

2011-2012 Season Indy Winter Farmers Market Vendor Application

Location: Indianapolis City Market West Wing | November 12, 2011 – April 21, 2012

Applications due by Tuesday, September 20, 2011

The Indianapolis Winter Farmers Market provides a venue for directly connecting farmers and producers to Indianapolis area residents & visitors, enabling personal relationship in the exchange of vegetables, fruit, meat, baked goods, herbs, natural cleaning products and other locally produced food, garden and household products straight from the producer to the consumer. IWFM has 3 primary goals: to provide a venue for Indiana's sustainably-minded family farms and small-batch/artisan food producers to sell their products; to improve our community's access to local, fresh, nutritious food; and to create an environment that raises awareness of how choices we make day to day affect our health, our communities, the environment and the economy. The IWFM supports family farms, encourages sustainable farmland preservation and urban agriculture, delivers seasonal & local product to Indianapolis residents, and raises awareness of social & environmental considerations related to food. The IWFM encourages local entrepreneurship, a growing food culture, social & environmental consciousness, and educational exchange toward the improvement of quality-of-life & quality-of-experience for Indianapolis residents & visitors.

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, value-added products, and other edible agricultural products and natural plant extractions including syrups and oils. Products must have been grown/produced by the vendor. Products not listed above must be approved by the market manager before selling. 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 as appropriate. Vendors selling eggs, dairy, processed meats and value added food products must have appropriate licensing information and processor codes available on-site each week. Vendors may only sell products that they have produced, grown, raised or produced. Reselling any product is not permitted at IWFM without explicit approval of each product.

All vendors are required to adhere to the market rules and regulations attached to the end of this application. Acceptance and continued market attendance is based on an applicant's compliance with the market regulations and criteria for vendor selection below. First time applicants are required to submit a \$20 new application fee. No vendor will be considered without completing the application.

Primary Contact Name _____

Business Name _____

Contact Address _____

City, Zip code _____

Address of production location (if different) _____

Phone number _____ Email _____

Vending Category: (please select all that apply)

Grower

Producer (value-added)

Non-food

Returning Vendor

New Vendor

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Additional information required regarding products and selection criteria below.

Attendance:

For the 2011-2012 season, I plan to attend...

Full season (20-22 weeks) \$20/week for 22 weeks = \$420 (one week free)

Half season (12-19 weeks) \$20/week for 12-19 weeks = \$240 to \$380

Occasional (1-11 weeks) \$25/week

Please mark next to the weeks you plan on attending:

November	December	January	February	March	April
12	3	7	4	3	7
19	10	14	11	10	14
26	17	21	18	27	21
		28	25	24	
				31	

Please note the market will be closed on December 24 and 31, 2011. Please submit any changes to your attendance schedule with as much notice as possible. Repeated failure to do so will jeopardize future participation in the IWFM and may incur a fee.

If you plan on being a full season vendor, please indicate which dates you know you will NOT be able to attend:

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

Expectations of weekly attendance for vendors: The market operates Saturdays 9a to 12.30p weekly. Set-up begins at 8a. All vendors are expected to be at market and set up by 8:45a. Market ends at 12.30p. All vendors are expected to be out of the building by 1:15p. If you cannot agree to these terms, please contact the market manager.

Fees: Full Season: \$20/week for 22 weeks = \$420 (one week free)

Half Season: \$20/week for 12-19 weeks = \$240 to \$380

Occasional: \$25/week

Each vendor will be required to submit a non-refundable \$50 deposit by October 17, 2011. This amount is included in the total amount due for the season.

Full and half season vendors will be expected to pay half of their remaining dues on the first day of the market, November 12, 2011. The remaining balance can be paid in full any time before February 4, 2012 or paid \$25/week until the balance is met, whichever is first. Full season vendors who pay in full before or on the first day of the market will receive a discount of \$20 on

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their fees (for a season total of \$400).

First time vendor fee (not included in season total): \$20 due with application

Late notice of absence (less than 48 hours, except in cases of emergency): \$25/week (collected on next attendance)

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

Payments

Note on fees: 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.

First time application fees (\$20), deposits (\$50), and payments may be made by check to Indianapolis Winter Farmers Market/IWFM, and given directly to the market manager, Molly Trueblood. Payments may also be mailed to IWFM, 506 N Oriental St, Indianapolis, IN 46202.

Cash payments may be made to the market manager, or other designated fee collector on market days. Receipt of payment will be given each time payment is made.

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 8 ft wide by 6 ft deep. For vendors who request smaller space (6 ft by 6 ft, or less), a small refund may apply. Vendors may request to share additional space with another pre-specified vendor. Allotment of additional booth space will be prioritized using the same guidelines as general vendor selection and based on availability. Vendors must request additional weeks in advance. Vendors needing more than 8 ft booth frontage should indicate the desired booth space, and weeks requested here:

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 market manager, and may be changed in any given week if necessary.

