



VENDOR APPLICATION – SUMMER 2022 DOWNTOWN WESTFIELD ASSOCIATION

Thank you for your interest in becoming a Westfield Farmers Market (WFM) vendor. WFM is pleased to be able to serve Westfield residents and guests and the greater Hamilton, Boone, and Tipton County region by offering a local marketplace for regional produce and animal farmers, bread and pastry artisans, plant and flower growers, cheesemakers, and specialty food producers. Every vendor is carefully screened to be sure that WFM represents the highest quality locally produced products available.

WFM is a **food-focused** Market. We do not offer vendor booth space for non-food items such as homemade crafts, artwork, or clothing. In the past we have allowed handcrafted items such as candles, oils, baskets, etc.

Not-for-profit organizations or businesses seeking to promote their organizations should contact the Market Manager at farmersmarket@westfieldchamberindy.com to apply.

VENDOR REQUIREMENTS

Here are the Vendor Requirements for the Westfield Farmers Market:

- A. Only Indiana-grown or produced agricultural products may be sold at the Market. A rare exception may be made for agricultural products that cannot be grown in Indiana.
- B. No craft or clothing items of any type are allowed at the Market. There will be 1-2 themed market days when these items will be permitted. Information about the themed market days will be available in late-May.
- C. Vendors must reside in Indiana.
- D. Vendors who sell or sample any food for consumption on-site must have a seasonal vendor permit from the Hamilton County Health Department. Please contact the Hamilton County Health Department to apply for your permit when you submit your application.
- E. Foods prepared off-site must be made in a kitchen that meets the Hamilton Health Departments standards. Products may be made by the vendor in a certified kitchen or in a home-based kitchen that meets the risk and labeling requirements of the Hamilton County Health Department.
- F. All vendors must provide proof of insurance. Vendor must provide a General Liability Certificate of Insurance for \$1,000,000 listing the City of Westfield (225 South Union Street, Westfield, IN 46074) and Downtown Westfield Association (116 East Main Street, Westfield, IN 46074-8924) as additionally insured. Consider contacting your homeowner's insurance company for insurance.
- G. Vendors must grow and/or produce themselves at least 50% of everything sold at the Market. Products may not be purchased from any type of middleman.

- H. Vendors must provide all their own equipment, including a 10'x10' canopy and tables. All vendors must have a 10'x10' canopy that is weighted down with weights – stakes cannot be used at Grand Junction Plaza.
- I. Vendors will not be able to park their vehicle or trailer at the market. A designed parking space will be made available for all vendors. You will be able to drop your tent and materials off and will then need to park your vehicle in the designated space (Westfield Friends Church). A shuttle will be available from the parking area back to the market area. A rare exception may be made at the request of the Vendor to the Market Manager for a vendor vehicle to remain close to the market.
- J. Vendors must agree to be at the Market for their designated sessions.

These are the basic requirements. A more extensive list of requirements is spelled out in our contract.

VENDOR SELECTION

All items sold by vendors at the Market must be grown, raised or produced in Indiana (exceptions may be approved by the Market which are not available in Indiana such as salmon).

- All produce/meat/poultry must be raised by the farmer (few exceptions may be approved by the Market). We prioritize products which are grown or raised using environmentally responsible, sustainable, and humane methods.
- For artisanal and ready to eat foods, priority is given to vendors who utilize local ingredients. Products may be made by the vendor in a certified kitchen or in a home-based kitchen that meets the risk and labeling requirements of the Hamilton County Health Department.

The number of vendors of any type will be managed so adequate supply and choice is available to customers and so that each vendor can be successful.

When adding new vendors, products that are unique or not adequately represented at the Market are given priority. Additionally:

- A. Vendors from the prior summer season, whom we invite back, will be given first right of refusal for the upcoming season.
- B. Once the returning vendors have determined whether or not they plan to return, our New Vendor Selection Committee will review the number of spaces we have open for new vendors to be added. They will analyze what we need at the Market in the way of product ... what we have too much of, what we don't have enough of, etc.
- C. Vendors are not selected on a first-come, first-served basis, but only based on what we need or don't need in the Market to keep it fresh, interesting for the visitors and profitable for our vendors.
- D. At least 50% of the products sold at the Market must be grown and/or produced by the Vendor. The remainder can only be purchased directly from another grower. No products sold at the Market may be purchased from a middleman

such as a commission house, food broker or auction. Nor can products be purchased from a co-packer without the express, written approval of the Market Manager.

- E. Vendor spaces are 10' x 10'. Please ensure that your materials and set up fall within the designated space.
- F. If you plan to cut, pierce, cold hold, or hot hold any edible product you must have a seasonal vendor permit from the Hamilton County Health Department.
- G. The 2009 Change in State Law notwithstanding, if you prepare any food off-site to be sold at the Market, that food must be made in a certified commercial kitchen. This includes baked goods. You will need to provide a health department certified kitchen inspection from the county in which your certified kitchen is located. If that kitchen is in Hamilton County, you will need to have an inspection by the HCHD.
- H. Vendors must provide proof of adequate insurance coverage prior to the beginning of the season along with all other required permits.
- I. Absolutely no crafts are permitted for sale.

VENDOR COSTS

The Westfield Farmers Market aims to have a full and vibrant market every week. To ensure that we have maximum participation we have provided these participation options for the summer 2022 season.

Based on the option you selected below, your company will receive an invoice (once your application has been approved) for the full cost of the season. The invoice will need to be paid in full before you can participate in the Westfield Farmers Market.

- Every Thursday Market – 15 Markets (\$202.50) \$13.50 per market
May 26; June 2, 9, 16, 23, 30; July 7, 14, 21, 28; August 4, 11, 18, 25;
September 1
- First Thursday Market – 4 Markets (\$100) \$25 per market
June 2; July 7; August 4; and September 1
- Bi-Weekly Market (Even Days) – 8 Markets (\$144) \$18.00 per market
May 26; June 2, 16, 30; July 14, 28; August 4, 18
- Bi-Weekly Market (Odd Days) – 7 Markets (\$126) \$18.00 per market
June 9, 23; July 7, 21; August 11, 25; September 1

- Food Truck – 4 Markets (\$200) \$50 per market
June 2; July 7; August 4; and September 1

APPLICATION

Name of the Company _____

Primary Contact Person Name _____

Owners Name _____

Email Address _____

Cell Phone _____

Company Address _____

Kitchen Address _____

Company Website (if applicable) _____

Facebook Address/Name _____

Instagram Address/Name _____

Describe the unique FOOD products your business has to offer. Please take the opportunity to fully describe your products.

Application Submission Checklist:

- I have reviewed and signed the WFM Agreement and will submit the signed agreement with my application.
- My Business has liability insurance.
- My Business has applied/obtained a license from the Hamilton County Health Department.
- My business is home-based (where product is prepared)
- My business uses a certified kitchen.
- I have provided a JPG or PNG business logo along with my application.
- If requested, I agree to have WFM Staff see, taste my product before the application is approved.
- This is my first year selling at a Farmers Market

SUBMISSION

When you are ready to submit your Application, Agreement, and logo, please email those materials to farmersmarket@westfieldchamberindy.com.