

## Terre Haute Farmer's Market - Rules and Guidelines

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.

### A. Market Location and Time

The THFM will be held indoors 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 into and around the market.

The 2021 Summer THFM will begin on May 15<sup>th</sup>, and is scheduled to operate every Saturday until October 30<sup>th</sup>, 2020.

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

Initials: \_\_\_\_\_

### B. Application Process and Permits

Vendors must complete the application, *and be approved*, prior to participating in the Market (approval may take a number of weeks, so please plan ahead if you wish to participate). Applications are reviewed by the THFM Market Manager and the Board of Directors. Once approved, payment must be made *in full*.

All permits, taxes, and licenses are the responsibility of the vendor. 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.** Vendors are also responsible for obtaining liability insurance.

Initials: \_\_\_\_\_

### C. 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 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 the THFM Board of Directors.

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 applications on a 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.

Initials: \_\_\_\_\_

### D. Market Fees and Space Reservation Process

In 2020, the full-time summer participation fee is \$250 for the entire season. The part-time fee is \$125 (for 1<sup>st</sup> Saturday only vendors).

Vendor locations are assigned at the beginning of the season. As new vendors join, they will be assigned to available spaces.

In the event that a Vendor will not be at the Market, they shall, *prior* to the commencement of the Market, contact the Market Manager to inform them 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.

Initials: \_\_\_\_\_

**E. Market Set-up and Procedures**

Vendors may begin setup as early as 7:00 a.m. At 8 a.m., the Market will open to customers.

Vendors are required to have their booth space set up no later than the opening of the market (8 a. m. for summer). If a vendor has failed to set up before the market opening time on 3 occasions during the market season, the vendor will be subject to expulsion from participation in the market. Vendors will also be required to 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.

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

Initials:\_\_\_\_\_

**F. Marketplace Rules**

Customer pet owners must keep pets on a non-retractable leash. The Market Manager has the right to request that 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.

Initials:\_\_\_\_\_

**G. Inclement Weather Policy**

If there is severe weather 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, and or an email. The call to delay the Market should be made as early as possible, between 7:30am – 8am. If by 9am the severe weather has persisted, the Market may be delayed an additional hour (10am start time, 9am set up). If by 10am, the weather persists, the Market will be cancelled. All delays or cancellations will be posted on social media, and vendors will be notified via group text message, and or an email.

Initials:\_\_\_\_\_

**H. 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 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.

Initials:\_\_\_\_\_

## Vendor Bio & Logo

Please write a short biography for your business at the Market:

---

---

---

---

---

---

---

---

---

---

If you have a logo for your business, please email it (along with this application) to:  
**[terrehautefarmersmkt@gmail.com](mailto:terrehautefarmersmkt@gmail.com)**

## 2021 Terre Haute Farmers' Market Application

Thank you for your interest in becoming a Vendor with the Farmers' Market. Please read the "Terre Haute Farmer's Market Rules and Guidelines" on pages 1, and 2 of this document. After you have read through the guidelines, please initial the paragraphs as indicated, complete the requested information below, and sign at the bottom of this page. The Terre Haute Farmers' Market Board of Directors will review applications to determine whether it complies with the Rules and Guidelines, as well as the purposes of the market.

Please complete this document, and send to:

Terre Haute Farmers' Market      or  
P.O. Box 10848  
Terre Haute, IN 47801

terrehaufarmersmkt@gmail.com  
with the subject line: *Vendor Application*

---

Your Name \_\_\_\_\_ Business Name (if applicable) \_\_\_\_\_

---

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

---

Phone (Day) \_\_\_\_\_ Phone (Evening) \_\_\_\_\_ Other \_\_\_\_\_

---

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Please list **all** products that you wish to sell at the Market:

***(For new, non-food vendors: the application must include at least 4 pictures of your actual product(s) submitted for consideration.)***

***(Prepared foods require a certified kitchen location, please submit certification paperwork along with your application.)***

---

---

---

---

---

---

---

---

---

---

Place(s) of Origin: \_\_\_\_\_  
(Must be within 100 miles of Terre Haute)

*I certify that the above information is true. I have read, and I agree to the "Terre Haute Farmers' Market Rules and Guidelines". Failure to comply with these Rules and Guidelines may result in expulsion. I agree that I will obtain all necessary licenses and permits, and collect any sales tax as required by law.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date