



Fort Ben Farmers Market 2024 Guidelines

Thank you for becoming a Vendor at the Fort Ben Farmers Market (FBFM). Every vendor has been carefully considered to represent a diverse set of healthy, local food and craft options to our neighborhood and surrounding community.

MARKET DATES AND LOCATION

- The FBFM is open every **Thursday from 4:00 pm to 7:00 pm, June 6 through October 3, 2024**, for a total of 17 markets.
- The Fort Ben Farmers Market takes place on the **Fort Ben Cultural Campus** located at 8920 Otis Avenue in Lawrence, Indiana. Parking is located across the street (Map will be provided)

Month	Special Event
June	June 6 - Opening Day June 13 - Juneteenth Day
July	July 4 - Closed for Holiday July 18 & 25 - Back to School Fair July 18 & 25 - Sprouts Vendor at the Market
August	August 1 - Spin the Wheel Day August 15 - Spin the Wheel Day August 29 - Spin the Wheel Day
September	September 12 - Hispanic Heritage Day
October	October 3 - Fall Fest

Fort Ben Farmers Market
 8920 Otis Ave. Lawrence, IN 46216
O: (317) 545-7275 **C:** (317) 476-2437
E: fortbenfm@gmail.com

PRODUCTS

FBFM is primarily a food-focused market that offers a limited quantity of handmade items. Booth space is available to vendors who offer the following:

Produce	Grains, Beans, Popcorn, and other dried foods	Dairy & Eggs
Honey & Syrup	Prepared foods	Baked goods
Plants & Flowers	Preserved foods	Natural beverages
Specialty food items	Herbal health products	Artwork / Crafts
Crafts	On-site services	Household Supplies

Quality of Products

- All products must be in compliance with the Marion County Public Health Department and the Indiana State Department of Health.
- We expect your products to be fresh, clean, and in good condition when presented at your booth. The Market Manager will ask for any poor-quality products to be removed.

Product Selection Policy

- The FBFM **does not offer** any **vendor exclusivity** for any vendor, company, brand, or products. Variety is important to allow options for our customers. That being said, the market has limits on how many vendors of each type it will allow. The goal is to help all vendors be successful while meeting the needs of all patrons.

BOOTH SPACE

Vendor space assignment: Vending spaces will be assigned by the Parks Department staff using their best judgement and considering as necessary factors including, but not limited to:

Booth Size

- All booths' spaces are 10 x 10.
- Vendors can request a second, contiguous space at half the seasonal rate.
- All vendors must supply all their own equipment such as tents, tables, table coverings, chairs, tent weights, display cases/fixtures, signs, etc.

Booth Assignments

- Vendors who sign a full season contract and commit to attending every Thursday will be assigned a permanent booth space.
- Half season vendors will be assigned space as it is available.

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- Pop up vendors will be assigned space where it is available and are likely to be moved around.
- All location requests will be taken into consideration, and every effort will be made to accommodate these requests as a need-based priority.
- Whenever possible, like products will be separated for variety throughout the market.

Booth Fees

- Full season vendor - \$250/booth
- Half season vendor (every other Thursday) - \$150/booth
- Pop up vendor - \$30 per market/booth

PAYMENT DETAILS

- Fees must be paid in full to hold your place at the market.
 - Full and Half season vendors due by April 19, 2024
 - Pop up vendors - may pay 2 weeks in advance of scheduled market day.
- Check and online credit card payments are accepted.
 - Checks should be made payable to the City of Lawrence and mailed to:

Fort Ben Farmers Market
City of Lawrence Government Center
Attn: Damaris Iraheta
9001 E 59th St.
Lawrence, IN 46216
 - Online at <https://fort-ben-farmers-market.square.site/>
 - In-person at the City of Lawrence Controller's Office at the City of Lawrence Government Center at 9001 E. 59th St. suite 300, Lawrence IN 46216.

ATTENDANCE REQUIREMENTS AND TARDINESS

The Fort Ben Farmers Market provides a consistent, high quality, friendly, well-staffed and well stocked market for our community residents and visitors. To meet this goal, it is important that all vendors attend the weekly market and be ready to start business 30 minutes prior to Market opening.

