

## **2018 Winter Market General Store Policies and Operating Procedures for All Participants**

The Kokomo Downtown Farmers' Market (KDFM) and Makers' Art Market (MAM) are overseen by a board of directors for the purpose of providing the markets for the community to enjoy the wares of the vendors participating. The board of directors has adopted the following rules and regulations and at any time, it may amend, delete, or modify its policies, rules, and regulations. In order to promote the market as a whole to the community, all participants in the KDFM and MAM will behave towards market customers, board, staff, and volunteers in a professional manner that fosters a sense of market community, camaraderie, and a spirit of cooperative involvement. Vendors will be required to sell their product at the KDFM at a fair market price. The markets are intended to showcase locally grown and homemade products.

### **1. Time and place:**

\*KDFM Winter Market General Store will be open Wednesday through Saturday, starting November 7 and running through Saturday, December 15. There are options for offering a more traditional-style Winter Market on November 2 (5:30-9pm) or November 3 (9am-1pm) so that vendors and customers may have a chance to interact.

\*The market will be located at Bind Café (108 N. Main Street) in downtown Kokomo, Indiana.

### **2. Annual membership dues**

There will be annual membership dues of \$35 to be paid before the first day of participation in the market for any new market member. MEMBERSHIP IS MANDATORY TO SELL AT THE FARMER'S MARKET AND THE MAKERS' ART MARKET. The membership fee is non-refundable.

### **3. 2018 Winter Market Fees**

Rather than paying for each day your products are available at the general store, the market will charge a commission on your sales. If you are a regular KDFM vendor, you will be charge 15% if you take on a weekly shift to help operate the store. KDFM vendors who do not wish to take on a weekly shift will be charged 20% commission to cover the costs of store operation. New vendors wishing to participate only in the Winter Market General Store will be charged 18% commission.

\*A completed participation form must be submitted in before a vendor is approved for the Winter Market. Incomplete submissions will not be accepted.

### **4. Vendor Payments**

I will process all payments for the previous week each Monday the general store is in operation and have checks for all sales by the same Wednesday.

## **5. What can be sold?**

\*The following is an example of the types of goods may be sold at the market: local produce; baked goods; meats; eggs; dairy; jellies, preserves, jams, and butters; potted, fresh-cut and dried flowers; potpourri; fresh and dried herbs, as well as products using natural herb extracts; bedding and foliage plants; trees and bushes; honey; flour and ground grains. Handmade items such as artwork, jewelry, crafts, soap, candles and pottery are also permitted.

**\*All items must be locally grown or locally handmade.** Local is defined as within 100 miles of Howard County.

\*Prepared hot foods and drinks cannot be sold during the Winter Market General Store.

\*For processed foods, if you have any questions about licensed facilities or other requirements, please call the Howard County Health Department. The Howard County Health Department is the ruling body on food processing and selling requirements at the Kokomo Downtown Farmers' Market, their phone number is 765-456-2437. If a vendor does any sampling of processed or non-processed items from their booth, all Health Department rules and regulations apply. The sale of food items requires proper labeling, which must contain: product name, preparation site, ingredients, net weight and price. If selling goods by weight, the producer must have a legal produce scale, which is subject to inspection by the dairy; County Department of Weights and Measures.

## **6. Who can sell?**

The market board of directors reserves the right to deny access to the market for any reason that might detract from the intent of the market atmosphere.

Additionally, the board reserves the right to limit how many vendors will be allowed to sell the same type of product. A waiting list may be made to accommodate an overabundance of specific products.

\*Only vendors living in Indiana will be considered, and a local vendor with local product will have precedence over others who are located farther away.

\*To be considered a food vendor a majority of products must be food related.

\*Vendors may co-op products with vendors from other markets as long as there is no one at our market growing or producing the product in question. For instance, if a KDFM vendor knows a cheese maker from another local market who would like to sell at our market but cannot get here each week, the KDFM vendor can bring and sell that vendor's cheese at our market as long as the cheese is locally made and there is no other vendor trying to sell their own cheese. If another vendor is later approved to sell their own cheese at our market, the previous vendor must stop trying to sell the cheese from the vendor who does not attend our market. No vendor may sell only items from other vendors; these items must be in addition to a vendor's own products.

