

# 2024 YLNI Farmers Market Vendor Guidelines

Our Mission: To create a vibrant downtown experience by connecting our community to local producers, entertainers, and non profits.

The Young Leaders of Northeast Indiana (YLNI) in partnership with The History Center are pleased to host the YLNI Farmers Market, The Original Barr St Market! We strive to offer fresh and unique produce, meats, baked goods, and homemade crafts in a cultural setting.

It is of the utmost importance that we continue to be a producer only market. Each year more and more questions are raised about what this means. We say a producer only market means that each and every vendor hand makes / creates / produces each and every item that is being sold under their tent. Therefore the following types of vendors will be considered:

Farmer  
Food Cart  
Food Truck

Served / To Go Foods  
Specialty Food Artisan  
Material Goods / Craft / Art

All other vendor types including service vendors will be considered on a case by case basis. Contact [market@ylni.org](mailto:market@ylni.org) with further questions.

## **Market Definitions**

As you read through these guidelines, please keep the following market definitions in mind.

Veteran Vendor: A vendor who has held a recurring space for a minimum of 5 years.

Permanent Vendor: A vendor who has signed up & been approved to vend every Saturday of the current market season.

Wait List: A list kept by the market of vendors who have applied for a Saturday, but has not been approved due to no available space.

Full & complete payment: An invoice that includes ALL approved dates in which the vendor has applied to be at the market.

## **Application/Applicant**

It is the responsibility of the applicant to familiarize yourself with these procedures and share with anyone who may be overseeing your space during market hours.

**PLEASE ALLOW AT LEAST 2 WEEKS FOR A RESPONSE**. Upon review of the application by the YLNI Farmers Market Committee, the vendor will receive an email either confirming desired dates along with payment information OR a request for further information. Please note: several factors are considered when reviewing applications such as number of Saturdays the vendor has requested, application being filled out correctly and completely, years of service to the market.

Only online applications will be accepted. No paper applications will be reviewed.

All vendors must be 18 years of age OR have a parent/guardian present at all times.

## **Location & Time**

The YLNI Winter Farmers Market will be located at the corners of E Wayne, Barr, and Berry Streets in downtown Fort Wayne, Indiana.

We are open every Saturday rain or shine May 4, 2024 through September 28, 2024 from 9:00a to 1:00p.

## **Fees**

\$15 application fee  
\$25 for each 10x10 ft space per Saturday  
\$50 late fee when not paid by due date  
\$25 volunteer deposit fee

Each vendor must submit an application fee (\$15) in addition to an initial 10x10 space (\$25) = \$40. Upon review and acceptance into the market, your invoice will show all dates listed, but a quantity of 1 less.

ITEM	QTY	PRICE
10x10 May 4, 11, 18, 25	3	\$75.00

***ADDITIONAL SPACE IS CONSIDERED ANYTHING OUTSIDE OF THE ALLOTTED 10X10 ft SPACE AND INCLUDES BUT IS NOT LIMITED TO: product displays etc***

For all applications, **\*FULL AND COMPLETE** payment will be due 6 days (on Sunday) before the vendor's first market date. A due date will be notated in your invoice.

+Payments are always due on Sundays unless otherwise noted in the invoice.

+Each Monday will serve as a grace period.

+If payment is not received within the grace period, a \$50 late fee will be assessed at 12 am on Tuesdays.

+If payment including late fee is still not received by Wednesday 11:59p, your space will be forfeited for the remainder of the season.

Please keep in mind: each date requested, must be approved (accepted) MANUALLY by the market committee. NOTHING in Farm Spread is automatic. Check your Farm Spread often to see if your dates have been accepted or waitlisted.

DO NOT JUST ASSUME that all of your requested dates have been accepted. A waiting list can happen quickly. Check your application often to see if the status of your dates have changed.

Upon review of application and acceptance into the market, each vendor will receive a confirmation email from the Market Manager, Ashley via Farm Spread.

All fees paid in connection with this application will be non-refundable.

