



Indy Winter Farmers Market 2013-2014 Vendor Application

Thank you for your interest in becoming a vendor at the Indy Winter Farmers Market (IWFM). Please read the following instructions:

If you are a **New Vendor**, please complete and submit the following:

- Application – Cover Page and Primary Information
- Application – Additional Information
- Product Information, such as labels, photos, or ingredient lists
- Proof of Liability Insurance
- New Vendor application fee of \$20

If you are a **Returning Vendor**, please complete and submit the following:

- Application – Cover Page and Primary Information
- Product Information, such as labels, photos, or ingredient lists
- Proof of Liability Insurance
- Include Additional Information if your growing practices, ingredients, products or business aspects have changed since the 2012-2013 IWFM season.

All applicants are expected to read the Criteria for Vendor Selection and IWFM Rules and Regulations prior to completing the application. These materials can be found on the IWFM website (www.indywinterfarmersmarket.org) or may be requested from the IWFM Director.

Applications that are not completed as directed may be rejected.

Acceptance as an IWFM vendor is not guaranteed, and all applications are reviewed each year by the IWFM Advisory Committee. Final decision about acceptance will be sent by October 15, 2013 to all applicants via email from the IWFM Director.

All vendors are required to adhere to the IWFM rules and regulations. Acceptance and continued market attendance is based on an applicant's compliance with the market regulations, criteria for vendor selection, and all applicable fees. No vendor will be considered without completing the application. Please mail completed applications by Sept 13, 2013 to:

IWFM, Attn: Molly Trueblood
202 E Market Street
Indianapolis, IN 46204

Application – Cover Page and Primary Information

Vendor Information:

Business Name _____

Primary Contact Name _____

Contact Address _____

City, Zip Code _____

Phone Number _____ Email _____

Production Location Address (if different) _____

Please list individuals who will be present at your table to vend at the market, their contact information, and anticipated dates of attendance: _____

Vendor Categories: (please select all that apply)

<input type="checkbox"/> Grower	<input type="checkbox"/> Producer (value-added)	<input type="checkbox"/> Non-food
<input type="checkbox"/> Returning Vendor	<input type="checkbox"/> New Vendor	

Product Information:

Please list the products you plan to sell at the IWFM, the duration of availability/season and approximate product pricing. Use as much space as needed, or attach a separate sheet if necessary:

Products	Approx. Period of Availability/Season	Pricing

**Pricing of goods sold at the market is the responsibility of the individual vendor, and while the IWFM will not engage in price fixing, IWFM management reserves the discretion to consult vendors to understand pricing as it relates to representation of individual product and product quality.*

Please answer the following questions about your products:

Do you produce all of these products yourself?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no above, please indicate which products are not produced by your business, and explain why you believe you should be permitted to sell these products.	

2013-2014 Season Indy Winter Farmers Market Vendor Application
 The Platform, West Wing of Indianapolis City Market | November 9, 2013 through April 26, 2014
Applications due by Friday, September 13, 2013

Are you willing to attend market if allowed to sell some but not all of your products?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes above, which products are non-negotiable for you?	
Please list any other markets you will be vending at during the 2013-2014 summer and winter market seasons:	
Do you sell the same range of products at other markets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you resell at other markets?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Market Attendance:

For the 2013-2014 season, please indicate your desired schedule (see fees below):

<input type="checkbox"/> Full season (20-24 weeks) Fees: \$20/week = \$380 to \$460 (one week free)
<input type="checkbox"/> Half season (12-19 weeks) Fees: \$22.50/week = \$270 to \$427.50
<input type="checkbox"/> Occasional (1-11 weeks) Fees: \$25 each week

Please indicate the dates you would like to attend below:

November	December	January	February	March	April
9	7	4	1	1	5
16	14	11	8	8	12
23	21	18	15	15	19
30		25	22	22	26
				29	

Please note the market will be closed on December 28, 2013. Please submit any changes to your attendance schedule with as much notice as possible. Repeated failure to notify the IWFM Director of absence at least one week in advance will jeopardize future participation in the IWFM and may incur a fee.