## **7. Vendor Responsibilities**

\*All vendors are asked to share in the operation of the market by volunteering for a weekly four-hour shift or by paying a slightly higher commission rate.

\*Vendors must submit a beginning inventory and make arrangements with Adrienne to schedule deliveries for additional products. New products must be accompanied by an up-to-date inventory.

\*All products must be individually priced or be accompanied by clear, professional-looking signage that explains your pricing.

\*All participants who take on a weekly shift to help with operations MUST attend one of our training sessions or work with Adrienne one-on-one for training with point of sale system and basic store etiquette.

## **8. Vendor Spaces**

Adrienne will design layout of store and place products in a way that is visually appealing, ensures proper storage conditions, and drives sales. If you have a particular requirement for your product display, you will need to let Adrienne know so she can make accommodations. As with Pop Up Market, the General Store will be a store—there won't be specific spaces or booths assigned to vendors.

\*If you would like to offer sampling of your products, you may do so! Work with Adrienne to offer a sample plate or schedule a day or two for product tasting.

## **9. Printed Materials**

Vendors are allowed to display their own business cards, posters, and flyers in the store.

## **10. Taxes and licensing**

All vendors are responsible for paying taxes and obtaining licenses needed to do business in the state of Indiana. Please have all necessary paperwork turned in 10 days before your first scheduled market.

## **11. Inspections**

The market master may make, or cause to be made, any inspection of facility or product which may be necessary, and may prohibit the sale of any product which does not conform to legal and stated market standards or meet market requirements. No products imported from outside the USA will be allowed.

## **12. Expected Behavior**

\*All vendors are expected to conduct themselves, employees, family, friends, and children in an appropriate manner while in the Winter Market General Store.

\*Vendors are asked to keep eye on their children at all times and not let them run freely without adult supervision.

\*Pets are not allowed inside the store.

\*Alcoholic beverages, drugs, and smoking are prohibited on the market premises. Alcohol is allowed as a product if proper licenses are obtained.

\*Any attempts to disrupt the spirit of the market by radically cutting prices or adopting any unfair practices to the detriment of other vendors will not be

tolerated. Violators will be asked to leave the market immediately upon notification by a member of the market board of directors. Admission back to the market may be granted after a review with the market board of directors.

### **13. Expectations of Vendors as a TEAM:**

\*We are all in this market together. We want each vendor to benefit from their participation in the market and at the same time, we want our market to grow and thrive. The only way for this to happen is if we are all mindful and respectful of one another as makers and growers of unique products. We foster and appreciate this diversity in our market and we will not allow any vendor to bring products that have not been preapproved or that are “knock offs” of another vendor’s work. We understand some people will bring similar products (both produce and crafted items); however, cutting in on business by beginning to make and bring products like someone else’s will not be allowed.

### **14. Agreement**

By accepting a vendor space at the Kokomo Downtown Farmers’ Market or Makers’ Art Market, each vendor agrees to abide by these regulations and to be loyal to the market. Any activity deemed by the board or market master to be injurious to the welfare of the markets, its customers or other vendors will result in a board review and possible expulsion. The market master and board of directors reserve the right to cancel the privileges of any vendor who, in the opinion of the board, has willfully violated the rules and regulations governing the markets. The market master and Board of directors will enforce the above rules to protect customers, vendors, and the market.

Please mail completed applications to:

Kokomo Downtown Farmers’ Market  
700 E. Firmin Street, Suite 200  
Kokomo, IN 46902

Or email them to:

[info@kokomofarmersmarket.com](mailto:info@kokomofarmersmarket.com)

# 2018 Winter Market Participation Application

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Can you receive texts? \_\_\_\_\_ Best way to contact you? \_\_\_\_\_

