Mishawaka Parks & Recreation Dept.
2026 Mishawaka Market
Under the Lights: Second Glow
Vendor Information & Rules

2026 Mishawaka Market Under the Lights: Second Glow

Location: 230 Ironworks Ave, Mishawaka, IN (Ironworks Plaza)
Date: October 10, 2026
Set Up Times: Plaza – 4:15 pm – 5:00 pm; Street – 5:00 pm – 6:15 pm
Market Time: 7:00 -9:00 pm
Weekly Vendors: $35.00
2026 Season Vendors: Included in 2026 Season Pass

Application Information:

- 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**.
- Other vendor selection criteria include:
    - Adherence to market rules & regulations.
    - Number of years participated in the market
    - Market attendance/tardiness record

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 are sale-ready **15 minutes** prior to the start time of 7:00 pm. All vendors are expected to adhere to the attendance schedule agreed upon in their application.

Vendors unable to attend the 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 before 4PM of the market week for the notification to be considered valid.**

Weather & Cancellation Policy:

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.

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 Chaput at Kaylan.chaput@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.

Wi-Fi for Participants: The City of Mishawaka Parks Department does NOT supply public wi-fi for participants of the Mishawaka Market. If you need wi-fi for your payment platforms, you are responsible for supplying a mobile hot-spot or jetpack.

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 4:15 pm for plaza vendors and 5:00 pm for street vendors. You will have until 6:45 pm 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 6:30 pm and 9:00 pm.** You will check in upon your arrival at the Mishawaka Market 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. 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. Road spaces are 15 x 15 feet and Plaza 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 9:00 pm. Once the Market closes at 9:00 pm, you may tear down your booth space and drive into the Market area once all your items are ready to load into your vehicle. You must be torn down by 10:00 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. The 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.

Refunds:
Application fees received and processed from accepted vendors are **non-refundable, no exceptions.**
***Note: Electric and water have limited availability for this event. ***

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FARMERS/GROWERS (Vendors who sell products that are grown or raised by the vendor.)
Vendors who fall under the farmers/grower's 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 100-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.

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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** 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, 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.

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ARTS AND CRAFTS VENDORS

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

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FOOD & BEVERAGE/FOOD TRUCKS-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.

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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.

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Business/Booth Name: _____ Date: _____

Contact Name: _____Contact DOB: _____Phone #: _____

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

Email: _____ Website: _____

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

*****<u>Indicate which dates you are participating in and in what capacity</u>*****

2026 Seasonal Vendor: _____ Weekly Vendor: _____

Week	Date	Farmer/Grower	Home-Based Vendor	Crafter	Food/Beverage Vendor	Non-Profit
Mishawaka Market Under the Lights: Second Glow	October 10					

Set-Up Information:
Additional Details/Requests:

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***Please be aware that while we 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 TRUCKS)
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.

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FARMERS/GROWERS/HOME-BASED VENDORS/CRAFTERS

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:

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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 Director 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 2026 Mishawaka Market Under the Lights: Second Glow, 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: $ _____