



## **Guidelines for Sprouts Vendors**

**Fort Ben Farmers Market**

**Fort Ben Cultural Campus | 4 pm – 7 pm**

Sprouts at the Fort Ben Farmers Market gives young entrepreneurs ages 5 through 17 the opportunity to run their own business for a day! Kids may sell products that are handmade, hand-crafted, or hand produced. Food and Drinks may NOT be sold at the market unless it is sold as a Non-Profit. According to the Federal 501 Internal Revenue Code, foods and drinks may not be sold for profit. Food products must adhere to the Indiana State Department of Health requirements for Non-Public Education vendors. Food products must adhere to the Indiana State Department of Health requirements for Non-Public Education Vendor. Products purchased from or made by a third-party source will NOT be permitted. The cost is \$10 per vendor space.

As market vendors for a day, Sprouts will practice basic skills of product development, marketing, sales, and customer service. Sprouts vendors are responsible for providing all necessary booth equipment (tent, tables, chairs, etc.); booth spaces are 10' x 10'. With help from the adults, Sprouts should develop a business storefront and signage for their booth space, label, price their products legibly, and create simple but attractive product displays. Booths must always be staffed, and adult supervision is required. Sprouts are responsible for setting up and cleaning up their own booth space. Market hours are 4 pm to 7 pm.

The Fort Ben Farmers Market is organized and managed by the City of Lawrence. These regulations are important to the safe and successful operation of the Fort Ben Farmers Market. Failure to abide by the rules may be cause for expulsion from the market.

### **SELLING AT THE SPROUTS MARKET**

1. **Products:** Products must be handmade, hand-crafted, or hand produced. Vendors must list all products they wish to sell on the Sprouts vendor application. Products purchased from or made by a third-party source will NOT be permitted. Any additional products must be approved by the Market Manager at least two (2) weeks in advance of the Sprouts Market Day.
2. **Pricing/labeling:** Vendors must accurately represent their products to the public with prices and proper labeling. All items must be clearly priced. If selling by weight, vendors must have a legal produce scale.
3. **Staffing and adult supervision:** Booths should not be left unattended at any time. Sprouts vendors must be always supervised by an adult (18 years or over).
4. **Selling out:** Should a vendor sell out of their product at any time prior to the close of the market, they must maintain their booth in full set up. Please feel free to hang a sign that indicates you are out of product. However, you are not permitted to tear down your booth or vacate your booth space until the market is officially closed at 7 pm.

## **SELLING FOOD PRODUCTS**

1. Food and Drinks may NOT be sold at the market unless it is sold as a Non-Profit. According to the Federal 501 Internal Revenue Code, foods and drinks may not be sold for profit. Food products must adhere to the Indiana State Department of Health requirements for Non-Public Education vendors. Vendors must list all products they wish to sell on the Sprouts vendor application. Products purchased from or made by a third-party source will NOT be permitted. Any additional products must be approved by the Market Manager at least two (2) weeks in advance of the Sprouts Market Day.
2. Parents are responsible for all food items sold by their child's vendor.
3. For complete Health Department regulations, please visit the Marion County Public Health Department website at <https://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/> or call them at 317-221-2222.

## **PAYMENT OPTIONS**

1. A credit/debit card chip machine is not required (although please definitely bring one if you have one).
2. Cash may be used, but not every patron will have exact change, so make sure to bring a cash box with anticipated change.
3. Venmo/PayPal is also recommended, as many customers would prefer this, and it is easy for the parents to receive it all in one place.

## **SPROUTS BOOTH SPACES AND EQUIPMENT**

1. Vendor space assignment: Vendor spaces will be assigned by the Market Manager using his/her best judgment and considering necessary factors including, but not limited to vendor needs such as electricity or handicap accessibility; physical distribution of products throughout the Market; and the visual esthetic of the Market.
2. Booth size: Booth space is 10' wide and 10' deep. In consideration of other vendors, vendor setup must be within the boundaries of their space. Vendors are responsible for always maintaining their spaces in a clean and sanitary condition.
3. Equipment and Supplies: Sprouts vendors must supply all their own equipment such as tents, tables, table coverings, chairs, display cases/fixtures, signs, etc. Vendors are also responsible for supplying their own weather protection equipment. All vendor equipment used at the market must be in a clean and safe condition. Glass display cases and other glass containers must be secured.
4. Tents/Canopies/Umbrellas: Any vendor tent, canopy, or umbrella on the Fort Ben Farmers' Market site during a normal period of market operations, including the setup and breakdown period, is required to be sufficiently and safely anchored to the ground from the time it is put up to the time it is taken down.

5. Booth signage: Sprouts vendor booths should have at least one sign identifying their “business” name. All product prices must be appropriately and adequately displayed. Sprouts vendors will be provided with a sign for their booth identifying them as participants in Sprouts Market Day.
6. Other signage and printed materials: No signage or pamphlets are allowed to promote activities outside the market that are not related to vendor business. This includes but is not limited to unrelated commercial businesses, controversial topics, and political and/or religious materials.
7. Electricity: Sprouts booth spaces will not have electrical connections.

