

Welcome to the FIRST ANNUAL Historic Borden Museum's Farmers Market. The 2020 Season is June 13th – October 31st. We are excited to create an event for Wood Township and the Community at large that will be a family-friendly attraction that promotes healthy eating and healthy living in a Community-centered environment.

GUIDELINES

All applications will be reviewed by the Township Board and each Vendor will be registered / approved for a reservation to be at the Market. The Wood Township Board reserves the right to accept or reject any application and to cancel a Vendor's reservation to be a member of the Market if they do not comply with the guidelines each time the Vendor participates in the Farmers Market. Each application will include the Vendor Information, proof of insurance and any needed Clark County or State of Indiana Health Department / Egg Board / Food Preparation license or permit. No one will be allowed to set up at the Market without this documentation. New Applications will be accepted throughout the year if space is available. We expect that changes to the guidelines will be minimal, but we leave the option open to adjust the guidelines as necessary. We will do our best to inform Vendors of changes in advance.

Application deadline is Wednesday, June 10rd by 5 pm to Wood Township Trustee, 24406 Tom Evans Road, Borden, IN, 47106 or Email Wood.TownshipTrustee@aol.com <http://www.bordenindiana.com/news.html> for application and additional guidance.

RULES AND REGULATIONS

Please carefully read the rules and regulations below before signing. Keep a copy for your records, these rules are a part of your agreement with the Historic Borden Museum's Farmers Market. Return a signed copy with your application. Failure to observe these rules and regulations may result in suspension or termination of your Market participation. If you have any questions, please contact the Wood Township Trustee, Renie Coffman at wood.townshiptrustee@aol.com or 812-725-5704.

MARKET LOCATION AND HOURS OF OPERATION

1. Site – The Historic Borden Museum’s Wood Township Park Parking Lot used by Borden High School. See Farmer’s Market Map in this package.
2. Market Season Dates and Hours: Saturdays, June 13th – October 31st, 8 – 11 AM.

VENDOR FEES AND MEMBERSHIP

Annual Fee is \$120.00 for a total of 21 weeks or \$20.00 per Saturday. Fee is due with application and is NON-REFUNDABLE. Spaces are on a first come first serve basis.

A VENDOR SPACE IS DEFINED AS

1. Two parking spaces adequate to accommodate a 10’ x 10’ tent or shelter along with your vehicle. Only one 10’ x 10’ tent / shelter per space.
2. Vendor is responsible for their own tables and displays.
3. All tents and shelters used in a vendor space must be anchored and secured at each pole per manufacturer’s instructions and / or by Borden Volunteer Fire Department’s approval.
4. Spaces are limited to **One Vendor Per Space**.
5. Vendors will fill spaces as directed. No permanent space is assigned.

OPERATIONAL HOURS

1. Farmer Market hours are 8 – 11 AM. Vendors may arrive and begin set up as early as 7 AM. NO VEHICLE movement will be allowed in the pedestrian area after 7:30 AM. Late arrivals will have to hand carry their items to their vendor location.
2. The Market operates until 11 AM. Early departure is not allowed and may result in forfeiting your privilege to participate. All vendors need to stay through the end of each Market Day to market their business or take future orders, even if the Vendor sells out. It will not be possible to move vehicles once pedestrian traffic is allowed in the Market area from 8 – 11 AM. Vendors may leave after 11:10 AM to allow customers to safely vacate the premises. All vendors must be packed and ready to leave the area by 11:10 AM.

VENDOR PRODUCTS

All products / product groups must be listed on the vendor application. Items not listed or new items added after the beginning of the season must be added by submitting a letter in writing to the Township Trustee before sales are allowed. Sale of produce purchased from wholesalers are strictly prohibited. In addition to agricultural, horticultural and food items, non-edible products may be sold at the Market such as dried flowers, dried flower arrangements, vine wreaths, gourds, body care products and beeswax candles. All materials must be found, grown, foraged and/or produced by the producer or local farm or land.

FOOD SAMPLING

All Vendors providing food or sampling at the market will need the necessary approvals from the Clark County, IN Health Department. A vendor provided hand washing station is required at all vendor booths that are food sampling. It is expected that the food Vendors will abide by all State and local regulations and foods are prepared in a permitted commercial kitchen, unless the vendor is a Home-Based Vendor as allowed by the State of Indiana.

PRICING

Vendors will determine their own pricing. However, ALL prices are to be clearly displayed and vendors are expected to refrain from engaging in the underselling of other vendors.

ALL HOME-BASED VENDORS

You must follow the State of Indiana guidelines to sell at the Farmers Market. Home Based Vendors are not allowed to sell “potentially hazardous” or commercially produced products as defined by the State of Indiana. Home Based Vendors are not allowed to sell State regulated products in a home-based Vendor booth space. All labeling must comply with the State of Indiana regulations.

PETS

Vendors may not bring pets to the Market unless there is a specific event that warrants a pet being brought to the Market. Per Health Department Guidelines, vendors selling food products are not allowed to have pets in a booth. Customers are allowed to bring pets to the Market as long as they are on a leash and are well behaved.

SERVICE ANIMALS ARE PERMITTED

RESTROOM

A handicap accessible porta-toilet will be available onsite when the market is open.

PLASTIC BAGS

If at all possible, limit usage of plastic bags in support of our environment.

DISTRIBUTION OF INFORMATION: Information may be distributed from a registered vendor booth. Solicitation other than from registered vendors in their booth is not allowed.

