



Mishawaka Parks & Recreation Dept.
Mishawaka Farmers Market
Vendor Application 2022



Hello friends! This is our vendor application form for the Mishawaka Farmers Market 2022! Please be mindful of application deadlines; they are set to reflect the time it will take to ensure all applications are processed, the event is mapped, and that vendors get a notice on location, set-up times, etc. We are excited about year FOUR of the Farmers Market this year and hope to have you out! Please feel free to email kelsey.smith@mishawaka.in.gov with any questions about the Farmers Market, Park Events, or the application process. Please note the application has changed from previous years. **Be sure to fill it out in its entirety.**

Sunday Farmers Markets

Location: 230 Ironworks Ave, Mishawaka, IN (Ironworks Plaza)

Sundays: May 15 – September 25 (20 weeks)

Set Up Time: 8 am – 9:30 am

Market Time: 10 am – 2 pm

Weekly Vendors: \$20

Season Vendors: \$250 (committing to the whole season saves you \$150)

Application Deadlines:

- Season Passes must be purchased by **April 15, 2022**
- Weekly Passes must be purchased at **minimum one week** prior to the market date you wish to attend. Spaces are not guaranteed unless you pay for your space. If you are opting for the weekly pass, you can only purchase 5 weekly passes for the season.
- Applications are accepted on a rolling basis, with preference given in the following order:
 - Farmers/growers season passes
 - Farmers/growers weekly passes
 - Home based vendors season passes
 - Home based vendors weekly passes
 - Crafters/artists season passes
 - Crafters/artists weekly passes
- The Market Master reserves the right to hold off on accepting an application in order to follow the preferential listing.

Rain Dates: There are NO rain dates for the Market. The Market will run RAIN OR SHINE. If you do pay for a space and elect not to attend due to weather, you will not receive a refund for your date.

Season Pass Benefits

Vendors who opt for the season pass will have the same spot every week; season spaces are limited. You will have the ability to request access to electricity and water. This cannot be guaranteed, but is an option for season pass vendors only. There are a total of fifty (50) spaces for the market for the year. Farmers will be permitted to purchase 2 adjacent season spaces if they so choose. Purchasing additional spaces does not permit you to park your vehicle within the market space. Season pass spaces are 15 x 15 ft.

You will be given an opportunity to have the Market Master (Special Events and Activities Director for Mishawaka Parks) visit your business, take pictures, and promote you on the Facebook page. You do not have to take advantage of this. It is optional.



Mishawaka Parks & Recreation Dept.
 Mishawaka Farmers Market 2021
 Vendor Information and Rules



GENERAL VENDOR INFORMATION

You must initial each paragraph to confirm that you have read the application and understand everything outlined in the application in order to be considered for the market.

Applications for Entry

Complete and return the Vendor Application Packet via mail or drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545. Cash, check or money orders accepted. Checks and money orders must be made payable to the "City of Mishawaka." If you wish to pay with a card, you may stop by the office or make a payment over the phone.

Initial _____

Check-in & Set-up

Check-in and set-up begin at 8 am every Sunday. You will have until 9:30 am to set up. If you need more time, please feel free to let the Market Manager know. We are happy to accommodate. **There is NO driving in the Market between 9:30 am and 2 pm.**

Initial _____

Booth Space

All businesses or other activity must be conducted within the designated rental area only. No distribution, canvassing, flyers, nor vending of any kind by strolling through the market. **Tents must be weighted and not staked down into the ground.** All spaces are on asphalt. Season pass spaces are 15 x 15 feet. Weekly spaces range from 10 x 10 to 15 x 15 feet of space.

Initial _____

Closing & Tear Down

You may not tear down and leave the Market before 2 pm. Once the Market closes at 2 pm, you may tear down your booth space and drive in the Market area.

Initial _____

Parking

There is no parking at your vendor space or in the market. After unloading and setting up, all vehicles must be moved to the designated parking areas outside of the market.

