

Terre Haute Farmers Market Summer 2024 Application
For Food Truck Vendors

Thank you for your interest in bringing your Food Truck to the Terre Haute Farmers Market. Please read the “Terre Haute Farmers Market Rules and Guidelines” attached to this document. After you have read through the guidelines, please initial the paragraphs as indicated, complete the requested information below, and sign at the bottom of this page. The Terre Haute Farmers Market Manager will review applications and present them to the Board of Directors, who will vote on applications to determine whether they comply with the Rules and Guidelines, and assess their compatibility with the purposes and goals of the Market.

Please complete this document and send it to:

Terre Haute Farmers Market
PO Box 10848
Terre Haute, IN 47801

or

terrehautefarmersmkt@gmail.com
subject line: **(NAME) Application S24**

Your Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Preferred Phone _____ email address _____

Facebook, Instagram or Website where your business can be linked/tagged _____

Please describe the menu that you wish to bring to the Market:

Date of Appearance: _____ **Full-time:** _____ **Part-time:** _____

Food Truck Origin (must be within 100m. of Terre Haute): _____

I certify that the above information is true. I have read, initialed, and agree to the “Terre Haute Farmers Market Rules and Guidelines”. I understand that failure to comply with these Rules and Guidelines may result in expulsion. I agree that I will obtain all necessary licenses, permits, and insurance, and collect any sales tax as required by law.

Signature(s)

Date

Terre Haute Farmers Market Rules & Guidelines

(Food Truck Version)

The Terre Haute Farmers Market (THFM) is a not-for-profit organization consisting of small businesses located within 100 miles of Terre Haute, Indiana.

We provide a platform for local farmers, bakers, and artisan crafters to connect with members of the community who are seeking to: purchase fresh food and handcrafted goods, support local business, and encourage sustainable practices.

In doing so, we: foster a sense of community, connect with related organizations, and welcome a diverse audience.

We are able to operate thanks to the support of our community, and in turn we seek to support local business, organizations, and individuals. We value kindness, honesty, creativity, hard work, and collaboration, and we welcome all who share these values.

A. Market Location and Time

The 2024 Summer Season will be held in The Meadows Shopping Center parking lot each Saturday, May 18th through October 19th, for a total of 23 events. The operating hours of the Market are 8:00 a.m. through 12:00 p.m. May through September, 9:00 a.m. through 12:00 p.m. in October.

Vendors will be notified in advance of special events or street closings that may affect the Market, customers, and traffic flow into and around the Market.

Initial(s): _____

B. Application Process and Permits

The Terre Haute Farmers Market Manager will review applications and present them to the Board of Directors, who will vote on applications to determine whether they comply with the Rules and Guidelines and assess their compatibility with the purposes and goals of the Market. Vendors must complete the application, and be approved, prior to participating in the Market. If approved, payment must be made ***in full, prior to participating in the Market.***

All insurance, permits, taxes, and licenses are the responsibility of the vendor. Vendors are required to submit copies of all permits that are legally required for the sale of that product and provide proof of insurance *prior to participating in the Market.* Food Trucks must hold a Yearly Mobile Permit issued the Vigo County Health Department.

Initial(s): _____

C. Eligible Items

The THFM places an emphasis on locally grown and produced foods and plants. Local is defined as within 100 miles of Terre Haute. In addition to produce, the THFM allows complementary products such as: honey, herbs, fresh cut flowers, eggs, meats, cheese, butter, milk, ice cream, jams, jellies, sauces, breads and baked goods, and other items deemed eligible and authorized by the appropriate governing body (i.e. Health Department). The sale (or re-sale) of produce not grown by the vendor and locally sourced is not allowed.

In addition to produce, plants, and food items, the THFM is also a venue for local artisans producing handcrafted items such as home and body care, woodwork, fine art, jewelry, fiber arts, ceramics, home décor, and other items approved by the Market Manager and the THFM Board of Directors. The THFM is not a flea market or craft fair; by applying, vendors affirm that their product is handmade by them, not pre-fabricated or produced using a purchased kit or design.

Similarly, Food Trucks participating in the Farmers Market should prepare and serve their own food. Pre-packaged items are not eligible, nor are franchises. Exceptions may be made for beverages and soft drinks.

Initial(s): _____

D. Market Fees and Space Reservation Process

In 2024, the full-time summer participation fee is \$280 for the entire season (23 events). Vendors must receive approval *at least one week prior* to the date on which they wish to participate. Vendors who wish to occupy more than one adjacent space may purchase up to three additional spaces for half-price (\$140 each).

Part-time fees will be \$160 for five events. Preferably, part-time vendors will attend the first Saturday of each month (June, July, August, September, and October). Some flexibility will be allowed with prior authorization from the Market Manager. Part-time vendors who wish to attend more than five events may do so, pending advance approval from the Market Manager, for \$30 each, not to exceed a total of \$280 (after the fourth additional date vendors are considered full-time with excused absences). Payment for additional appearances is expected before setting up each morning.

Starting Summer 2023, Food Trucks may participate in the Market for \$30 per day, pending availability and space. Those who wish to have a guaranteed and consistent space may opt to join as part- or full-time vendors at the price described above.

Vendor locations are assigned by the Market Manager at the beginning of the season based on considerations such as shoppers' convenience and accessibility, as well as vendors' seniority. As new vendors join throughout the season, they will be assigned on an individual basis to available spaces.

