

# **Downtown Greencastle Putnam County Farmers' Market**

## **Guidelines for the Saturday Market**

### **Downtown Square**

**Saturdays 8:00 a.m. – 12:00 p.m.**

**May 21st – October 29th, 2011**

1. The Friends' of the Farmers' Market organization reserves the right to decline any application. The Farmers' Market will be promoted through local media advertising, posters, banners, and press releases. A Market Manager will be available to open and close the Market and to address any vendor or customer concerns.
2. SET-UP - All vendor set up times will be between 7:00 a.m. and 7:45 a.m. Vehicles will not be allowed to be driven in the market area between 8:00 a.m. and noon without assistance from market organizers for safety reasons. If you know that you will need to leave early, please see the Market Manager to make arrangements to set up close to an entrance/exit.
3. FEES AND SPACES - Space will be reserved for vendors that pay a full season rate of \$75. Vendors choosing to pay \$10 a week will not be allowed to reserve spaces. If a vendor does not arrive by 7:45 A.M. his/her space will no longer be reserved, and may be given to another vendor. Please note that the Friends of the Farmers' Market volunteers do their best to prevent cars from parking in reserved spaces. If a car is in a reserved space, the Market Master may try to contact the owner. However, if the owner of the parked vehicle is not available flexibility from the vendor to locate to a new spot is required. Having a reserved spot is a privilege not a right. Vendors will be responsible for their own tent(s) and/or table(s). Each vendor will be responsible for cleaning their own area before they leave the market.
4. ATTENDANCE – If a vendor is unable to attend, please try to contact Cathryn Ensley at [meetatthemarket@gmail.com](mailto:meetatthemarket@gmail.com) when possible.
5. ELECTRICITY – Electricity will be available at the Downtown Market. However, vendors are required to reserve space for a full season and pay an additional fee of \$15. Vendors are also responsible for bringing their own extension cords.
6. PRODUCTS TO BE SOLD – All new and returning vendors must complete an application form each year, describing products to be sold during the season.

Agricultural Products: Fresh, high-quality fruits, vegetables, herbs, vinegars, cut flowers, bedding plants, potted plants, meats, eggs, dairy products, and other agricultural products may be sold at the Market. All produce/meat/dairy sold at the market must be grown/made within a 90 mile radius of Greencastle, Indiana. The producer/growers information shall be clearly printed and visible for consumers. Value-added food products (e.g. honey, jams, syrups, etc.) will be admitted, but producers of value-added products are HIGHLY encouraged to use as many local products as possible. The Friends of the Farmers' Market and the Market Master will make the final decision regarding eligibility of any products to be sold at the Market. Vendors must remove products, if requested by a Market representative to do so.

Arts & Crafts: High-quality arts and crafts may be sold if the vendor actively participated in their production or in production of the raw ingredients used in the finished item.

Prepared Foods: The market admits vendors selling value-added foods that they process or prepare themselves. Prepared food vendors must meet Health Department requirements. Preference will be given to vendors who use local ingredients where possible.

7. SIGNAGE - Vendors must identify their space/booth with signage that includes their name and where their products were "made, sewn or grown."

8. VOUCHERS – Vendors should not accept Farmers’ Market Nutrition Program vouchers unless they are Indiana State Department of Health authorized vendors. Vendors must fill out a separate application from the State of Indiana to participate in this program.
9. CODE OF CONDUCT – Vendor behavior, personal appearance, and maintenance of their sales area should reflect positively on the Market’s overall appearance, quality, and reputation. To support this obligation, vendors are expected to:
  - Maintain safe, clean conditions in and around the sales area
  - Maintain a professional and tidy personal appearance
  - Maintain cordial relations with customers, Market staff, and other vendors
  - Refrain from smoking in and around the sales area
  - Maintain clear access for pedestrian traffic
10. LEGAL COMPLIANCE – Vendors are expected to familiarize themselves with local and state laws related to their business and are responsible for compliance, including but not limited to laws related to health regulations, weights and measures (scales), sales taxes, and insurance. Health Department and other officials may visit the Market to assure compliance with regulations. If you have questions regarding licensure, permits, ingredient lists, etc., please contact the Putnam County Health Department at (765) 653-5210.
11. GRIEVANCES - Any grievance should be made in writing to the Market Manager who will bring it to the attention of the Friends of the Farmers’ Market (FOFM). The FOFM will determine if a special meeting needs to be called to settle the grievance.
12. The Farmers' Market will employ or select a Market Manager/s, whose duty shall be collecting fees, assigning spaces, supervising the market and other duties assigned by the FOFM. The Manager will be responsible to the FOFM and report any violations of rules to the FOFM. The Manager will be final authority on the day of Market - all decisions may be appealed to the FOFM for later consideration. The FOFM reserves the right to cancel the privileges of any member who in the opinion of the FOFM has violated the rules governing the market. Fees will not be refunded.