***Please Note: Any charge(s) from the market on your credit card will come from The Young Leaders of Northeast Indiana. Should you dispute any market fees with your banking institution, you will be responsible for any charges incurred by the market from your banking institution. You will not be permitted to attend the market until the dispute has been resolved and all fees owed to the market have been paid.***

## **Cancellations / Reschedules**

**All fees paid in connection with this application will be non-refundable and non-transferable between market seasons.**

**There are NO refunds for any date cancellation. However, you may switch dates if a cancellation is needed so long as you communicate with the market manager via email. Each year more and more dates fill up quickly so please have alternate dates in mind. If you are scheduled and don't show up, you forfeit the opportunity to switch dates.**

The Market is not responsible for reimbursing any vendor fees in the event that the Market is canceled due to bad weather, accident, riot, strikes, epidemic, acts of God or other legitimate conditions beyond the Market's control. If the market must be canceled due to weather, Market Manager will do her best to alert you via text by 8am. However, a delayed set up is more likely than a cancellation. (This is why it is of the utmost importance for your cell number to be included in your application.)

If you have a confirmed booth assignment for a specific date and you are unable to attend, you **MUST** notify the Market Manager by texting Ashley at (260) 414-7719 or emailing us at [market@ylni.org](mailto:market@ylni.org) as soon as possible. Don't forget to include your name and business name!

**After two no calls/no shows**, the market committee can withdraw your application, and your reserved spaces will be forfeited.

We will always do our best to accommodate rescheduling a date you've canceled. You will be notified at least by the preceding Thursday of the newly requested date if there is availability to accommodate your date change.

To cancel or reschedule your date, log into Farm Spread, click applications on the left side, and choose dates. If your space has already been assigned a space on the map, you will be unable to click the +/- button. Therefore, email the market.

## **Waitlisted Vendors**

If you happen to find yourself on a waitlist, you must be prepared to act quickly.

If a space becomes available, you will be contacted via email & text by noon the Thursday before the waitlisted Saturday.

You must confirm by 5p Thursday.

Payment will then be due by noon on Friday.

*\*If you know that you are on a waitlist, please check your email regularly.*

*\*If you have been contacted for a space that has become available, and you choose not to respond, you may be dropped to the bottom of the waitlist for following dates.*

*\*If you do not wish to be on the waitlist, please let the market know.*

## **Booths**

Each accepted vendor will receive one 10x10 ft booth space per paid date. Extra space can be requested for an additional fee. Extra space is considered anything needed or wanted outside of the 10x10 ft space such as a pick up truck, a grill, a trailer for extra produce, product displays, buckets, extra product etc.

Canopy spaces have 8 feet of frontage (pole to middle of sidewalk) and 10 feet in depth (tree to overhang). Tents may **NOT** be any bigger than 10x10 ft. Anything bigger will be considered as extra space and so will be charged extra.

**Whether you rent a tent or bring your own, each vendor is required to provide weights for that tent. Forty pounds total is the minimum.** IF YOU FAIL TO PROPERLY WEIGH DOWN THE TENT, YOU WILL NOT BE PERMITTED TO USE A TENT. Should your tent blow away from improper weight requirements, that vendor will be responsible for any damage.

SPACE IS LIMITED; therefore, early registration is recommended. We value the importance of a vendor staying in a specified location but cannot guarantee the same space each week of the market. However, vendors who participate for the entire season will remain in the same space. **If you are not a permanent vendor, your space is subject to change each week.**

Vendors must set-up between 7:00a and 8:45a but **NOT** before 7:00a. (Should any vendor choose to disregard this and set up before 7:00a he/she should understand that he/she will be liable for any incidents as our permit does not allow us to set up in the street until 7:00a).

After 7:45a vendors will **NOT** be allowed to drive through the market footprint.

If the vendor is not there by 8:30a and has not called, space will be forfeited.

Vendors are **NOT** allowed to tear-down until 1:00p.

Only one business per booth is permitted.

Booths must be staffed at all times by the vendor.

## **Rentals**

Tents are \$8, weekly. \*\*

Tables are \$4, weekly.

Chairs are \$2 weekly.

Tents, tables, and chairs are all limited and, therefore, are on a first come, first serve basis. Please plan accordingly if in need of any of these items as they are NOT guaranteed to anyone.

Rentals are only available on Saturday mornings. You may NOT reserve them ahead of time.

Please see a YLNI volunteer at the YLNI tent each Saturday to rent your item; fees are collected at this time.

Vendors MUST return their rented items to the YLNI volunteer tent.

**Do NOT leave your rented items in your space as you will be responsible for broken or stolen rental items.**

## **Parking and Unloading/Loading**

By 7:00a Berry St at Lafayette will be closed and CANNOT be opened. **DO NOT** move the barricades.

