



FARMERS MARKET VENDOR GUIDELINES

Parks Department Phone: 219-365-6236 | Fax: 219-559-2032

Email: farmersmarket@stjohnin.com

Market Season: The market is held every Sunday rain or shine beginning the first Sunday in May through the end of October.

Time/Location: 8:00 a.m. to 1:00 p.m. at 9660 Wicker Avenue in St. John (the south parking lot of Community Outpatient Center).

Vendor Type:

- **Full Season Vendors** are vendors who reserve the same space for the entire market season (27 dates) by paying the applicable fee in advance.
- **Half Season Vendors** are vendors who reserve a space for half of the market season (13 dates) by paying the applicable fee in advance.
- **Trial Vendors** are vendors who reserve space on a week to week basis by paying the applicable fee.
- **Non Profit Vendors** are vendors who may participate to promote their services if proof of their 501(c) 3 status is submitted. Non Profit Vendors may apply for a fee waiver.

Vendor Fees:

- **Full Season Vendors:** \$350.00 (27 dates)
- **Half Season Vendors:** \$250.00 (13 dates)
- **Trial Vendors:** \$50.00 each date

Booth Space: Each booth space typically consist of two parking spaces unless otherwise approved by the Market Manager. The Market Manager will make every effort to accommodate preferences in location, but reserves the right to move vendors if necessary. Only Full Season Vendors are guaranteed the same space for every market they participate.

Tents: Vendors are encouraged to have pop-up canopy tents with weights in their booth space. Vendors are responsible to setup and take down their own booth spaces. The market staff on duty is on site to offer assistance.

Arrival/Departure: Vendors may set up as early as 6:00 a.m. on Sunday morning and must be completely ready no later than 7:45 a.m. when barricades to the Market are in place. Barricades will be removed at 1:00 p.m. when the market closes.

Cancellations: Vendors are required to notify the Market Manager when they are not able to utilize their space for any given market. An email prior to 8 p.m. the Saturday before the market will suffice. The market understands last minute challenges arise, but please make efforts to contact us as empty booth spaces and gaps between vendors creates an unattractive market.

Electricity: Electricity is not available at the market. Portable electricity or propane use is the responsibility of the vendor. Vendors must discuss these items in advance with the Market Manager to ensure all necessary safety measures are addressed.

Items: The staff makes efforts to maintain a diverse product mix at the market, but some competition may arise as a wide variety of vendors participate in a given season. Please be sure to list all items you intend to sell at the market in the appropriate section on the application. Items not listed on the application must be approved by the Market Manager before they can be sold at the market.

Food Vendors: A current Health Permit from Lake County, Indiana is required for all food vendors. Permit information can be obtained from the Lake County Health Department, 2900 W 93rd Avenue, Crown Point, Indiana 46307 | (219) 755-3655.

Payments: Market fees shall be paid to the Clerk- Treasurer's Office at least one week in advance and after you have received approval as a vendor by the Market Manager. **Do not mail or make any payment until you have received confirmation of your approval from the Market Manager.** Payment by checks shall be made payable to "**Town of St. John**". Returned checks will be assessed a \$20.00 NSF fee.

Vendor Etiquette: All vendor are expected to maintain high standards of honesty and integrity with respect to the representation and sale of their product. Misrepresentation of a product or discourteous, rude, or disruptive behavior is grounds for dismissal from the market.

Information: For more information, please contact the Town of St. John Parks Department at 219-365-6236 or email farmersmarket@stjohnin.com.

Notice: Submitting an application does not ensure participation in the market. All applications are subject for review by the staff. We strive to maintain a diverse market to create a vibrant community shopping experience. The Market Manager reserves the right to request removal of any unauthorized items.



FARMERS MARKET VENDOR APPLICATION

Parks Department Phone: 219-365-6236 | Fax: 219-559-2032

Email: farmersmarket@stjohnin.com

(Please print or type all information clearly)

VENDOR NAME: _____ BUSINESS: _____

ADDRESS: _____ City: _____ State: _____ Zip: _____

EMAIL ADDRESS: _____

PHONE NUMBERS: HOME: (_____) _____ CELL: (_____) _____

VENDOR TYPE: Farmer/Grower Food Artisan Artist Crafter Non Profit Other

VENDOR ITEMS (please list all items you intend to sell): _____

MUST ABIDE BY ALL LAKE COUNTY, INDIANA HEALTH DEPARTMENT REGULATIONS FOR EVENT FOOD OPERATIONS

Booth space is 10' x 10', unless approved by Market Manager. If you need more how much more? _____

Do you have liability insurance for your business? Yes _____ No _____

The market staff is frequently contacted by customers attempting to reach vendors. Are you okay with the market staff sharing your contact information with prospective customers? Yes _____ No _____

Please do not submit a payment until you received confirmation of your approval from the Market Manager. Checks can be made payable to the "Town of St. John."

- Full Season Vendor \$350.00
- Half Season Vendor \$250.00
- Trial Vendor \$50.00 (one date)
- Non Profit Vendor *May apply for a fee waiver*

*Signature: _____ Date: _____

**By signing this application and if you are approved, you agree to follow the Farmer's Market Guidelines stated above.*

Apply in person, email the completed application to farmersmarket@stjohnin.com, or mail application to the:

Town of St. John
9350 Hack St. Bldg. 2
St. John, Indiana 46373

Must present a copy of Lake County Health Department License if applicable at the time of payment.