- **FULL SEASON VENDORS** are allowed 2 missed markets without penalty. Please advise the Market Manager in advance.
- **HALF SEASON VENDORS** are allowed 2 missed market without penalty. Please advise the Market Manager in advance.
- **POP UP VENDORS** are expected to attend all their scheduled days, as specified in their application.
- If you intend to miss a market, please make every attempt to notify the Market Manager before 5:00 pm on the Monday before the market. If you do need to miss a market because of an emergency, notify the Market Manager immediately.

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- Vendors who are **consistently late or with more than two (2) unexcused absences for the season** may be asked **NOT to return the rest of the season and may NOT be considered for the next season**. (Excused absence approved in the application process do not apply.) Vendors with more than two (2) unexcused absences during the season will forfeit their vendor space.
- In the event of an absence from a scheduled Farmers Market due to any reason, vendors must notify the Market Manager as soon as possible. If an emergency should occur, the vendor is asked to contact the on-site Market Manager as soon as possible after the emergency concludes.
- We understand that occasionally circumstances beyond your control will cause a late arrival to the market. If this occurs, contact the Market Manager.
- Vendors who consistently report to the market late and are not ready for business at least 30 minutes before market opening may be asked not to return the rest of the season and will not be considered as a vendor for the following year.
- Vendors who are absent without contacting the Market Manager may be moved to a different space for the remainder of the season.

Set-up and tear-down

- Vendors may arrive 2 hours before the start of the Market. Vendors **MUST** arrive at their assigned space no later than 45 minutes before the market is scheduled to begin.
- All vendors are expected to be in their booth space and ready to operate no later than **3:30 pm**. Vendors must be completely set up and ready to sell by 4:00 pm. Vendors who arrive after 3:30 pm may lose their space for the day.
- All vendors are expected to stay in their booth space until the end of the market at 7:00 pm. Breaking down and packing up early, even in the case of a sell-out, is not acceptable unless arranged with the Market Manager well in advance.

INSURANCE & PERMITS

- The FBFM has a liability insurance policy for the market.
- Each vendor **must have their own \$1,000,000 liability insurance policy and must provide TWO Certificates of Liability to the FBFM**. One with each of the following listed as additionally insured:
 1. Fort Ben Farmers Market
9001 E 59th St.
Lawrence, IN 46216
 2. The City of Lawrence
9001 E. 59th St.
Lawrence, IN 46216

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- A license from Marion County Public Health Department must be obtained if required. You can find information at their website <https://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/> . The Marion County Public Health Department does make inspections at farmers markets to ensure their regulations are enforced. It is the vendor's responsibility to be informed on all health department regulations that apply to their products, including proper hand-washing station set up.
- All vendors who wish to sell eggs must provide a State Egg Board certificate. You can find the information and application at <http://www.ansc.purdue.edu/iseb/> d.

BOOTH SIGNAGE

- Vendors must provide signage for your booth stating the name of your business. Signage should be easily read at a distance. It is preferable, but not required to have your location on your signage.
- All products should be clearly labeled with the item name and prices. If your business has any certifications (Organic, Naturally Grown, etc.) please provide signage accordingly. Conversely, if you have signage saying you are certified, you need to provide the FBFM with a copy of your certifications.
- If your business accepts credit cards, please display signage accordingly.
- All foods processed in a home kitchen that is not certified by the health department must be labeled as such. Home based vendor rules: <https://docs.google.com/document/d/1Pqafja1vtVI8QitSLWYJ2t60ypHInMdg/edit>
- All Partner Vendor products must be labeled with the name and location of the partner vendor.

PRICING & PAYMENT OPTIONS

- The FBFM does not regulate vendor pricing of their products, however, we recommend prices should be in the same range as similar products or other vendor booths. Communication between vendors regarding pricing is encouraged.
- It is encouraged that all vendors accept credit card payments.
- It is also encouraged that any qualified vendors accept WIC Farmers Market Nutrition vouchers and CICOA Senior Farmers Market Nutrition Program vouchers. You can find the application and more information at <http://www.in.gov/isdh/24776.htm>.
- The FBFM will offer SNAP (Supplemental Nutrition Assistance Program) and matching Fresh Bucks to income-eligible customers. Participating customers will be issued SNAP tokens at the FBFM booth and can use those to purchase qualified food from vendors. Participation in these programs is mandatory for vendors with qualifying products and no discrimination will be tolerated. Vendors will return SNAP tokens at the end of each market to be counted weekly and reimbursed after the end of each month unless prior arrangements are made. Fresh Bucks will be deposited according to program guidelines.
- Fresh Bucks is a 2:2-dollar match of Hoosier Works EBT/SNAP transactions at Farmers Markets, which will match participant SNAP dollars up to \$20. Fresh Bucks check

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vouchers can only be accepted by produce vendors who have enrolled in the program through the Marion County Public Health Department. Please contact the Market Manager if you have any questions about eligibility or enrolling in the Fresh Bucks Program. Vendors not enrolled in the Fresh Bucks Program will not be able to accept, deposit, or receive credit for Fresh Bucks check vouchers.

