

Indy Winter Farmers Market 2013-2014 Rules and Regulations

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.

The IWFM has 3 main goals:

1. To provide a venue for Indiana's sustainably-minded farmers and small- batch/craft/artisan food producers to sell what they produce, thus helping preserve and sustain our food & farm cultures, traditions, and resources.
2. To give our customers and community access to local, seasonal, nutritious food and unique locally produced alternatives to household & daily living products.
3. To create a welcoming environment that encourages relationship building and community, by encouraging a community-based food system.

General Operations:

The IWFM will be open for retail sales from 9:00 am to 12:30 pm each Saturday during the winter market season, which will run November 9, 2013 through April 26, 2014.

The IWFM has the authority to change the market hours at any time. The market will be held every Saturday unless inclement weather deems it unsafe to operate, in which case IWFM Staff will call every vendor.

Vendors, staff and customers may not bring domestic pets into the market. Smoking, consumption of alcohol or drugs, and firearms (with the exception of law enforcement) are not allowed in the market. All vendors and staff must dress appropriately. Shoes and shirts are required.

In all matters expressly mentioned or unmentioned in these Rules and Regulations, IWFM Staff retains the right to set, establish, create, amend or eliminate rules, regulations and requirements at any point in time without notice if in its discretion the changes are in the best interest of the market. "Best interest of the market" is determined solely at the discretion of the IWFM Staff and decisions made will be binding in all cases.

Vendor Definitions:

A vendor is defined as the person who grows or makes a product for sale and may include the producer's immediate family, partners, employees, or local cooperatives upon review. The producer's name must be made clear in each booth.

Each vendor must be approved before they are admitted to sell at the IWFM. Acceptance to the IWFM is based on the criteria outlined in the Criteria for Vendor Selection.

The IWFM consists of three types of vendors: Grower, Producer, and Non-Food Vendor.

A Grower is defined as one who grows produce, animal products, or other agricultural products.

A Producer is defined as one who processes refrigerated, frozen or shelf-stable food products, or who prepares food for on-premise consumption.

A Non-Food Vendor is defined as one who sells non-food items, household products or items for daily living.

Products and Ingredients:

Growers may sell any farm products, including value-added products, but vendors themselves must produce all products.

Approved Growers must grow or raise their products that they sell. The IWFM has the right to physically inspect crops and production areas of vendors at any time. IWFM Staff will investigate any question or issue regarding the sourcing or production of products. Should the ingredients be found not compliant with these regulations, the Market Director will ask the vendor to discontinue sales of this item immediately, or the vendor will be asked to change their sourcing.

All processed foods and non-food items must be made by the vendor. Ingredients and sourcing of those ingredients must be made available to IWFM Staff upon request, particularly within the IWFM Vendor Application. In keeping with the goals of the IWFM, IWFM Staff may request that vendors select or source their ingredients from more local or sustainable sources or producers.

All vendors must list products they wish to sell in their Application. Any additional product must be approved by IWFM Staff at least 2 weeks in advance of when the vendor wishes to bring the product to market, and must comply to these Regulations.

Quality control is one of the most important factors in the IWFM. Routine inspections may be conducted. Vendors are solely responsible for the safety of the products being sold, and shall hold harmless and indemnify the IWFM. If any product is found unfit to sell at the IWFM, the Market Director may ask the vendor to discontinue sales of this item immediately. Vendors who ignore requests to modify or discontinue products, or who repeatedly attempt to sell unfit products, may be asked to leave the IWFM.

Reselling will not be permitted, only in explicit cases determined by the Market Director. No wholesale brokers will be allowed.

All products must comply with all applicable local, state and federal health and safety regulations that govern the sampling, production, labeling, or safety of any product a vendor offers for sale at the market. Failure to comply may result in forfeiture of the vendor's booth. If any vendor has questions on this matter, please speak with the IWFM Market Director, or the Marion County Health Department.

