



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, committed vendors.
- Vendors whose offerings increase the variety of goods and services.

The Goshen Farmers Market desires to foster an environment of collaboration. We encourage vendors to offer comparative rather than competitive pricing when selling similar products. We encourage vendors to differentiate their offerings whenever possible and recommend vendors periodically change up their booth displays, or product selection to maintain vibrancy.

Market General Information:

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

(We are generally 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. #1
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. Home Based Vendors are now required to have a Food Handlers Certificate.

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, Sprouts Kids Club, and Gift Certificate programs. A 5% fee is deducted from CSA sales to cover administrative/promotional costs. All other food vendors agree to participate in SNAP and Gift Certificate Programs.

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: _____ Zip Code: _____

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	\$25/day
	Tuesday	Indoors May-October	Daily	\$10/day
	Sunday	<i>Artisan Market 2nd Sundays Nov/Dec</i>	Daily	\$25/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: _____

Vendor Application Checklist:

I have read the Goshen Farmers Market policies and agree to comply with all stated procedures. I have attached all of the following (please checkmark):

- ____ Photographs of products (*Artisan/Food Vendors*)
- ____ Copies of current Indiana licenses (*if applicable*)
- ____ Copy of organic certification (*if applicable*)
- ____ Copy of Liability Insurance (*If available*)
- ____ Copy of Food Handlers Certificate (*required for homebased vendors only*)

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 provided by the Goshen Farmers Market is subject to change during the market season.

Signature: _____ Date: _____

Please return the signed agreement to the Goshen Farmers Market front desk or by email to goshenfarmersmarket@gmail.com. *Please allow at least one week for processing.*