Business type and products offered (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Farm Fruits/Vegetables         | <input type="checkbox"/> Nursery Product |
| <input type="checkbox"/> Dairy                          | <input type="checkbox"/> Bath products   |
| <input type="checkbox"/> Meat                           | <input type="checkbox"/> Craft           |
| <input type="checkbox"/> Baked Goods                    | <input type="checkbox"/> Artwork         |
| <input type="checkbox"/> Herbs                          | <input type="checkbox"/> Science         |
| <input type="checkbox"/> Eggs                           | <input type="checkbox"/> Demonstration   |
| <input type="checkbox"/> Fudge                          | <input type="checkbox"/> Performance     |
| <input type="checkbox"/> Music                          | <input type="checkbox"/> Nonprofit       |
| <input type="checkbox"/> Other (Please briefly specify) |  |

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\_\_\_\_\_

Place a check by the type of space you require (mark all that apply):

- refrigerator     freezer     shelving/table

Place a check by the weeks you plan to provide products to the market.

November

7 - 10

14 - 17

21 - 24

28 - December 1

December

December 5 - 8

December 12 - 15

Are you interested in participating in any of the following? (Check all that apply.)

First Friday November 2, 5:30-9pm

Traditional Winter Market, Saturday November 3, 9am-1pm

First Friday December 7, 5:30-9pm

If you plan to help operate the store, which date and time works best for you to receive training on the point of sale system?

Saturday, October 27 at 10am

Tuesday, October 30 at 4pm

Thursday, November 1 at 5:30

Farmers: How do you grow?

Certified Organic  Non-certified Organic

Conventional (uses synthetic chemicals)

All other vendors: Please list any local or Indiana grown ingredients used in your products:

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What makes your products a great fit for the Kokomo Downtown Farmers' Market's Winter Market?

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Please list items you plan to sell at the markets. Vendors will be expected to sell only what is listed. You may add items only after notifying the market master and receiving approval. This application will not be processed without a detailed list of crops or other products you will bring to the markets. **REMINDER:** All products sold at the market must be made or grown by you in Indiana.

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Provide copies of all insurance, licenses and permits you currently have to operate your business. These may include: commercial kitchen license, nursery permit, organic certification, dairy permit, health department permits, vendor permits and others.

If you have any questions, please contact Market Manager Adrienne Partlow at 765-210-8235 or by e-mail at [kokomodowntownfarmersmarket@yahoo.com](mailto:kokomodowntownfarmersmarket@yahoo.com).

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(Signature/Print)

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(Date)

## **KDFM Agreement**

The undersigned agrees that he/she has read and understood the Policies and Procedures of the Kokomo Downtown Farmers' Market (KDFM) and Makers' Art Market (MAM) and will be able to comply with all of the rules and regulations described. The undersigned understands noncompliance may, at the discretion of the market board result in removal of the activity from the boundaries of the market. The undersigned further certifies that he/she is the responsible person referred to in the rules and that he/she is authorized to 1) execute this application on behalf of the group and 2) accept legal process on behalf of the group. Applicant agrees to defend, hold harmless, and indemnify the City of Kokomo, its officers and employees, the Kokomo Downtown Farmers' Market, Makers' Art Market, its officers and its directors, Ivy Tech Community College, its officers and employees, and the Kokomo Downtown Association, its officers and its employees, from and against any and all claims for damages and any or all loss, provided such claim, liability or loss arises in whole or in part by any act of omission of applicant or that of any employee or agent of applicant, and so applicant agrees, irrespective of whether such claim, damages or loss also arose from or were caused by a negligent omission on the part of the Kokomo Downtown Farmers' Market, Ivy Tech Community College, the Kokomo Downtown Association or any of its officers or employees. Applicant has read the KDFM and MAM bylaws regarding the Policies and Operating Procedures for all Participants; Participation and Application; Hours of Market Operation, Regulatory Agencies; Equipment and Services; Fees for 2013 Market Season, and the Section herein regarding applicant's specific area of participation and applicant agrees to conform to the regulations contained therein. Applicant understands that spaces will not be allocated until all of the above documentation is on file with the market master. Future fees will be due and payable according to the payment schedule on the KDFM and MAM Vendor Application. ALL FEES ARE NON-REFUNDABLE. THE MARKET WILL BE HELD RAIN OR SHINE.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_