A copy of the commercial kitchen certificate or other required licensure must be available each week for inspection by the Marion County Health Department. All vendors must adhere to sanitary procedures for selling produce and value-added items, including water for hand-washing.

Proper labeling must be used as defined by the proper authority. Proper labeling pertaining to organically or naturally grown certification must be displayed at all times.

Pricing of goods sold at the market is the sole responsibility of the individual vendor. Fraudulent, dishonest, or deceptive merchandising, or collusion to set prices among vendors, may be grounds for forfeiture of the right to do business of any kind with IWFM for a length of time to be determined by the IWFM Advisory Committee.

Attendance, Booth Space and Schedules:

Market Vendors should be set up at least 15 minutes before opening time. All vehicles MUST be parked away from the building in the vendor parking lot. Each vendor is required to stop selling at the close of the market and vacate the building before 1:30pm.

Vendors are required to stay until the market closes even if all goods are sold. The Market Director must approve exceptions to this policy in advance.

Vendors must supply their own tables, chairs, etc. Booth space is not transferable. In consideration of

the other vendors, nothing, including signage, will be allowed to extend outside the designated booth space dimensions, including 8 feet above the vendor's booth.

Signage is required noting your farm or company name and the town you are based in.

Spaces may be assigned for the entire season. Fees and booth location information is included in the IWFM Application. During the first few weeks of the market, booth location changes may be made by IWFM Staff per vendor request, or to accommodate appropriate product distribution.

If Full Season vendors plan to miss any particular market days, the vendor must notify the Market Manager at least one week in advance of the day or days. Vendors will be charged for weeks missed without notification, and those who continually miss the market without notifying the Market Director will forfeit their rights to their booth space.

IWFM Staff will provide each Full and Half Season vendor with their schedule for the market season in writing (via email communication or the US Postal Service) by the date of their first market attendance. Changes in this schedule must be requested, by both IWFM Staff and vendors, at least 7 days in advance. IWFM Staff will use every resource, especially the Criteria for Selection and compliance to these Rules and Regulations, to ensure that schedule decisions are fair. Since all schedules cannot be accommodated, IWFM Staff decisions on vendor schedules are final.

Spaces vacated by Full Season vendors may be rented out to Occasional vendors at the discretion of the Market Director. Vendors must contact the Market Director at least one week in advance to obtain a space assignment. Spaces will be assigned on a first-come basis. The day rental fee will be \$25.00.

Conduct and Procedures:

All vendors are expected to act in a courteous and respectful manner to all customers, vendors, volunteers, community members, and management. Support of other vendors, including assistance during set up and tear down, is encouraged. Inappropriate conduct, language, or threats towards other vendors, customers, or IWFM Staff, whether in person or by electronic media, will not be tolerated and may be grounds for immediate dismissal from the market by the IWFM Advisory Committee and/or the Market Director.

Each vendor must leave the selling area clean and in orderly condition. All refuse and unsold goods must be removed from the market area by the vendor. Vendors may be assessed a fee for cleanup if the market has to further clean or professionally clean a selling space. Vendors will find appropriate places to dispose of trash or liquids, and will not use the market's provided trashcans. All boxes and trash must be taken to the dumpster.

Complaints: Any vendor or customer with complaints regarding policy or regulations may request a meeting with the IWFM Advisory Committee and IWFM Staff, and will be contacted in a timely manner to schedule a meeting. Vendors may verbally or in writing relay any complaint to the Market Director or a member of the IWFM Advisory Committee. The IWFM Advisory Committee will thoroughly investigate the complaint and will respond to the vendor or customer in writing within one week.

Professional conduct is required during the complaint process. Inappropriate conduct during the complaint process (i.e., yelling, swearing, throwing items, harassing or threatening management, etc.) will not be tolerated and could result in immediate dismissal from the IWFM.

Any matter not specifically set out in the 2013 IWFM Rules and Regulations will be taken before the IWFM Advisory Committee, and the decision will be added to the Rules and Regulations. Any decision made by the IWFM Advisory Committee will be final.