In the event that a Vendor will not be at the Market, they shall, *prior* to the commencement of the Market, contact the Market Manager to inform them that they will not be vending. The Market Manager may permit other vendors to vend from the previously reserved spot. Repeated failures of a vendor with a reserved spot to inform the Market Manager that they will not be vending may result in the loss of a reserved spot.

All payments are non-refundable.

Initial(s): _____

E. Market Set-up and Procedures

The Market will open to customers at 8:00 a.m. May through September, 9:00 a.m. in October. Vendors may begin set up as early as one hour before the Market begins (7:00/8:00).

Vendors are required to have their booth space set up no later than the opening of the Market. If a Vendor has failed to set up before the Market opening time on three (3) occasions during the season, the vendor will be subject to expulsion from participation in the Market.

Vendors are required to stay open until the Market closes at 12:00 p.m., and to vacate the Market no later than one hour after the close of Market (1:00) unless prior arrangements have been made with the Market Manager and property owners (The Meadows). Vendors are expected to remain set up and open for the entirety of the Market or may be subject to corrective action per Section F.

Food Trucks can be defined as self-sufficient vehicles, or alternatively can occupy a tent. The latter are responsible for furnishing their own 10x10 foot tents, appropriate tent weights, tables, chairs, and various items required to meet the Health Department’s guidance for hand-wash station, temperature maintenance, safe food-service, etc. Both are responsible for providing their own generator, if needed, but access to electricity may be possible with prior arrangements.

Vendors shall not be permitted to have animals at the Market (Vendor/Member animals are not insured under our liability).

Initial(s): _____

F. Marketplace Rules

Customer pet owners must keep pets on a non-retractable leash. The Market Manager has the right to request customers remove their pets from the Marketplace. Customer pet owners are responsible for any damages caused by their pets, including damage to vendor goods. Pet owners are expected to clean up anything their pet should leave behind.

No smoking shall be permitted in the Market area.

Shoppers, guests, and vendors are expected to be mindful of the mission and goals of the THFM, participate in a family-friendly environment, and comply with the Market Rules. Failure to do so may lead to the offender being asked to leave the premises. Repeated offenses may result in the offender being asked not to return.

If a Vendor’s behavior is judged by the Market Manager and Board to be consistently or significantly in violation of the Rules and Guidelines, corrective action will take place. Such behavior may include, but is not limited to: tardiness or early departure, uncommunicated absences, the sale of unauthorized products, actions that put customers or vendors in harm’s way, etc. If the Board determines that a Vendor’s behavior requires corrective action, the Market Manager and a Board Member will address the matter together. The Vendor will receive a first written warning, followed by a second written warning, and finally may be notified that they are no longer welcome to participate for the remainder of the season in which the corrective actions have taken place. Depending on the severity of the actions, the Vendor may or may not be eligible to re-apply for future seasons.

The Market Manager and Board of Directors have discretion to amend this behavior policy as necessary, and may eject Vendors for serious examples of wrongdoing without the above-described warning system.

Initial(s): _____

G. Inclement Weather Policy

If there is severe weather the morning of the Market, the Market Manager, in conjunction with the Board of Directors, will assess the situation and determine the safest course of action. The decision to delay or cancel the Market should be made as early as possible, but no less than an hour prior to scheduled setup.

If the weather shows signs of clearing, the Market Manager may decide to postpone the beginning of the Market by one hour (May-September: 8:00 setup/9:00 opening, October: 9:00 setup/10:00 opening), and will give

notice accordingly. If by 8:00 a.m. the severe weather persists, the Market may be delayed an additional hour (May-September: 9:00 setup/10:00 opening). The goal would be to permit business for at least two hours; if that seems impossible the Market may be cancelled or move inside the Meadows if logistics permit.

If, during the Market, severe weather conditions develop, the Market will close early and those in attendance should pack and depart as quickly and safely as possible.

Severe weather conditions include: lightning/thunder, heavy rain, high winds, and other circumstances deemed to be unsafe for vendors and shoppers. The Market will remain open in the event of light-moderate or intermittent rain, so please dress and prepare accordingly.

All delays and cancellations will be posted on social media and vendors will be notified via group text message and/or email. Cancelled Markets are non-refundable.

Initial(s): _____

H. Market Governance

The THFM is managed by a Board of Directors. Several THFM vendor representatives may sit on the Board. The Board is elected annually by Vendors at the Annual Meeting held in April of each year. Vendors who have completed at least one full season with the THFM, and do not have any outstanding fees owed to the THFM, are eligible to vote for the Board, and to also run for open seats on the Board.

The Board designates a Market Manager to coordinate and supervise the orderly operation of the Market. As necessary, the Board may assign an Assistant Market Manager, or Acting Market Manager. Vendors may serve as Market Manager.

The THFM policies are at the discretion of the THFM Board, which reserves the right to amend said policies at any time without notice. Interpretation and enforcement of these guidelines shall be at the discretion of the Market Manager and the THFM Board. The Board and Market Manager may waive or amend specific guidelines if such action is deemed to enhance, promote, or further the success, mission, safety and spirit of the Market. Additional guidelines may be enacted if they are deemed necessary for the safe, orderly, and successful operation of the Market.

Vendors and Customers of the THFM are important stakeholders; their opinions, desires and vision of the Market will be given strong consideration by the Board.

Initial(s): _____