Special Needs and Requests:

Please indicate below whether you need any of the following setups. Due to space, electrical, and time constraints, it may not be possible to meet all needs.

Needs:		Details:
Electrical access	<input type="checkbox"/>	(# outlets & amperage)
Additional space	<input type="checkbox"/>	
Shared space with another vendor	<input type="checkbox"/>	
Special setup	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Application – Additional Information

We have developed specific criteria for vendors that help us meet our objectives as a market. All applicants are expected to review the IWFM Rules and Regulations, and Criteria for Vendor Selection, before applying. Please answer all questions in your vendor category. Your responses will help the advisory committee select the vendors that help the IWFM best meet its goals. Please use extra space if needed.

Farmers/Growers: (who sell produce, animal products, or other agricultural products)

Are you a certified organic or transitional certified organic farmer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you Certified Naturally Grown?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please describe aspects of your farming practices that you believe make your product unique, make your product attractive to consumers, or are representative of sustainable practices.	
<i>Plant-based products:</i> Please describe methods/practices for soil amendment, pest and weed control, fertilization, harvest, and transport to market.	
<i>Meat & animal-based products (including honey and beeswax):</i> Please describe methods for breeding or purchasing, raising, feeding, and processing livestock; the normal diet of your livestock, including feed additives; and methods/practices employed to deal with sickness/disease among livestock (injections, vaccinations, hormones, or antibiotics).	

Producers of Value-Added Goods: (who process refrigerated, frozen or shelf-stable food products or prepare food for on-premise consumption)

Please attach an ingredient list and/or label for each item you wish to sell.

Product Information:

Do you grow or raise any of your product/ingredients?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please list the primary sources, farms, operations, groceries, or other providers for ingredients in at least 3 of your products.	1. 2. 3.
Are you sourcing from local/Indiana-grown, organic, fair trade, seasonal or sustainably produced ingredients?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no above, please explain why your ingredients are not sourced in this way.	
Would you like assistance with sourcing?	Yes <input type="checkbox"/> No <input type="checkbox"/>

2013-2014 Season Indy Winter Farmers Market Vendor Application
 The Platform, West Wing of Indianapolis City Market | November 9, 2013 through April 26, 2014
Applications due by Friday, September 13, 2013

Are your products made in Indiana?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no above, please explain where they are made, by whom, and why.	
Do you consider yourself an artisan producer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes above, please explain why.	
Briefly describe the philosophy behind what makes your product unique, and goals you have for how your product will serve the consumer.	

Product Processing Information:

Are your products prepared in a certified kitchen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you use a licensed food processor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are your products prepared in a home kitchen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes above, what precautions or measures are taken to ensure that food is appropriately and safely prepared? What is your training/qualification as a home producer?	
Please explain how your product is stored, processed, bottled, or frozen. Do you process products yourself or with a company? Please provide name and contact info of the company, if applicable.	

Non-Food Applicants: (who sell non-food items, household products or items for daily living)
Please include an ingredient list and/or label for each item you wish to sell if the product is soap, non-human food, household items, etc.

How do you source your materials or product ingredients?	
Do you grow or produce components for your products, or recycle and repurpose materials?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you design, construct, or complete some or all components of production yourself?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you consider your products to be more environmentally or socially responsible than other similar commercially available products?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are your products made in Indiana?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no above, please explain where they are made, by whom, and why.	
What production, packaging, hiring or marketing practices make your business unique?	

IWFM Information and Vendor Policies

The Indy Winter Farmers Market is an initiative of Growing Places Indy Inc. Our mission is to empower individuals and communities to Grow Well, Eat Well, Live Well and Be Well. The IWFM provides a venue for directly connecting farmers and producers to the community and visitors, enabling personal relationships in the exchange of vegetables, fruit, meat, baked goods, herbs, natural cleaning products and other locally produced food, garden and household products. The IWFM supports family farms, encourages sustainable farmland preservation and urban agriculture, delivers seasonal and local products to the Indianapolis community, and raises awareness of social and environmental considerations related to food. The IWFM encourages local entrepreneurship, a growing food culture, and educational exchange toward the improvement of quality of life and experience for Indianapolis residents and visitors.

