

## Policies & Application 2023

**Admission** All products sold are at the discretion of the Irvington Garden Club (IGC), who sponsors and coordinates the Irvington Farmers' Market through its volunteers. Admission is determined by the goodness of vendor products, the overall impact to the public, and the following market rules:

1. Items sold must have prior (minimum of 5 days) approval from the IGC Farmers' Market Committee. *Walk-ons or non-approved vendors will be permitted only at the discretion of the Market Master.*
2. All items sold must be grown or produced locally/regionally; that is, within 150 miles of Indianapolis.
3. IGC has authority to assign vending spaces, settle disputes & disqualify vendors.
4. *Completing this application with payment does not guarantee entry into to the Irvington Farmers Market.*

**Permitted for Sale** IGC strives for old-fashioned goodness with hand-made, locally-grown, freshly- produced products. Minimally processed foods will be accepted. Artisans must create and sell their original work. The gardener must grow his/her own vegetable / flowers, etc. All produce vendors must grow or procure all produce regionally. IGC reserves the right to inspect and verify the goods are grown/produced/created by the vendor and that food items were minimally processed in a licensed facility. Should any unresolved discrepancies occur during the application process; your check will be returned to you.

**Application:** Booth space reservations are made as follows:

1. Read the policies and complete the last page of this application, including payment by check for the fee that pertains to you.
2. **Mail** with payment to:  
P.O. Box 19147, Indianapolis, IN 46219  
**Alternately**, the application may be sent electronically to [IrvingtonFarmersMarket@hotmail.com](mailto:IrvingtonFarmersMarket@hotmail.com). Payment must be received by mail within three (3) days of e-mailed application. You will be asked to sign a hard copy of your application at check-in.
3. Include a photo of the products you intend to sell if new to our market.
4. **Vendor application must be received a minimum of five (5) days prior to any market to allow time for review.**
5. Keep a copy of the contract for your records.

**For application please visit:  
[IrvingtonGardenClub.com](http://IrvingtonGardenClub.com)**

**Inquiries may be submitted via email:  
[IrvingtonFarmersMarket@hotmail.com](mailto:IrvingtonFarmersMarket@hotmail.com)  
317-495-4901**

**Cancellation** *Should you need to cancel any Market, please give a courtesy call to 317-495-4901 so the Market Manager is able to adjust the schematics for that particular Market.* There are no refunds. While we strive to have the market every month, severe weather or conditions making the park's grounds susceptible to damage may result in the market being cancelled. Given the work already done to prepare for the market, no refunds will be given.

**Vendor Duplication** Exclusive selling rights may be given to a vendor to eliminate product/merchandise duplication. All vendors are required to inform IGC of all items they will be selling each month.

### **Food & Beverage**

1. Vendors who sell food and Drink: Food and Drink vendors are responsible for any damages resulting from his/her sale of goods. All items requiring immediate refrigeration must meet State, County & Local Health requirements, rules and regulations. Vendors are responsible for their own refrigeration source, hand-washing source, and Health Department permits. **All food vendors must provide proof of liability insurance naming the Irvington Garden Club as additionally insured.**
2. Food and Drink vendor menu items must be pre-approved by IGC to limit duplication.
3. **The Marion County Health Department** has several requirements for selling food at markets. It is the vendor's responsibility to know the requirements and to purchase a vendor permit. To contact the MCHD visit [www.mchd.com](http://www.mchd.com) Tip: The Health Department normally visits the market to follow up on food vendors.

### **Schedule**

1. Markets are held the 2nd Sunday of June, July, August, September & October in Ellenberger Park. 5301 E. St. Clair Street, Indianapolis, IN 46219. (Indy's East Side) The markets are open from 12:00 pm noon to 3:00 pm.
2. 10:30 - Set up begins  
**No one will be admitted prior to 10:30 without having first received permission from the Market masters!** Market volunteers need the time before the market to set up for you and your customers.
3. 11:45 – Set up complete, vehicles moved, vendors ready for selling  
Note: Vendors arriving after 11:45 am will not be guaranteed their booth space due to the safety of customers, pedestrians and vehicle street parking.
4. 11:45 – 3 PM – Vendors open for business
5. 3 – 4 PM – Tear down. Everyone must vacate the premises by 4:00 pm.

## THE 23<sup>rd</sup> ANNUAL IRVINGTON FARMERS' MARKET APPLICATION

Provided for the community since 1999 by volunteers from the Irvington Garden Club

