



## Vendor Application

212 W. Washington St., #1  
Goshen, IN 46526  
info@goshenfarmersmarket.org

### Rules and Guidelines

**Mission:** Our mission is to create a viable market for locally grown and crafted products in order to promote and educate about agricultural, environmental, economic, and community sustainability.

**Guiding Principles:** Goshen Farmers Market strives to be a local growers' market. Farmers may sell produce and value added food items procured from other producers, so long as those items were grown or made within 150 miles of Goshen Farmers Market.

Vendors may sell only the following items:

- a. Farm Produce
- b. Flowers and Plants
- c. Ready-to-eat Foods
- d. Processed for value added foods
- e. Artisan items
- f. Specialized services which are consistent with the Market's goals and mission.

The following criteria is used to set booth priorities:

- Food vendors (especially local farmers) will be given priority over non-food vendors
- Long term, annual vendors will be given priority over non-annual vendors
- Vendors whose offerings increase the variety of goods and services

### Market General Information:

Hours: Saturdays year-round from 8 a.m. to 1 p.m.

*(we are closed two weeks after Christmas for a winter break)*

Tuesdays May-October from 3 p.m. to 7 p.m.

Location: 212 W. Washington St.

Goshen, IN 46526

### Vendor Requirements:

Food vendors must comply with all applicable Department of Health regulations, including securing required licenses and permits, and providing copies of these documents with your application.

Vendors selling items or service subject to Indiana sales tax shall secure a Registered Retail Merchant's Certificate and shall collect and pay the applicable tax.

All produce vendors agree to participate in the market's CSA, SNAP, and Kids Club programs. A 5% fee is deducted from CSA sales to cover administrative/promotional cost.

**Market Day:**

Our market is open rain or shine. Vendors are provided with a table and two chairs as part of their booth fee. Vendors are responsible for table coverings/display materials. Vendors are expected to remain set up the full length of market. Vendors may unload at the back door as early as 7 a.m. on Saturdays and 2 p.m. on Tuesdays. Once vendors have unloaded, we ask that you move your vehicle to the Millrace Trail parking lot to leave the front/back parking lots open for customers. Vendors must clean their booths after every market. This includes sweeping and trash disposal.

**Vendor Application Form**

*Please print clearly. All fields required.*

Name: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred contact method:      Phone      Text      Email

1. List and describe all of the items you would like to offer for sale. Growers, please indicate whether you are organic. Artisans, please include photos or samples of your work.

2. Will you need electricity at your booth? We are limited on available electrical outlets so please describe how electricity will benefit your booth. *Please note additional fees apply for electrical use.*

3. Please indicate which dates you would be interested in having a booth:

## Booth Rates

OPTION		TERM	BILLED	FEE
Annual		Year-round <i>includes Tuesdays</i>	Quarterly	\$255/quarter
Daily	Saturday	Indoors January-December	Daily	\$25/Day
	Saturday	Outdoors May-September	Daily	\$20/day
	Tuesday	Indoors May-October	Daily	\$10/day

*Fees are for a 6-8ft size table.*

How many booths do you need? \_\_\_\_\_ Would you like to be considered for an annual lease? \_\_\_\_\_

### Media Release:

I, \_\_\_\_\_ hereby give my consent to be photographed/filmed while participating in any activity offered by the Goshen Farmers Market. In addition, I consent to the reproduction and use of such photographs or film by Goshen Farmers Market for educational, public relations, and promotional purposes and I waive any claim by myself, or anyone claiming under or through me, for compensation of any kind in exchange for such photographs, film, and use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Liability Waiver:** The Community Sustainability Project/Goshen Farmers Market does not cover product liability for individual vendors or liability for personal damage caused to your market display. I understand the individual product liability and liability for my market booth is my responsibility. I hereby release the Community Sustainability Project/Goshen Farmers Market, its Board of Directors, Employees or Volunteers from any legal or financial liability due to my products or my market booth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Vendor Application Checklist:

I have read the Goshen Farmers Market polices and agree to comply with all stated procedures. I have attached all of the following:

- \_\_\_\_\_ Photographs of products (*Artisan Vendors*)
- \_\_\_\_\_ Copies of current Indiana licenses (*if applicable*)
- \_\_\_\_\_ Copy of organic certification (*if applicable*)
- \_\_\_\_\_ Copy of Liability Insurance (*if available*)

Any Additional Notes:

**Signature Agreement:** By signing below, I agree the information that I have provided is true and accurate; I indicate that I read, understand, and commit to the Goshen Farmers Market policies. I also understand the information provide by Goshen Farmers Market is subject to change during the market season.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the signed agreement to the Goshen Farmers Market front desk or by email to [goshenfarmersmarket@gmail.com](mailto:goshenfarmersmarket@gmail.com). *Please allow for up to one week for processing*

*For Office Use Only: Date Contract Accepted by GFM:* \_\_\_\_\_

*Lease Agreement:* \_\_\_\_\_

*Payment:* \_\_\_\_\_ *Additional specifications:* \_\_\_\_\_