MARKET PRESENCE

Non-profit organizations will be allowed to attend the Market each week at the discretion of the Township Board. Participation will be chosen as they support and enhance the Market’s Mission

MARKET GOVERNING

The Township Board will seek to maintain a vendor distribution with appropriate numbers of vendors in the following categories:

Fruits/Vegetables	Eggs/Meats/Cheese	Plants/Cut Flowers
Baked goods, Jams, Jellies	Honey, Herbs, Sorghum	Soaps, Candles
Handmade Crafts	Food Vendor - ready to eat	

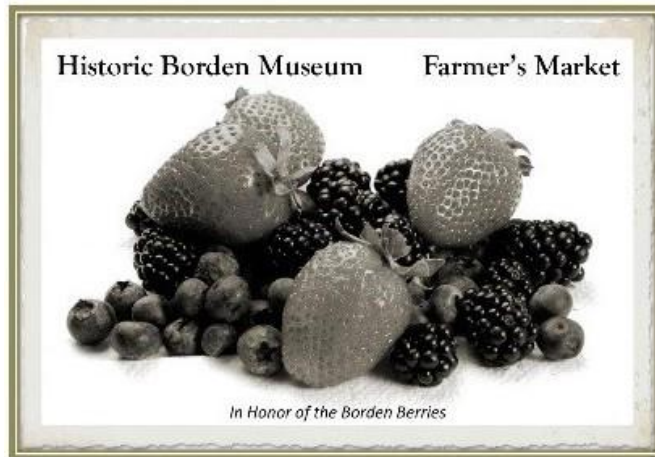
MARKET CONDUCT

1. Market prices for all items must be visibly posted
2. Vendors must keep their selling area clear of all debris, during and after the Market. At the end of each Market day, each vendor is asked to clean their space and remove any debris including trash generated that day and take it with them from the Market.

3. All scales used must be for legal trade, made for commercial use and inspected annually by Clark County's Weights and Measures Representative.
4. Vendors must always be honest and courteous. Disagreements with other vendors and / or the Market Manager must be handled in a respectful manner. If the need should arise, all comments and concerns must be presented in writing to the Wood Township Trustee Board. These written comments must be signed by the vendor and contain contact information so that we may follow up.
5. Vendors are individually responsible for conforming to all City, State and Federal laws including securing of any licenses or certifications required for the operation of their market space and for the items they sell or distribute at the Market. Vendors selling non consumable items will comply with and satisfy their sales tax obligation.
6. NO SMOKING or use of tobacco products in the Farmers Market area.
7. Possession or use of drugs or alcohol is not allowed at the Market or on Township premises,

VENDOR APPLICATION INSTRUCTIONS The application must be signed by each representative working in a vendor booth to confirm that each representative has seen the guidelines and will abide by them. All questions should be directed to Renie Coffman, Township Trustee at 812.725.5704

1. Any company or organization present at the Farmers Market is at the complete discretion of the Wood Township Board.
2. Fully complete the application including all applicable contact information so we can reach you if we have questions. Any areas of the application that are not complete will result in delays registering or approving the vendor.
3. If you are a food vendor, indicate what you will be selling at the Market. The contents of the product(s) will need to be labeled according to State guidelines on each product. We require a copy of your documents submitted to the Clark County Health Dept and your Health Dept certificate with your application. All products are to be labeled as designated by the State of Indiana. All kitchen preparation locations, certified or home based, must be listed on the application.
4. If you are applying for the full season, it is expected you will be at the Market each week. Please call or text 812-725-5704 by noon of the prior business day if you will be absent.
5. Payment is due once your application is approved and is required to be paid prior to first set up at the Market. We prefer to receive all payment by JUN 10, 2020.
6. Each vendor and / or their representative(s) are asked to be courteous of each other, the Market Managers, AND the Public at all times. If a conduct issue is brought to the attention of the Market Manager, the Market Manager will ask the vendor to refrain from the behavior. Failure to comply may result in suspension or termination of participation in the Market.



Vendor Information

Name of primary vendor _____

Name of farm or business (if applicable) _____

Mailing Address _____

City _____ State _____ Zip _____ County _____

Phone _____ Mobile Phone _____

Email _____

Website _____

Name(s) of anyone who may work at or assist in your booth

Product Information List the products you intend to grow (or make) and sell at the farmers market:

Please list each production location and the products that will be produced there during the upcoming growing season in the following section. Attach an additional sheet if necessary.

Where are your products grown and harvested?

Address _____ City _____ State _____

Zip _____ County _____ Approximate size of area utilized: _____ acres or
_____ sq. feet

*Do you sell meat? Yes___ No___ Meat processor location _____

*Do you sell honey? Yes___ No___ Apiary location _____

*Do you sell baked goods? Yes___ No___ Kitchen location _____

*Do you sell eggs? Yes___ No___

*If you answered "yes" attach a copy of any necessary certification or permits.

Attach all other necessary certifications and permits. It is not the responsibility of the Historic Borden Museum Market/Wood Township organizers to inform vendors what products require certificates and/or permits to be sold legally. It is the responsibility of vendors to provide market management with copies of all permits & certificates before selling any products. This includes all permits, licenses, & liability insurance.

Health Department: Contact the Clark County Health Department, 812-282-7521, to ensure you will comply with all necessary permits and certificates.

Please list all other farmers markets where you are a vendor:

WAVIER

By completing the registration and participating in this event, the undersigned, or agent agrees to hold harmless Wood Township, The Wood Township Trustee, Township Board and any of its representatives, agents, or volunteers affiliated with this event for any injuries or damages which may occur during participation. Participants also acknowledge the awareness of Wood Township's prohibition of the use of alcohol on the property and agrees to comply with any additional rules and regulations regarding township activities.

Signed _____ Date: _____

Return this application via email to: Wood Township Trustee, Renie Coffman at wood.townshiptrustee@aol.com or address , 24406 Tom Evans Road Borden, IN 47106.