### Booth Space

1. **Booth Fees / Booth Size / Tents:** Each single vendor **booth space** is approximately 10 x 10 feet. Booth fee of \$30.00 applies to one space for one individual per month, or a discounted cost of \$135.00 for all five months, payable in advance.  
Should your products extend beyond a 10 x 10 foot space, you may reserve additional space for an additional \$80.00 for the season\*. This additional 10 x 10 booth space does not constitute booth space for a friend or a second vendor, but for the single vendor.  
\*Note that the availability of an additional space is location dependent and cannot be guaranteed.
  - a) **Tents and umbrellas:** Tents must be stable or removed in windy conditions. Food vendors must be positioned under a tent or shelter according to Marion County Health Department policies.
  - b) **Tables:** Vendors must provide their own tables and cover with a tablecloth
  - c) **Electrical:** Electrical is not provided on the park grounds. Vendor must provide own.
  - d) **Vendors** must ensure products, bags, etc. will not litter the grounds.
2. **Booth Assignment:** The Market Masters will assign a Booth space number to each vendor by Farmers' Market categories (produce, food, art variations, etc.), seniority, and vendor needs prior to each Market. The Market Masters will make every effort to keep each vendor in the same location throughout the season, but variations may occur.
3. **Check-in and Set-up:** Check-in begins at 10:30. Upon arrival to each Market, please check in with the Market Masters at the entrance of the market grounds. Vendors must be completely set up, with vehicles removed by 11:45am. **No exceptions.**  
Please note: vehicles may not be left at your booth site during the Market unless you are a produce vendor who has been pre-approved to do so. This is a requirement by the Parks Department to encourage pedestrian safety and park preservation, and reduce the possibility of grass fires during dry periods.
4. **Parking:** Vehicles are not permitted at the vendor booths during Market hours. **Vehicles must be removed from Market area by 11:45 am.** Ellenberger Park Rangers limit parking on the grass. IGC volunteers will direct vendor parking and ask for vendor cooperation in adhering to the parking policies during each Farmers Market. There are limited booth spaces available for produce vendors working out of their trucks.
5. **WIC Program:** The Irvington Farmers' Market works with WIC (Women, Infant & Children) Program. The WIC program is a supplemental food & nutrition program funded by the U.S. Dept. of Agriculture. Produce vendors who wish to accept "hassle-free" food vouchers at his/her booth may apply for a free ID number, handbook & WIC signage by contacting: Indiana Department Health WIC Section 7, 2 North Meridian Street Indianapolis, IN 46204.
6. **Covenant Not to Sue & Indemnification:**
  - a) **Covenant Not to Sue:** The vendor will not institute any action or suit of law or in equity against IGC, its members or the State of Indiana as a result of operations under this agreement. The vendor will not aid in the institution or prosecution of any claim for damages, costs, loss of services, expenses, or compensation.
  - b) **Indemnification:** The vendor hereby agrees to indemnify, hold harmless, release, waive and forever discharge IGC and Irvington Farmers' Market, its members agents, officers, and the State of Indiana for all bodily and personal injuries, including injuries resulting in death, and property damage, claims actions, damages, liabilities and expenses, including reasonable attorneys' fees and court costs, which may occur as a result of vendor participation in the Market, whether or not sounding in tort or contract and whether or not caused by a negligent act or omission of IGC, its members, agents and officers, and the State of Indiana.
7. **Recycling:** of cans & plastic will be available on the market grounds. Please help by being a good steward of our environment and do your part by recycling cans and plastic bottles.

THE 23<sup>rd</sup> ANNUAL IRVINGTON FARMERS' MARKET APPLICATION

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Please complete the following application, enclose your payment by check, & a photo of the items you wish to sell at the Irvington Farmers' Market. Returning vendors need only send photos of new merchandise.

**Keep the contract for your records. Return only the last page of this application.**

Should any unresolved discrepancies occur during the application process; your check will be returned to you.

Submitting application with payment does not guarantee admission to the Irvington Farmers' Market.

**Application must be received a minimum of five (5) days prior to any market. All fields required.**

**Food vendors must provide proof of liability insurance.**

Mail application & check payable to: Irvington Garden Club P.O. Box 19147 Indianapolis, IN 46219

**PRINT:**

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

Address: Street, P.O., City State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Alt. #: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Below please list all of the items you would like to sell at the Market:

*Produce vendors:* There is limited space to work from your truck. Is this a preference for you? \_\_\_\_\_

Will you be using a generator? Yes \_\_\_\_\_ No \_\_\_\_\_

**FEES: ALL VENDORS MUST PRE-PAY PRIOR TO EACH MARKET.**

\$135 for all five months (10 x 10 foot space) \_\_\_\_\_ Double Booth Space additional \$80 for season \_\_\_\_\_

\$30 for Individual months (10 x 10 foot space)

June 11 \_\_\_\_\_ July 9 \_\_\_\_\_ August 13 \_\_\_\_\_ September 10 \_\_\_\_\_ October 8 \_\_\_\_\_

Please indicate above which month(s) you wish to attend.

Special Requests: \_\_\_\_\_

**Vendor signature is required**, acknowledging that vendor has read and agrees with the attached agreement.

**Vendor Signature & Date** (If sent electronically, signature will be required at check-in of first market attended.)

**Tips to keep in mind:**

- a. **Sending payment & the application does not guarantee admittance into the Irvington Farmers' Market.**
- b. **There is limited parking near spaces for produce vendors only.**
- c. **Set up begins after 10:30 am. Volunteers are busy setting up prior to 10:30 am & vendors who arrive early may be asked to wait in the street until 10:30 am.**
- d. **Food vendors must contact the Marion County Health Department for food vending permits & regulations and provide proof of liability insurance naming the Irvington Garden Club as additionally insured.**
- e. **Reading the attached policies is advisable.**
- f. **Send questions to [irvingtonfarmersmarket@hotmail.com](mailto:irvingtonfarmersmarket@hotmail.com) or call 317-495-4901**