## **TENT WEIGHTS**

Wind-blown tents, canopies, and umbrellas are the number one cause of injuries and insurance claims at farmers’ markets, but almost all this damage can be prevented. We require that every tent, canopy, umbrella, and sign used at the Market be attached to an approved weight. All tents, canopies, umbrellas, signs and other forms of stall covers must be sufficiently and safely secured to the ground from the moment the canopy is set up at the start of the market day to the moment immediately before it is taken down at the end of the market. Tents and canopies are considered sufficiently secured with at least 40 pounds per leg and at least 50 pounds for umbrellas.

- Weights should be secured in a manner that does not create their own safety hazard.
  - Weights should be tethered with lines that are clearly visible and will not cause a tripping hazard.
  - Weights should have soft edges to avoid causing cuts and scrapes.
  - Weights should be securely attached.
  - Weights should be on the ground (NOT above people’s heads)
1. If tents, canopies, umbrellas, or signs are NOT adequately secured, Fort Ben Farmers’ Market management will require the Vendor to take them down and close their booth for the day. If these items need to be taken down in the middle of the market, Vendors are expected to direct customers to a safe place so they will not be injured. Examples of sufficient and safe weights include:
    - a. Filling an empty paint can with cement and tying this to each corner of the tent with a rope or bungee. It is NOT sufficient to place the can at the feet of the tent.
    - b. Filling containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.
    - c. PVC pipe capped and filled with cement must be hung on the inside of canopy poles and secured to the top braces of the canopy in a way that it does not collide with customers or create a hazard.

Examples of weights that are NOT sufficient or safe:

- a. Gallon water jugs. These are not heavy enough for large gusts of wind.
- b. Tying tents, canopies, or umbrellas to tables, coolers, or vehicles. Sandbags that cannot be set upright and securely tied to the tent or canopy should not be used.

## **SET-UP AND TEAR-DOWN**

1. Sprouts vendors may arrive any time after 2:00 pm. Vendors should be completely set up and ready for selling by 4:00 pm.
2. Unloading instructions will be provided prior to Sprouts Market Day.
3. Vendor booths must remain open and ready to serve customers until exactly 7:00 pm. You may not start packing up your products and tearing down your booth until 7:00 pm.

## **MAP DESIGNATION AREA**

1. A map will be sent out with a designated Sprout vendor area.
2. Based on a first-come-first-served basis, wherever there is room in the area to set up, is where your booth can be set-up.

## **SPROUTS VENDOR PHOTO-RELEASE**

Sprouts participants shall permit photographs and video recordings of their booths, employees, and agents by City of Lawrence staff or representatives. All photographs and video footage shall be the sole property of the City of Lawrence and may be used by the City of Lawrence in any manner or media without obligation to Vendor. Please be aware that these materials are for City of Lawrence use only and may be used in City-owned publications, websites, and social media. Parents who do not want their children photographed should notify the Market Manager.

## **WEATHER AND CANCELLATION POLICY**

The Fort Ben Farmers Market is a rain or shine market; we operate on a regular schedule even in heavy rain. We have made a commitment to be open the days and hours we have published, and it is important for all vendors to be present at the market even in inclement weather so customers know they can shop at the market each and every Thursday during the season.

However, we take the safety of our customers, volunteers, and vendors very seriously. Market staff will monitor the weather (via multiple weather apps and local weather radar) leading up to and during each market Thursday and, if weather conditions are severe, will take the following measures:

1. If a severe weather threat occurs prior to the opening of the market and there is reason to believe the threat will persist through much of the afternoon, the market opening may be delayed, or the market may be canceled.
2. If severe weather—including lightning, high winds, and hail—develops after the market has opened, market staff will ask customers, vendors, and volunteers to take shelter in an enclosed vehicle or inside a nearby parking garage or other structure until the inclement weather has passed.
  - a. If weather radar indicates the presence of lightning within a 10-mile radius of the market site, the market will be temporarily closed and customers, volunteers, and vendors asked to seek shelter.

- b. Once the weather has passed, a determination will be made about resuming market operations for the remainder of the market day. If more than 30 minutes have passed and the storm continues or the Market Manager can verify an extended storm cell's presence exceeding the remaining open hours of the market, the market will be closed for the day.
3. Vendors must ensure that adequate weights are attached to their tents at all times. If winds are extreme, vendors may be directed to take tents down to ensure the safety of fellow vendors and customers.
4. Cancellation of a market day, either before or during the market, is viewed as a last resort. However, if weather conditions present safety hazards beyond what staff can be reasonably expected to handle the market will be canceled.
5. Any market delay or cancellation updates will be posted to Facebook and Instagram. Vendors should also watch for an email, call, or text from the Market Manager.

## **CONTACT US**

All questions, comments, and suggestions related to the Fort Ben Farmers Market should be directed to:  
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