Initial _____

Refunds

Application fees received and processed from accepted vendors are **non-refundable, no exceptions.**

***Note: Electric and water have limited availability for this event. ***

Initial _____

Weather

In the event of severe weather, the Farmer's Market may be cancelled for the day. This will depend on the severity of the storm and will be handled on a case by case basis. We will run in the rain. In the event that the market is canceled, the fees paid for that market date will transfer to the Farmer's Market in 2023. We will attempt to give a 48-hour notice. However, the weather in Indiana can be unpredictable.

Initial _____

FARMERS/GROWERS

Vendors who sell products that are grown or raised by the vendor. Vendors who fall under the farmers/growers category are welcome and encouraged to bring value added products (that meet the standards of homemade goods) at no additional charge (ex: soaps, honey, pickles).

REQUIREMENTS/ RESTRICTIONS

Products that may be sold at Mishawaka Parks Farmer's Market include the following:

- Vegetables grown by the seller from seeds, seedlings, or sets.
- Fruits, berries, or nuts grown on trees, bushes, or vines on the seller's farm.
- Plants grown by the seller from seed, seedling, or transplant.
- Eggs produced by the seller's poultry.
- Honey produced by the seller's bees.
- Fresh baked goods and prepared food items must be made from scratch by the seller ideally using locally sourced, sustainable ingredients. Popcorn is permitted.
- Fresh cut flowers grown on the seller's farm.
- Meat products must be produced from animals raised on the seller's farm.
 - If you are treating your livestock with growth hormone, this must be disclosed.
- Dairy products, including milk, cheese, and yogurt must be produced from animals raised on the seller's farm.
 - If you are treating your livestock with growth hormone, this must be disclosed.
- Fish products must to be humanely caught or raised.
- Pet food and treats made from scratch by the seller.
- Alcohol from your own winery.
- Bottled water may be sold.

We will **NOT ACCEPT** these products:

- Overly processed and/or fried foods.
- Beverages not produced by vendor business (i.e. cans of soda, juice boxes, energy drinks | water is the only exception)
- Products containing THC.
- Products containing CBD.

FARM PRODUCTS:

- We use Organic and Certified Naturally Grown standards as the baseline for selecting vendors, although we welcome commercial growers. All chemical usage on produce/crop must adhere to chemical labels. Mishawaka Parks and Recreation supports sustainable agricultural practices.
- Mishawaka Parks supports small, local, and diversified farms. Proximity of your farm's location will be considered in the application process.
- Mishawaka Parks defines local as within a 200 mile radius of the city of Mishawaka.
- Reselling is not permitted without approval. We may permit you to sell a colleagues' products if the farm has undergone Mishawaka Parks approval and you receive prior written approval from the Special Events and Activities Director. All products not grown on your farm must be labeled as such.

ALCOHOL:

- All alcohol must be products sold at your own winery.
- You may sample your product, as long as this is a service that you provide at your own facility.
- You must have the proper permits from Indiana Excise and have them on-site with you to participate in the market.

Initial _____

HOMEBASED VENDORS

PREPARED FOOD PRODUCTS:

- All foods must be prepared in a kitchen certified by Department of Agriculture, Department of Health or USDA, or in your own kitchen as permitted by the St. Joseph County Health Department.
- All products must be made by you or your staff (ie: if you sell cookies, you must make the cookies from scratch).
- Your food **MUST** be properly labeled.
- If selling packaged food items, all vendors must have Food Sales Establishment License and Department of Agriculture approved labels.

PET FOOD & TREATS

- All Pet Food & Treats must meet the regulations and requirements outlined by the Indiana Department of Agriculture Plant Food, Fee & Grain Division.
- Your products **MUST** be properly labeled.

BATH & BODY PRODUCTS:

- Bath & Body products ideally incorporate local and sustainable materials.
- Your products **MUST** be properly labeled.

