



St. John's Farmers Market Adopted Guidelines

The St. John's Farmers Market is held every Sunday beginning the first Sunday in May through the end of October, (rain or shine) 8:00 a.m. to 1:00 p.m. at 9660 Wicker Avenue (the south parking lot of Community Outpatient Center). The market will begin May 5, 2019 and end on October 27, 2019.

Our Market has a wide variety of ethnic and gourmet foods, fresh baked creations, along with the best produce from local farmers and orchards. The Market is constantly evolving and growing, so visit often to see what is new and exciting.

Criteria:

All vendor applications are submitted to the Market Manager for review of ***quality and anti-monotony*** with other such market items. ***The Market Manager reserves the right to request removal of any unauthorized items.***

Vendor Information:

Basic vendor spaces are 10' x 10' (two parking spaces) and EZ Up or First-Up Canopies are encouraged. Vendors are responsible for their own set-up and teardown of booth spaces; Market helpers are around for assistance. Vendors **must have** weights to anchor their canopies.

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.

Space Reservations:

Full Season Vendors are assigned specific locations, which are reserved for them for the duration of the entire Market Season. Vendors, who participate in the market for less than twenty-six (26) weeks, will be placed as necessary. The Market Manager will make every attempt to accommodate preferences in location, but must reserve the right to change any vendor location if necessary.

Season Vendor:

A Season Vendor must pay for the entire twenty-six (26) week season in advance. A considerable discount is thus made for booth space. There is no tent rental or electricity available at the St. John Farmers Market. Tent(s) and portable electricity or propane use are the responsibility of the vendor. Vendors must discuss these uses in advance with the Market Manager to ensure all necessary safety measures are addressed beforehand.

Part-Time Vendor:

Any vendor who chooses to pay on a week-to-week basis is considered a Part-Time Vendor. This payment status remains even if vendor attends every Sunday of entire season.

Not-For-Profit / Charitable Organizations:

Any Not-For-Profit / Charitable Organization wishing to participate in the market must submit an application yearly, along with their 501(C3) status or other recognized documentation. A waiver of the market fees is the decision of the Market Manager.

Attendance:

Vendors are expected to notify the market manager when they wish to be excused from the Sunday market. An email prior to 8 p.m. Saturday will suffice. We want to maintain a vigorous market atmosphere.

Fees:

Booth space is typically two (2) parking spaces. Farmers that require space due to their produce can rent extra space at an additional cost (to be discussed with Market Manager). The weekly fee is payable to the Market Manager one week in advance, unless otherwise advised by the Market Manager. Payment by checks should be made payable to **“Town of St. John”**. Returned checks will be assessed a \$20.00 NSF fee.

Seasonal Vendor Fee:

Three Hundred Fifty Dollars (\$350) ÷ 26 weeks = \$13.46 per Sunday

12 Sunday Vendor Fee:

Two Hundred Fifty Dollars (\$250.00) ÷ 12 weeks = \$20.83 per Sunday

Part-Time Vendor Fee(s):

Individual Sundays:

Fifty Dollars (\$50.00) per Sunday

Application Instructions:

Renewing vendors are still required to submit a new application in order to secure the most recent - accurate information.

Food Concession:

A current Health Permit from Lake County, Indiana.

Health permit information can be obtained from the Lake County Health Department,
2900 W 93rd Avenue, Crown Point, Indiana 46307 (219) 755-3655

Contact Information: **Office (219) 365-6043 *1**

E-Mail: farmersmarket@stjohnin.com

Town's Web Site: www.stjohnin.com

ST. JOHN FARMER'S MARKET **2019 VENDOR APPLICATION**

(Please print or type all information clearly)

SUBMITTING AN APPLICATION ON-LINE DOES NOT GUARANTEE ACCEPTANCE TO MARKET

VENDOR NAME: _____
Business Name

PRIMARY CONTACT PERSON: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBERS:

HOME: _____ CELL: _____

FARMERS MARKET VENDOR TYPE: *List all that apply.* _____

List **PRIMARY** Vendor Item(s): _____

**** MUST ABIDE BY ALL LAKE COUNTY, INDIANA HEALTH DEPARTMENT
REGULATIONS FOR TEMPORARY 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 _____

FEE STRUCTURE - Please make a Check or Money Order out to: Town of St. John

- Entire Season \$350.00** (Only Full Season Vendors are secured a permanent location)
- 12 Sundays \$250.00**
- \$50.00 for individual Sunday**
- **** Nonprofit organizations can apply for fee waiver**

Signature: _____ Date submitted: _____

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

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

Town of St. John
10955 West 93rd Avenue
St. John, Indiana 46373

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

OFFICE USE ONLY: _____ **DATE:** _____