



Mishawaka Parks & Recreation Dept. Mishawaka Market Vendor Information & Rules 2024



Hello friends! This is our vendor application form for the 2024 Mishawaka Market! 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 SIX of the Mishawaka Market this year and hope to have you participate! Please feel free to email kaylan.oconnell@mishawaka.in.gov with any questions about the Mishawaka 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. Applications missing information will not be considered.**

Mishawaka Market

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

Sundays: June 9th – September 15th (NO Market on July 7th & September 1st)

Set Up Times: Plaza – 7:15am – 8am; Street – 8am – 9:30am

Market Time: 10 am – 2 pm

Weekly Vendors: \$35.00

Season Vendors: \$350 (committing to the whole season saves you \$70)

Application Information:

- Season Passes must be purchased by **May 12th, 2024**.
- **Weekly Passes** must be purchased at **minimum two weeks** prior to the market date you wish to attend. Spaces are not guaranteed unless you pay for your space. If you will be attending multiple markets, the payment for the first market is due at the time of application approval. If there is an outstanding balance after your first payment is made, invoices for the following weeks will be sent out on the Wednesday 2 weeks prior to the market and will need to be paid by that Friday.
- Applications are accepted on a rolling basis. Traditional market products are always given first priority (produce, meats, plants, etc.) Additional vendors are selected based on product quality and uniqueness and diversity of product.
- Other vendor selection criteria include:
 - Adherence to market rules & regulations.
 - Number of years participated in the market
 - Market attendance/tardiness record
- The Market director reserves the right to hold off on accepting an application in order to follow the preferential listing. Once you have been selected as a vendor you will receive confirmation of the dates for which you are approved. **Vendor fees are due upon approval, and there will be no refunds issued after fees are processed.**

Season Pass Benefits & Information:

Vendors who opt for the season pass will have the same spot every week as long as they adhere to the **Attendance & Punctuality Policy**; 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. 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.

Season pass holders commit to the entire market season unless other scheduling is noted in the application and discussed with Market Management. If you request other dates off during the Market season after your application has been submitted, these will count as unexcused absences with the exception of emergencies. We understand that product availability and seasonality may limit participant beginning and ending dates, therefore a schedule will be developed prior to the start of Market season documenting the farmer, grower or producer's commitment to the market. This will guarantee you the same booth location during your time at the market. There is an allotted space in the application below for qualifying vendors to note said beginning and end dates. Vendors that do not have specific

dates noted in their applications at the deadline date of May 12th, 2024 will be held to the **Attendance & Punctuality Policy**.

Market staff will promote the market on the official Mishawaka Farmer's Market social media pages. Vendors are asked to publicize their appearance at the Market on their own social media. Vendors who would like to be featured on the Market pages must send the Market Manager the photos and text to be posted. Posts will go up at the discretion of the Market Manager & staff. The earlier you send your content in the better, as this allows our team to schedule out posts in advance. Social media priority will be given to season pass vendors.

Weather & Cancellation Policy:

2024 Rain Date: September 22nd. The Market will run RAIN OR SHINE with the exception of thunder and lightning. If you do pay for a space and elect not to attend due to the weather, you will not receive a refund for your date, and it will count towards an unexcused absence per the Attendance & Punctuality Policy. There will be exceptions for those with medical or health restrictions at the discretion of the Market Manager.

We take the safety of our customers, vendors, and market staff very seriously. Market staff will monitor the weather via multiple weather apps and local weather radar leading up to and during each market. If there is a reasonable expectation that weather conditions will be persistently severe on a market day, the market may be cancelled. Any market cancellation updates will be posted to all market social media accounts. Vendors should be on the lookout for an email, call or text from market staff notifying them of the cancellation. Market staff will make the call as early as they possibly can.

Attendance & Punctuality Policy:

The Mishawaka Market's mission is to provide our community with a consistent, high-quality, well-stocked market. To maintain the consistency of our market, it is important that all vendors attend the market weekly and are sale-ready **15 minutes** prior to the start time of 10:00 am. All vendors are expected to adhere to the attendance schedule agreed upon in their application. Vendors who are consistently late or with more than (3) unexcused absences for the season may be asked not to return for the remainder of the season and will forfeit their vendor space and vendor fees.

Vendors unable to attend a scheduled Market must notify the Market Manager as soon as possible so that an attempt can be made to temporarily fill their vendor space. Vendors must let the Market Manager know they will not be at the market by Monday of the market week for the notification to be considered valid. Vendors who are absent without valid notification of the Market Manager may be moved to a different space for the remainder of the season.

Market Programs:

This year we will be adding programming to some of our markets throughout the season, including live music, themed market days, a designated 'Kid's Zone' for little ones to play and more. If you have an idea or suggestion for market programming, please email Kaylan at Kaylan.oconnell@mishawaka.in.gov. Our intention with market programming is to bring new faces out to experience the Mishawaka Market and all it has to offer!

GENERAL VENDOR INFORMATION

You must initial at the end of each applicable section to confirm that you have read the application and understand everything outlined in the application to be considered for the market.

Applications for Entry:

Complete and return the Vendor Application Packet via mail, drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545, or email it to Kaylan O'Connell at Kaylan.oconnell@mishawaka.in.gov. 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.