IWFM has 3 primary goals:

1. To provide a venue for Indiana's sustainably-minded family farms and small-batch/artisan food producers to sell their products;
2. To improve our community's access to local, fresh, nutritious food;
3. To create an environment that raises awareness of how choices we make everyday affect our health, our communities, the environment and the economy.

Market goods allowed for sale at the IWFM include:

- Fresh produce & fruits
- Fresh and dried herbs, flowers, bedding plants
- Eggs, cheese, dairy products and meats
- Baked goods
- Honey
- Preserves and value-added products
- Other edible agricultural products and natural plant extractions including syrups and oils

The IWFM also accepts applications from vendors who create home care, body care, and other household items for daily living that are locally designed and sustainably crafted.

Vendors may only sell products that they have grown, raised or produced. **Selling ineligible products or reselling any product is not permitted at IWFM** without explicit approval of each product by the IWFM Director.

Expectations of Vendor attendance: The market operates Saturdays from 9am to 12.30pm weekly. Set-up begins at 7:30am. All vendors are expected to be at market and set up by 8:45am. Market ends at 12.30pm, and no tear down will begin until that time. All vendors are expected to be out of the building by 1:15pm. Please contact the IWFM Director if you cannot agree to these terms.

Fees:

Each accepted vendor will be required to submit a non-refundable \$50 deposit by October 25, 2013. This amount is included in the total amount due for the season. The first time vendor fee (not included in season total) is \$20 and is due with application.

Full and half season vendors will be expected to pay **half** of their remaining dues on the first day of the market, November 9, 2013. ***The remaining balance will be paid \$25/week and must be paid in full before February 1, 2014.*** Full season vendors who pay in full before or on the first day of the market will receive an additional discount, for a total fee for 24 weeks of \$440.

Fee for late notice of absence (less than 48 hours, except in cases of emergency) will be \$25/week and shall be collected on vendor's next attendance.

2013-2014 Season Indy Winter Farmers Market Vendor Application
The Platform, West Wing of Indianapolis City Market | November 9, 2013 through April 26, 2014
Applications due by Friday, September 13, 2013

If a vendor must withdraw from the market before all paid weeks have been attended, notice must be made directly to the IWFM Director at least one full week prior to the last date of attendance in order to receive a refund for unattended weeks, less the \$50 non-refundable deposit.

Payments:

The cost to pay week-to-week, regardless of season attendance, will be \$25 per week.

This is to absorb the administrative costs of weekly collecting and record keeping. Receipts will be provided for all payments.

All fees, deposits, and payments should be made by check to Indy Winter Farmers Market/IWFM, and given directly to the IWFM Director. Payments may also be mailed to IWFM, 202 E Market St, Indianapolis, IN 46204. Cash payments may be made to the IWFM Director, or other designated fee collector on market days.

Booth Space, Location, and Special Needs:

Vendors should bring their own tables or equipment. As space at an indoor market is limited, an additional weekly fee may be charged for each week that additional booth space is needed. A typical vendor booth at the market is 8ft wide by 6ft deep. Vendors may request to share additional space with another pre-specified vendor in the application. Allotment of additional booth space will be prioritized using the same guidelines as general vendor selection and based on availability. Vendors needing more than 8ft booth frontage should indicate the desired booth space, and weeks requested, in their application.

Vendors may store their tables and chairs in the IWFM storage closet. No food items, products, signage, or other food preparation devices may be kept in the IWFM storage closet.

Full Season vendors may request a specific booth location. IWFM management will do everything possible to accommodate those requests and keep all Full and Half Season vendors in their preferred booth locations for the duration of the market season. However, final location assignments will be designated by the IWFM Director, and may be changed in any given week if necessary.