After 7:00a ALL traffic can ONLY enter the market via Barr St.

If you know that your spot is on Berry St, you must turn onto Berry from Barr (yes, you will be turning the wrong way onto Berry).

If you are a vendor on Berry, please park in any of the 4 parking lots (History Center, 3 lots on the north side of Berry).

If you are a vendor on Barr St, you should park in Citizen's Square.

If you are a vendor on Barr St by Cottage Flowers, you should park in the city lot on the other side of Cottage Flowers.

If you are a new or temporary vendor and need to know where to set up, please park parallel on the east side of Barr closest to the awnings.

Barr St will be closed at 745a.

After 745a NO cars may drive through any part of the market.

After 745a you must park and tow your items to your spot.

When unloading, please QUICKLY unload in your spot and IMMEDIATELY go park. DO NOT stay parked in front of your spot while you set up. This impedes other vendors from being able to get to their spot.

Berry St will remain closed until at least 130p. Vendors on Berry will have parked in one of the 4 parking lots off of Berry, and so will be able to easily access their spot to load at the end of the day. Because Berry St will not be opened, you should exit by going through the parking lots and accessing the alley or heading toward Barr St.

## **Health and Safety**

For health and safety reasons, vendors MAY NOT bring pets to the market.

Vendors must wear appropriate attire and shoes at all times; the definition of appropriate attire shall remain at the sole discretion of the market.

The vendor is responsible for damages resulting from the sale of unsafe or unsound goods.

No potentially hazardous foods are allowed to be sold without proper permitting.

Vehicles are NOT allowed on the sidewalk at any time, including setup and tear down.

All vendors are responsible for removing their own garbage. There are 20 trash bins throughout the market so if one is full, please find another.

You must break down any boxes. DO NOT leave them on top of the trash bins.

DO NOT overflow a trash bin.

Each vendor is responsible to obtain all necessary permits and documents according to local, state and federal guidelines ie The Allen County Board of Health, The State Board of Health, The Egg Board, Indiana Department of Revenue, etc.

## **Produce/Product**

All products and signs must stay within each vendor's assigned booth area. Products outside booth space will be considered extra space and be charged accordingly.

Vendor must be the originator of each and every product being sold on their table and under their tent.

**ALL PRODUCE/PRODUCT MUST BE GROWN/PRODUCED/CREATED IN INDIANA, MICHIGAN, OR OHIO BY THE VENDOR. THE SALES OF GOODS NOT GROWN OR PRODUCED BY THE VENDOR ARE ABSOLUTELY NOT PERMITTED.** If this occurs, the vendor will not be allowed to sell those products at the Market. Inspections may take place if deemed necessary.

Please have certified organic certificates displayed if you are advertising that you are organic.

## **Farm Inspections**

To help stay true to our mission of being a producer only Market, farm inspections can be completed for various reasons (complaints, discrepancies, etc) at the sole discretion of the market committee. This will pertain to any vendor growing any type of produce, plants, flowers or any other such item deemed necessary by the market committee. Therefore we have secured a veteran Master Gardener who will do farm inspections for us.

A crop plan is required. We have developed a spreadsheet of information that will need to be uploaded with your application. The spreadsheet is on our website and available to be downloaded. A digital copy is available upon request. Any application without this document will not be considered. The farm inspector will use the crop plan to compare against what and how much produce is brought to the market. No initial farm inspections will be completed. We trust that what you put in your application and crop plan to be true. However should we receive a complaint, then you will be contacted, and an inspection will be scheduled. If the complaint comes from another produce vendor, then that produce vendor will also be required to have an inspection. Should the inspection reveal that the produce being brought to the market is not the vendor's own or any other discrepancies, the vendor will be given a warning and not permitted to bring this produce. Should this issue arise a 2nd time, the vendor may no longer attend the market, forfeiting their space. However all situations are unique, and so disciplinary actions will be at the sole discretion of the market manager, committee, and farm inspector.

Any complaint from a vendor must be in writing and emailed to [market@ylni.org](mailto:market@ylni.org).

## **Food Trucks**

ALL FOOD TRUCKS MUST APPLY TO BRUNCH ON BARR.

Any food trucks at the market are at the discretion of the market committee.

## **Electricity**

FEE : \$5 per cord per Saturday

Electricity is available, but is limited.

