

Bainbridge Improvement Society Farmers Market

Vendor Application, Guidelines and General Information

Market Contact Information

Market Manager-Karen Lister

Market Master-Crystal Strotman

Email: bainbridgefarmmarket@gmail.com

Mission

The mission of the Bainbridge Farmers Market is to provide an opportunity and place for local Indiana farmers, producers, crafters and artisans to come together and to provide all residents affordable access to healthy, fresh food and handcrafted goods.

Market Season, Hours, Location

The 2018 Bainbridge Farmers Market will take place on the Bainbridge Community Center lawn, 201 North Grant Avenue, Bainbridge, IN 46105.

The market season will begin May 16 and end October 10. The market will be open each Wednesday evening from 4:00-7:00 PM (except July 4).

Rules and Responsibilities

Products

- The Bainbridge Farmers' Market is a producer's only market. All goods for sale must have been grown and/or produced within a 60 mile radius of Bainbridge. The vendor must be the grower, producer or baker. Special approval for products sold outside the boundaries is at the discretion of the committee and must prove to be of considerable value to the market, its shoppers and the continued growth of the mission. Absolutely NO RESALE/DIRECT SALE ITEMS will be permitted.
- At least 80% of all products that a vendor sells **must have been produced, baked or grown by that vendor**. The Bainbridge market will allow vendors to sell some product (no more than 20%) that is not produced by them; however, the product **MUST** be from a neighboring farm, friend or family member and the product **MUST** meet ALL criteria set forth in this policy. The vendor must also reveal which products they did not produce and where they came from upon inquiry.
- A limited number of non-food items/vendors, that may not meet all the above criteria, but are deemed to be of special interest, add value to the market, and make the market more attractive to customers, may be allowed. The Bainbridge Market shall define what constitutes value-added services/products and allow these vendors at its discretion.
- All items sold by vendors at the market must be approved by the market manager and market master, who reserves the right to revoke approval of sale items if they do not meet the

standards set forth in this document and/or in the approval documents. We do not offer exclusive rights to vendors to sell any one product.

Booth Space, Set-Up and Tear Down, and Vehicles

- **Attendance:** In order for the Bainbridge Market to be successful, we must have consistent attendance by ALL vendors. We ask that seasonal vendors attend at least 80% of the market days that they sign up for. This equates to 5 missed days for the full season. Vendors must notify the Bainbridge Market Master of a planned absence at least one week in advance. For unplanned absences, please notify the market master within 24 hours.
- **Set-Up:** Booth space is assigned by the Market Master. Each vendor is responsible for their own tent, tables, displays, change, bags, etc. All equipment must fit within the vendor's space. It is advised that you come with ways to secure your tent. **The Bainbridge Market can become very windy and is not responsible for damaged tents or other equipment.**
- At no time may there be more than one vendor assigned to a vendor space operating under one application, fee or insurance policy.
- Customers will begin to arrive between 3:30-4:00. For the safety of customers and vendors, we ask all vendors to arrive for set-up between 3:00 and 3:30 and be ready to sell by 4:00. You will need to have your car unloaded and in the vendor parking area by 3:30. We ask that you refrain from selling before 3:45. Vendors are responsible for removing all personal items, equipment, vehicles and trash from the market area by 7:30 each market day.
- Electricity will NOT be available. You may provide your own generator.
- **Booth Space Fees:** Once accepted to the market, vendors may choose one of several seasonal rates (booths are 10' x 10'):
Seasonal Single Space Fees: \$75
Seasonal Double Space Fees: \$125
Monthly Single Space Fees: \$25
Monthly Double Space Fees: \$40
Weekly Single Space Fees: \$10

Weather Policies

- The Bainbridge Market is open rain or shine. In the event of severe weather prior to the market, the Bainbridge Market reserves the right to cancel the market for the day. Notice of market cancellations will be issued as far in advance as possible, via email directly with all vendors. Cancellation notices will also be posted on the Town's website and Bainbridge Market Facebook page.

Liability Insurance and Other Legal Issues

- All vendors are solely responsible for any and all claims, injuries and damages resulting from their sale of unsound or unsafe goods and/or from their participation in the Market. Vendors shall maintain liability insurance for protection against claims, injuries and damages. **Proof of liability insurance must be submitted** to the Bainbridge Improvement Society with this signed agreement.
- Vendors must agree to hold harmless the Bainbridge Improvement Society and the Town of Bainbridge, as well as its agents, officers, members and employees for any and all liability, loss or damage, including, but not limited to: bodily and personal injuries, injuries resulting in death, property damage and all other claims, actions and expenses, including reasonable attorney fees and costs, which may occur as a result of the vendor's participation in the market.
- **Taxes**-Plants, crafts and "immediate consumption" food items sold in Indiana are subject to sales tax. Vendors should apply for a Registered Retail Merchants Certificate through their regional Indiana Department of Revenue. Certificates cost \$25 and must be renewed every two years. For more information, please visit <http://www.in.gov/dor/reference/files/sib70.pdf>
- **Organic Products**-Any vendor who wishes to advertise as "Organic" must meet the guidelines as described at www.ams.usda.gov/AMSV1.0/nop and must display their certification for customers to see.
- **Scales**-Vendors selling products by weight must provide their own, certified "Legal For Trade" scale. For more information contact your local Weights and Measures Official at www.in.gov/isdh/23288/htm

Facebook, Website and Marketing

- In becoming a Bainbridge Farmers Market vendor, you agree to permit gratis use of any photographs taken of the operation of your booth space to be used on the Bainbridge Farmers Market Facebook page, website, or marketing materials.
- In addition, the vendor agrees to release contact information (website, e-mail, or phone) to be displayed on the Bainbridge Farmers Market Facebook page.
- The Bainbridge Market requests that our vendors help in keeping the Facebook page updated. Vendors are encouraged to visit the Bainbridge Farmers Market Facebook page weekly to "like" and post information for customers. The Facebook page link is:
https://www.facebook.com/Bainbridge-Farm-Market-417978888634681/?hc_ref=ARRj2fbdpTSxLuYgpYAYy4_jkQmUAuuzkp7gzaK94y-uowX-HC7FfcphVbfKbsThljo&fref=nf



2018 Bainbridge Farmers Market Application

This agreement is entered into by and between the Bainbridge Improvement Society and _____.

I have read and agree to abide by the rules and procedures as outlined in the 2018 Bainbridge Farmers Market Agreement.

Signed _____ Dated _____

Name: _____

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Email will be the main form of communication with all vendors, so please provide a current email address. It is your responsibility to notify the market master of any change in your email address. You may provide up to two email addresses.

Product/Item Description: _____

Website: _____

Facebook Page Link: _____

Single Space Fees: One week fee: \$10.00 ____

Single Space Fees: One month fee: \$25.00 ____ Entire season fee (May-October): \$75.00 ____

Double Space Fees: One month fee: \$40.00 ____ Entire season fee (May-October): \$125.00 ____

Proof of Liability Insurance included? (must be submitted to Bainbridge Town office prior to first market) Yes ____ No ____

For Office Use Only:

Booth Size: Single__ Double__ Payment Amount: \$ ____

Rate: Month ____ Season ____ Week ____

Payment Type: Money Order ____

Check ____ #/Name ____

Comments: _____

Please remit application

and payment to:

Bainbridge Improvement Society

201 N. Grant Ave.

Bainbridge, IN 46105