Eat Well Initiative Token Programs:

The IWFM accepts food stamps (SNAP/EBT) through a program called the Eat Well Initiative, which helps improve our community's access to local, fresh, nutritious food. IWFM vendors have a key role in educating individuals who participate in this program about how their products can improve quality of life and health. All vendors are obliged to abide by all of the USDA rules and regulations for SNAP retailers, including knowledge of which items are eligible to be purchased with SNAP benefits. All eligible and ineligible vendors will receive more information. Please direct any questions to the Eat Well Coordinator.

In order to redeem SNAP benefits at IWFM, individuals will use their SNAP card in the POS system at the market info table, and will be given the amount requested in tokens. These \$2 tokens will be used at vendor booths to purchase fresh produce, animal products, and value-added goods. These tokens are not to be used on household items, non-food items, ready-to-eat foods, or alcohol.

No change can be given for these tokens, so please work with the customer to find an amount of products that equals the value of their tokens. Tokens will be collected by the Eat Well Coordinator or IWFM Director each week, and vendors will be reimbursed by cash or check payment at the beginning of each month. **If a vendor accepts a token not equal to the total amount and/or for a non-applicable product, the IWFM cannot offer any refund. Tokens**

2013-2014 Season Indy Winter Farmers Market Vendor Application
The Platform, West Wing of Indianapolis City Market | November 9, 2013 through April 26, 2014
Applications due by Friday, September 13, 2013

cannot be traded, exchanged, nor redeemed for cash by purchasers or vendors.

Licensing and Liability:

Vendors must carry their own liability insurance, appropriate licenses and other insurance. Depending on your product, there are different licenses and licensing agencies that may regulate your product. It is your responsibility to determine what licenses you may need.

Accepted vendors are expected to obtain appropriate liability insurance. Insurance should be in place before each vendor's first market day, and a copy of proof of insurance must be provided to the IWFM Director on or by the vendor's first market day. Failure to provide proof of liability insurance may result in forfeit of the vendor space, until the time when proof of insurance is provided to the IWFM Director.

All processed food products must comply with all applicable local, state, and federal health and safety regulations and a copy of the commercial kitchen certificate is to be displayed in the vendor's booth at all times in an appropriate manner. Vendors selling eggs, dairy, processed meats and value added food products must have appropriate licenses, insurance, and processor codes available on-site each week.

Please read the following affidavit and covenant and sign below:

On behalf of all parties associated with my operation, I verify that I/we have read the rules, regulations and policies of the Indy Winter Farmers Market and agree to abide by them. I acknowledge that the products I/we sell at the market must be of my/our own production and grown/produced at the location listed on this application. If this is not the case, I have fully disclosed otherwise. I acknowledge full responsibility for all of my activities in the market (and for those assisting in my booth) through the market season. Furthermore, I agree to accept the authority of the IWFM Director and Advisory Committee in regards to product legitimacy, procedural and vendor conduct violations. I certify that all of the information set forth in this application is true and complete to the best of my knowledge. I agree to perform all obligations that may be required under applicable laws, ordinances, rules, and regulations, and under all vendor guidelines, market rules, contracts or agreements. I agree to allow inspection of my farm or my producer site (kitchens, work shops, etc.) by market management or representation at any time during the market season. I agree to allow photos of myself, my products, farm, or aspects of my business to be used on IWFM marketing and social media materials.

I acknowledge that I am expected to carry liability insurance and I agree not to hold the IWFM, staff, advisory committee or volunteers liable for injury, theft or damage.

Covenant not to Sue: The Vendor and all parties associated with the operation will not institute any action or suit of law or in equity against the Indy Winter Farmers Market, their employees, volunteers, agents, officers, and designees as a result of actions taken under this contract. The Vendor's will not aid in the institution or prosecution of any claims for damages, costs, loss of services, expenses, or compensation for or on account of any damages, loss or injury to person or property resulting from the terms of Vendor's participation in the Indianapolis Winter Farmers Market.

In verification and agreement to all above:

Signature: _____

Printed Name: _____

Date: _____