



VENDOR INFORMATION – SUMMER 2023 DOWNTOWN WESTFIELD ASSOCIATION

Thank you for your interest in becoming a Westfield Farmers Market (WFM) vendor. WFM is pleased to serve Westfield residents and guests and the greater Hamilton, Boone, and Tipton County region. Every Vendor is carefully screened to ensure that WFM represents the highest quality locally produced products available.

The Westfield Market encourages honey, bread, pastry artisans, plant and flower growers, cheesemakers, specialty beverages, and meat vendors to apply in addition to traditional market items like corn, vegetables, and pet food. We also welcome one of a kind high-end 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 markets@westfieldchamberindy.com to apply.

VENDOR REQUIREMENTS

Here are the Vendor Requirements for the Westfield Farmers Market:

- A. Only Indiana-grown or produced products may be sold at the Market. A rare exception may be made for agricultural products that cannot be grown in Indiana.
- B. Vendors must reside in Indiana.
- C. Vendors who sell or sample any food for consumption on-site must have a seasonal vendor permit from the Hamilton County Health Department. Please get in touch with the Hamilton County Health Department to apply for your permit when you submit your application.
- D. Foods prepared off-site must be made in a kitchen that meets the Hamilton Health Department 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.
- E. 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.
- F. Vendors must grow and/or produce at least 50% of everything sold at the Market. Products may not be purchased from any middleman.
- G. 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.
- H. 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 (the Market may approve a few exceptions). We prioritize products 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 an adequate supply and choice are available to customers and so that each Vendor can be successful. We do not promise exclusivity and we will use the best judgment when deciding how many vendors of each product we will accept.

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

- A. Previous Westfield Market vendors, whom we invite back, will be given first right of refusal for the upcoming season.
- B. 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.
- C. Vendor spaces are 10' x 10'. Please ensure that your materials and setup fall within the designated space.
- D. 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.
- E. 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 where your certified kitchen is located. If that kitchen is in Hamilton County, you will need to have an inspection by the HCHD.
- F. Vendors must provide proof of adequate insurance coverage before the beginning of the season, along with all other required permits.

MARKET INFORMATION

Dates of 2023 Summer Market (20 Markets)

All Markets occur on Thursday evenings.

- May 25

- June 1, 8, 15, 22, 29
- July 6, 13, 20, 27
- August 3, 10, 17, 24, 31
- September 7, 14, 21, 28
- October 5

Day of Market Timeline:

3:30 pm – 4:30 pm: Vendor Arrival Time

Vendors should drive to the corner of Mill Street and Jersey Street at the Northwest corner of the Grand Junction Plaza to unload and will check in with the Market Manager before proceeding to their assigned space.

Vendors will not be able to park their vehicle or trailer at the Market, unless approved in application process. 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. A shuttle will be available from the parking area back to the market area. A shuttle ride from the parking lot will be available until 4:30 pm. 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.

4:45 pm: Vendor Booth Set up Deadline

All vendors should be set up and ready to sell by 4:45 pm.

5:00 pm – 8:00 pm – Westfield Farmers Market Hours

8:00 pm – 8:30 pm: Vendor Take Down

MARKET 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 2023 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 – 20 Markets*

May 25; June 1, 8, 15, 22, 29; July 6, 13, 20, 27; August 3, 10, 17, 24, 31;
September 7, 14, 21, 28; October 5

Previous Westfield Farmers Market Vendor: \$280 total / \$14 per market
Previous Westfield Winter Market Vendor: \$320 total / \$16 per market
First Time Vendor: \$360 total / \$18 per market

First Thursday Market – 5 Markets | \$125 total / \$25 per Market

June 1; July 6; August 3; September 7; October 5

*We understand that some produce vendors will not be able to attend all Markets. We will prorate the price of the market to reflect the first day of attendance at the Market.

FOOD TRUCK VENDOR COST

Westfield Farmers Market is excited to welcome Food Trucks to the Market to create a Thursday night out vibe at the Market!

We ask that our Food Trucks come to a minimum of 4 Markets at \$20 per Market

We are looking for a wide range of food trucks and we will not accept two types of the same food trucks at any one Market. For example, we would never have 2 taco trucks at the same Market.

All Food Trucks must have the proper paperwork and be in good standing with the Hamilton County Health Department.