customers and other vendors.

Vendors shall not be permitted to have animals at the Market (Vendor/Members animals are not insured under our liability).

Marketplace Rules

Customer pet owners must keep pets on a non-retractable leash. The Market Manager has the right to request the customers remove their pets from the Marketplace. Customer pet owners are responsible for any damages caused by their pets including damage to vendor goods.

No smoking shall be permitted in the Market area.

Inclement Weather Policy

If there is severe weather ("severe" being defined as thunder and lightning or high winds) the morning of the market, the market master will make the call to postpone the beginning of the market by 1 hour (9am start time, 8am set up) and will notify vendors via a group text message. The call to delay the market should be made as early as possible, between 6:30am-7am. If by 8am

the severe weather has persisted, the market may be delayed an additional hour (10am start time, 9am set up). If by 9am, the weather persists, the market will be canceled. All delays or cancellations will be posted on social media and vendors will be notified via group text message.

Market Governance

The THFM is managed by a Board of Directors. Several THFM vendor representatives may sit on the Board. The Board is elected annually by Vendors at the Annual Meeting held in April of each year. Vendors who have completed at least one full season with the THFM and do not have any outstanding fees owed to the THFM are eligible to vote for the Board and to also run for open seats on the Board.

The Board designates a Market Manager to coordinate and supervise the orderly operation of the Market. As necessary, the Board may assign an Assistant Market Manager, or Acting Market Manager. Vendors may serve as Market Manager.

The THFM policies are at the discretion of the THFM Board, which reserves the right to amend said policies at any time without notice. Interpretation and enforcement of these guidelines shall be at the discretion of the Market Manager and the THFM Board. The Board and Market Master may waive or amend specific guidelines if such action is deemed to enhance, promote, or further the success, mission, safety, and spirit of the Market. Additional guidelines may be enacted if they are deemed necessary for the safe, orderly, and successful operation of the Market.

The Board and/or a Market Manager may conduct on-site visits of the Farm, garden, or production facility to verify the source of goods presented as being locally and/or self-grown.

Vendors and Customers of the THFM are important stakeholders; their opinions, desires, and vision of the Market will be given strong consideration by the Board.