Permits & Licenses:

Vendors accepted to the Mishawaka Market must have all permits and licenses applicable to their businesses on site. Vendors are responsible for informing themselves about and complying with local, state, and federal health regulations and licensing requirements for their products. The St. Joseph County Health Department is always available to provide information and answer questions at 574-235-9750.

Check-in & Set-up:

Check-in and set-up begin at 7:15am for plaza vendors and 8am for street vendors. You will have until 9:30 am to set your booth up. If you need more time, please feel free to let the Market Manager know. We are happy to arrange an earlier set up time if possible. **There is NO driving in the Market between 9:30 am and 2 pm.** You will check in each week upon your arrival at the Parks & Recreation tent. At this time the market staff will provide you with any updates you may need.

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. All vendors are required to have a tent for their booth, and the tents must be properly weighted down at **EVERY MARKET**. Tents may not be staked into the ground. If tents are not adequately secured market staff will require vendors to take them down and close their booth for the day.

- Please note that market staff are not permitted to help with vendor set up or teardown. For our staff this is a liability issue; however, we encourage you to help fellow vendors if need be.
- All spaces are on asphalt. Spaces are 15 x 15 feet. Spaces may have intrusions such as light poles or curbs. We do our best to ensure each space allows vendors to set up unimpeded, however some aspects of our venue are permanent and beyond our control.
- Spaces with access to electricity and water are limited.

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. You must be torn down by 3 pm at the latest. During teardown vendors must be courteous to one another. Pull vehicles over to the side as much as possible, pack up your booth prior to driving your vehicle into the market area, and above all, be patient and kind during this process.

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.

Conduct:

We are a community-oriented Market dedicated to providing a welcoming, supportive, and respectful atmosphere for attendees, Market staff, and vendors alike. Mishawaka Market reserves the right to remove vendors that exhibit poor conduct, including yelling, swearing, threatening behavior, or harassment. If you are being unkind or unprofessional towards other vendors or market staff, you will be asked to leave the market immediately and forfeit both your market space and fees.

Vendor Meeting:

Vendors will be required to attend a mandatory meeting prior to the start of the season. **This meeting will take place on Wednesday, May 8th from 5:30 pm-7:30 pm at the Ironworks Events Center (414 N. Hill St. Mishawaka, IN 46544).** Should extenuating circumstances prevent your attendance at the meeting you will be sent the materials covered and asked to return initialed copies to Kaylan O'Connell at Kaylan.oconnell@mishawaka.in.gov once you've read them thoroughly.

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 _____

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 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 hormones, 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 hormones, this must be disclosed.
- Fish products must 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:

- 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 locally 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 Ironworks Program and Events Director. We do not permit reselling produce bought at local auctions. All products not grown on your farm must be labeled with the address and farm name of where they were bought.

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 a Food Sales Establishment License and Department of Agriculture approved labels.
- Home-based vendors must obtain a food handler certificate from a certificate issuer accredited by the American National Standards Institute. This includes ServSafe Food Handler Training which can be completed online at [servsafe.com](https://www.servsafe.com) or in person through Purdue Extension. You can contact our local Purdue Extension office at 574-235-9605 to learn more.
- Vendors selling eggs will need a license from the Indiana Egg Board.

PET FOOD & TREATS

- All Pet Food & Treats must meet the regulations and requirements outlined by the Indiana Department of Agriculture Plant Food, Feed & 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-Permitted Vendors

(Vendors serving potentially hazardous food & beverages only, not home-based vendors.)

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 Mishawaka Market pending a permit, if needed, from Indiana Excise. You must be your own winery or brewery 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 in preferential order. You MUST submit a copy of your 501C3 paperwork to be considered for the vendor space.

Initial _____



Mishawaka Parks & Recreation Dept. Mishawaka Market Vendor Application 2024



Business/Booth Name: _____ Date: _____

Contact Name: _____ Contact DOB: _____ Phone #: _____

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

Email: _____ Website: _____

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

If you are applying to be a seasonal vendor with limited beginning and end dates as discussed above, please indicate which date you will begin appearing at the market and which date will be your last. All dates in between will be your season commitment. Only Farmers/Growers qualify for limited dates without being in violation of the Punctuality Policy.

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

Seasonal Vendor: _____ Weekly Vendor: _____

Dates	Farmer/ Grower	Home-Based Vendor	Crafter	Food Vendor	Non-Profit Vendor
June 9 th					
June 16 th					
June 23 rd					
June 30 th					
July 14 th					
July 21 st					
July 28 th					
August 4 th					
August 11 th					
August 18 th					
August 25 th					
September 8 th					
September 15 th					

Set-Up Information:

Additional Details/ Requests:

***Please be aware that while we will do our best to make all vendors satisfied, not all requests will be fulfilled. You do not need to give details, but if your request is due to medical or health reasons, please note that in some way, and your requests will be given priority.**

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, as well as electrical & water requirements.

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 the original application will be asked to leave the market with no refund of space rental fee. I understand that any vendor selling items outside of their vendor category without prior approval from the Market Master 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 Market 2024, 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: \$ _____