Initial _____

ARTS AND CRAFTS VENDORS

- You must create/make the product you are selling.
- You cannot resell items (i.e. jewelry, storage containers, etc)

Initial _____

FOOD & BEVERAGE

Vendors serving potentially hazardous food and beverages only. Food and beverage vendors must have the necessary permits, at least seven (7) days prior to the event, with the St. Joseph County Health Department (if needed) or Indiana Excise (if needed). Vendors will be accepted based on the items served. Alcohol sales are permitted at the Farmer's Market pending a permit, if needed, from Indiana Excise. You must be your own winery to sell at the market if you are selling alcohol.

Initial _____

NON-PROFIT VENDORS

The market will have one space set aside for the season to showcase local non-profits. You have an opportunity to apply for ONE free week space. Please indicate on the application sheet what weeks you are available. Please indicate preferential order (ie: 1, 2, 3, 4, etc.). You **MUST** submit a copy of your 501 C 3 paperwork to be considered for the vendor space.

Initial _____

ALL VENDORS

There is a **MANDATORY** vendor meeting for **ALL ACCEPTED VENDORS** of the Mishawaka Farmers Market. The meeting is at Castle Manor (801 N. Indiana Ave, Mishawaka, IN) on Friday, April 22, 2022. The time is 5 pm – 7 pm.

How We Operate

We are a family – oriented market. Mishawaka Parks and Recreation reserves the right to remove vendors that exhibit poor conduct to attendees and/or fellow vendors. If you are unkind to other vendors or attendees, you will be asked to leave the market and will not receive a refund.

Initial _____

Initial _____



Mishawaka Parks & Recreation Dept.
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Business/Booth Name: _____ Date: _____

Contact Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Website: _____

***** Please provide updated email AND phone number*****

Indicate which dates you are participating in and in what capacity.

Dates	Farmer/Grower	Home Based Vendor	Crafter	Food Vendor	Non- Profit Vendor
May 15					
May 22					
May 29					
June 5					
June 12					
June 19					
June 26					
July 3					
July 10					
July 17					
July 24					
July 31					
August 7					
August 14					
August 21					
August 28					
September 4					
September 11					
September 18					
September 25					
Season					

Set-Up Information

Additional Details/ Requests/ Friend requests:

FOOD AND BEVERAGE VENDORS

Food and beverage vendors must follow all St. Joseph County Health Department rules and regulations, as well as the Mishawaka Parks and Recreation Department rules and regulations. Below, list booth space requirements, including food trailer or truck dimensions with service window orientation. Supply trucks may remain onsite, but may be required to park away from the main market area (pending size).

FARMERS/GROWERS/HOMEMADE GOODS/FOOD/BEVERAGE VENDORS

All entries must be grown by the vendor, raised (as in livestock) by the vendor, the work of the artist/crafter, or the original baking/cooking of the vendor. Purchased, pre-made merchandise or utilizing pre-made merchandise to make an item is considered a retail product and is not permitted at the market. In summary, you must either grow it, raise it, make it, cook it, or bake it yourself. **Kits, molded items, commercially manufactured goods, resale items, antiques, or any mass-produced good are NOT allowed in this category.** Describe in detail the items you wish to sell at the selected dates:

Application & Rules Agreement

I have read and will comply with the rules of the Mishawaka Parks Department and I will comply with all applicable laws. By signing, I understand that any Homemade Goods (food and/or art) vendors selling items not made by them will be asked to leave the market with no refund of space rental fee. I understand that any Farmer/Grower vendor selling items not listed in original application will be asked to leave the market with no refund of space rental fee. I understand that any Food or beverage vendor selling any type of item or service will be asked to leave the market with no refund of space rental fee.

Vendor's Signature: _____ Date: _____

Release & Indemnification Agreement

For and in consideration of the City of Mishawaka allowing the undersigned to participate in the Mishawaka Parks and Recreation Department Mishawaka Farmers Market 2022, the undersigned hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials from any and all actions, causes of action, claims, damages, demands, judgments, executions, costs, expenses, including attorney fees, and all other claims for damages whatsoever which may hereafter be made, instituted, filed or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials by the undersigned and any other person as the result of participating in this event.

Vendor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date: _____ Payment made by: Cash Check _____ Money Order CC
Receipt # _____ Amount Paid: \$ _____