Please indicate below whether you need any of the following:

Needs:	x	Details:
Electrical access		(# outlets)
Additional space		
Shared space with another vendor		

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Special setup		
Other		

Voucher Programs and EBT (SNAP/Food Stamps) Program

During the 2011-2012 season, the IWFM will have a voucher program and will also be accepting food stamps (SNAP/EBT). These programs are part of reaching our goal to improve quality food access for those most affected by food/lifestyle related illnesses. We will include educational programs with this effort, but we believe that our vendors will have a key role in encouraging the individuals who use the vouchers about how these products can improve quality of life and health. Please read the description below for each and initial next to the programs in which you would like to participate. All participating vendors will receive an email with more information, as well as an image and sign to display to advertise their acceptance of vouchers. Please direct any questions to the market manager.

*No change can be given for any of these vouchers, so we ask that vendors please work with the customer to find an amount of product that equals the value of their vouchers. Vouchers will be collected by the market manager each week and reimbursed by cash or check payment the following market. If a vendor accepts a voucher not equal to the total amount and/or for a non-applicable product, the IWFM cannot offer any refund. Vouchers cannot be traded, exchanged, nor redeemed for cash by purchasers.

Food Access Voucher Program: These vouchers are funded by an ISDA Specialty Crop Block Grant, thus vouchers will be used at the IWFM to purchase the following product categories ONLY: commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops are eligible, including floriculture; chickpeas, Christmas trees, cut flowers, dry edible beans, dry peas, foliage, fruit grapes for wine, garlic, ginger root, ginseng, herbs, honey, hops, lavender, lentils, maple syrup, mushrooms, organic fruits and vegetables, peppermint, potatoes, spearmint, sweet corn, sweet potatoes and vegetable seeds. These vouchers are not to be used to purchase animal products (other than honey), value-added products, household, non-food items, or alcohol. These vouchers will be distributed through organizations in the Indianapolis community and will be in \$2 denominations.

___ Yes, I will participate in the Food Access Voucher Program.

Food Stamps/EBT: A POS system will be available at the Market Info table each week to distribute EBT vouchers to individuals wishing to use those dollars in the market. An individual will use their SNAP card in the POS system and will be given the amount requested in vouchers. These vouchers will be used at the IWFM to purchase fresh produce, animal products, and value-added goods. These vouchers are not to be used on household, non-food items, or alcohol. Vouchers will be collected weekly and vendors will be reimbursed by check monthly.

___ Yes, I will accept SNAP/EBT benefits.

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

Are you a certified organic farmer? Y/N

Are you Transitional Certified Organic? Y/N

Are you Certified Naturally Grown? Y/N

Please describe aspects of your farming practices that you believe make your product unique, make your product especially attractive to consumers or are especially representative of sustainable practices.

Plant-based products: Please include methods/practices for soil amendment, pest and weed control, fertilization, harvest, and transport to market. *(add space, write on the back or attach separately as needed)*

Meat & Animal-based products (including honey and beeswax): Please include methods for breeding or purchasing, raising, feeding, and processing livestock; the normal diet of your livestock; methods/practices employed to deal with sickness/disease among livestock. *(add space, write on the back or attach separately as needed)*

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Do you use feed additives/injections to supplement the natural diet/health of livestock? Y/N

Do you administer any hormones or antibiotics to your livestock? Y/N

Do you vaccinate your livestock? Y/N

Comments:

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

Do you consider yourself an Artisan producer? If so, please explain or provide information regarding any artisan designations or awards you have received.

Briefly describe any philosophy behind your product and any goals you have for how your product will serve the consumer.

Are your products prepared in a certified kitchen? Y/N

Are you using a licensed food processor? Y/N

Are your products prepared in a home kitchen? If so, what precautions are taken to ensure that food is appropriately and safely prepared? What is your training/qualification as a home producer?

How is your product stored? Do you process, bottle, or freeze your products yourself, or do you use a company to provide this service? If you use a company, please provide the name and contact info for this organization.

Ingredients:

Do you grow or raise any of your product/ingredients? Please list the primary sources (farms,

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operations, groceries, or other providers) for ingredients in at least 3 of your products.

Are you sourcing local, organic, fair trade or sustainably produced ingredients? Please explain yes or no. If you are not, would you like assistance with sourcing?

Are your products seasonal?

What measures do you take to ensure the quality of your ingredients/product?

Comments:

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Non-Food Applicants: (who sell non-food items, such as household products or items for daily living. Household and accessory decorative craft products are not accepted to the IWFM)

How is your product a functional household product and/or item for daily living?

Do you design, construct, or complete some or all components of production yourself? Please explain.

Do you consider your products to be more environmentally or socially responsible than other similar commercial products available? Please explain.

What makes your product innovative or more desirable than commercially available products?

Do you grow or produce components for your product?

Where or how do you source your materials or product ingredients?

Do you recycle or repurpose materials, such as post-consumer materials, renewable resources,

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etc?

Do you have hiring practices that make your business unique?

Do you have production, packaging, or marketing practices that make your business unique?

Comments:

Licensing and Liability

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 your start date, and a copy of proof of insurance must be provided to the market manager on your first day as a vendor.

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 Indianapolis 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 market manager and market 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 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 Indianapolis 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:

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Signature: _____

Printed Name: _____

Date: _____