MARKET POLICIES

Safety

Vendors must take all possible measures to ensure the safety of customers entering their booth.

- All tents must be in good repair throughout the season. Any damaged tents pose a significant safety risk and will be asked to be taken down.
- All Vendors must provide weights on each leg of their tents/canopies/umbrellas.
 - Weights must be a minimum of 25 pounds on each tent leg (x4)
 - Weights must be attached to canopies with ropes/bungee cords/straps etc.
- Vendors cooking onsite are required to have a fire extinguisher.
- Vendors with trip hazards, such as electrical cords, must provide floor mats to cover them. Vendors are solely responsible for the safety of their food items.
- Any vendor who feels unsafe or witnesses unsafe behavior should notify the Market Manager immediately.

Trash & Recycling

- Vendors are required to dispose of their own trash in the dumpster located on the Fort Ben Cultural Campus. Do not use park trash bins for vendor trash.

Market Cancellation

- The FBFM will operate rain or shine, and at any temperature. In case of dangerous weather conditions, all vendors will be notified by 1:30 pm on Thursday if the market is canceled.
- Vendors are encouraged to contact the Market Manager if there are any questions or concerns about the weather.

Noise

- The FBFM will provide reasonably amplified music at the market.
- Vendors are not permitted to use sound systems or music in their booths.
- Generators are permitted, but if noise becomes an issue, generator usage may be limited at the discretion of the Market Manager.

Marketing

- All Vendors are encouraged to participate on social media, including linking and sharing posts from the FBFM to their own pages. FBFM will gladly share any vendor posts as well when using the tag @fortbenfarmersmarket or hashtag #getitfreshatthefort.

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- Photos taken of any booth at the market may be used in marketing projects for the FBFM. We want to help vendors promote their business, so please make us aware of any opportunities to do so.
- You are encouraged to send weekly specials and business updates to the Market Manager for sharing in market communications.

Pets

- The FBFM is a pet friendly market. Many customers bring their dogs every week, so please consider how this may affect your booth display or product line.
- Pets must be leashed by city ordinance. If any vendor observes an unleashed pet, report it to the Market Manager immediately. NOTE that these guidelines can change based on direction from the Marion County Public Health Department.

Conduct & Complaints

- The FBFM expects all vendors to always conduct themselves in an appropriate manner.
- Politeness to customers, other vendors, and market volunteers is essential. If anyone experiences behavior they are uncomfortable with from any individual at the market, please inform the Market Manager and the situation will be addressed promptly.
- Complaints of any kind will be documented and investigated by the FBFM board and staff. Depending on the nature of the complaint, this may include an inspection of your operations.
- The FBFM has a zero-tolerance policy regarding discrimination and appropriate actions will be taken.
- **We have a no religion and no politics policy. The FBFM remains neutral.**

Park Policies

- The FBFM operates in compliance with all Lawrence Parks policies and City, County, and State laws.
- Any vendor who witnesses unlawful behavior should notify the Market Manager immediately to be reported to LPD.

SELECTION & PARTICIPATION

- Anyone may participate who is actively producing quality produce and/or other food items and who meets the standards set up by the City of Lawrence in these Guidelines.
- The selection of vendors will be based on the type and quality of products.
- Participation in previous market seasons does not guarantee acceptance.
- The selection to participate in the market will be made by the Board of Directors.
- Applying does not guarantee market approval. **Approval will be emailed by March 22,2024.**

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Vendor Guidelines should be shared with workers to make sure guidelines are being communicated and met.

Please sign Acknowledgement Form and return signed page to:

City of Lawrence
Att: Fort Ben Farmers Market
9001 E 59th St., Suite 203
Lawrence, IN 46216

Or Email to fortbenfm@gmail.com



I have read and agree to the Fort Ben Farmers Market Guidelines:

Print Name

Signature

Name of Business

Date

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