Electricity will only be considered for vendors whose product cannot survive without electricity ie: cooler/freezer, hot box, small cooking appliances, etc.

If approved, vendors will be required to supply their own power cord AND cover.

All electricity requests will be at the discretion of the market committee.

A 12 gauge power cord is required for vendors powering heating or cooling equipment.

No more than 15 amps per cord per single outlet.

Each cord must be labeled with vendor business name and amount of amps using.

## **Amplified Music and Noise**

Amplified music or paging systems cannot be used by vendors.

Generators are allowed, but must be notated within the 'Anything else we need to know' portion of the application.

Generators brought to the market without being notated within this application to be tested, will not be permitted.

## **Signage**

Each booth space must prominently display a sign clearly identifying the farm or business by name.

Signs must be in place by the opening of the market.

All product descriptions must be accurate.

## **Volunteer Deposit & Donation Program**

\$25 deposit required

All vendors will be required to make a one time volunteer deposit that will be charged on their first invoice.

These funds will go toward making a donation to local organizations for providing volunteers to help set up in the mornings and tear down the in the afternoons.

Vendors can, however, earn this deposit back by volunteering to do specific tasks in the mornings or afternoons.

Tasks will consist of cleaning & taking down high top tables, wheeling in the brown trash bins, taking down the signs and poles/bases, taking down the musicians' tents, wrapping up and returning electric cords, etc.

Perform 3 tasks to earn your deposit back.

A sign up sheet will be available closer to the summer season.

Vendors can be paid via Cash App or by check.

Further instructions will be provided before your initial market.

## **Sales Reporting**

At the end of each market, Farm Spread will automatically send out an email asking you to report your sales for the day.

At this time, reporting your sales isn't required, but highly encouraged.

These numbers are kept private and only viewable to you and the Market Manager.

Once enough data is collected, sales numbers will be used collectively to not only apply for grants but to show the city just how valuable our vendors are and how much of an impact you make on our local economy.

## **Measuring and Permitting**

Scales and measuring devices must be legal and accurate.

VENDORS ARE RESPONSIBLE FOR ANY AND ALL PERMITTING as well as inspections relating to Allen County Board of Health Rules and Regulations.

Permits are required by the Allen County Board of Health for all food categories except qualified home based food vendors. Vendors are responsible for obtaining and paying for an appropriate permit as well as setting up an inspection.

Fort Wayne - Allen County Department of Health

1 E. Main Street, 5th Floor

Fort Wayne, IN 46802

260.449.7561

[Board of Health Online Information](#)

\*Minimum processed food items, including maple syrup, jellies, jams, preserves and baked goods must be prepared in a licensed facility or by a qualified home based vendor, as defined by Indiana law, and sold in appropriate packaging.

\*All vendors selling processed foods must prominently display their Board of Health certified kitchen licenses or appropriate labeling at their stand at all times.

\*Egg sellers must maintain an egg license from the Indiana State Egg Board.

## **Taxes and licensing**

All vendors are responsible for paying any taxes and obtaining appropriate licenses/permits/tax certificates/insurance, etc needed to satisfy all local, state, and federal laws. This includes the Allen County Health Department, the Indiana Department of Revenue, Indiana State Egg Board, etc.

Insurance is required.

## **Communication**

Most communications will come via email through Farm Spread. Please watch for these emails as they all have important information.

Please be sure to include your cell number when creating your Farm Spread profile. Should there be an immediate need to reach you such as a weather notification, then a mass text message will be sent.

If a reply is asked of you in an email or text, please reply in a timely manner.

Continual non response can result in dismissal from the market.

If you need to get in contact with the market / market manager, you must send a message via Farm Spread or by sending an email to [market@ylni.org](mailto:market@ylni.org). **DO NOT send a message via social media.**

## **Administration and Questions**

The Young Leaders of Northeast Indiana's Community Impact Committee shall administer the YLNI Farmers Market. The Chair(s) of the YLNI Farmers Market Sub-Committee has the authority to admit vendors, assign space, settle disputes and disqualify vendors for violating the guidelines. We want to ensure a vibrant market and will handle disputes accordingly.

**COMPLAINTS MUST BE EMAILED to [market@ylni.org](mailto:market@ylni.org)**

For urgent matters please contact the Market Manager Ashley (260)414-7719.