**Plainfield Chamber Farmers’ Market**

**Vendor Agreement 2022**

**Deadline to apply May 3, 2022**

* Hours of operation will be **Wednesday**s from **4-7pm** each week. We will **begin on June 1, 2022, and** run through **September 13, 2022.** The Plainfield Chamber of Commerce reserves the right to alter the hours or dates of the Market at their sole discretion, although no such changes are anticipated. If there is a question, feel free to call Jamie *Bryant 317-754-5373office* to verify Market hours.
* The Market will be located on the grounds of the **Plainfield Friends Meeting** at 105 S. East Street, Plainfield, IN. Vendors normally will set up on the north lawn. However, there may be occasions when it will be necessary to set up in the rear parking lot due to the condition of the lawn (ie .after heavy rains). This will be at the discretion of the Plainfield Chamber of Commerce and Plainfield Friends Meeting.
* The Plainfield Chamber Farmers’ market is open Rain or Shine. In the event of severe weather prior to the market, the market master reserves the right to cancel for the day. Please check the Plainfield Chamber Farmers’ Market Facebook Page for cancellations.
* The Plainfield Chamber Farmers’ Market is an open market; however, we reserve the right to deny an application if we feel it is in the best interest of the market. **NO RESALE/Direct sale items or produce purchased at auctions are permitted. By signing this document, vendor agrees to comply with this rule.**  **Produce must be locally grown by yourself or family** (grown in Hendricks County, counties immediately adjacent to Hendricks County, or within a 60 mile radius). The Hendricks County Health Department and the Plainfield Chamber of Commerce have the authority to ask for items to be pulled from selling at the Market.
* The Market may not be used as an outlet for the sale of flea market-type items. **Certain crafts will be permitted**, but must be approved by the Plainfield Chamber of Commerce **prior** to sale at the Market. Craft items include, but are not limited to: *handmade table linens or napkins; handmade jewelry, handbags or afghans; hand-woven baskets; handmade cookbooks; hand-crafted utensils; handmade soaps, oils, lotions or potpourri; handmade bird houses or doll houses; and hand-crafted wooden items.*
* There are two choices of payment for vendor space: **vendors may pay a seasonal rate of $75 prior to their first market appearance or they may pay each week at a rate of $10 per week/per space. Vendors may purchase two spaces for the season for $125. Once on the weekly rate, the seasonal rate is not an option.** Each space shall be at least 10’X10’. Vendors may operate from the back of their vehicle. Weekly vendors will NOT be guaranteed an **assigned** spot and may need to fill in spots as needed for the best interest of the market. **Booth space fees will not be refunded once accepted by the market.** Seasonal vendors are asked to attend at least 80 percent of the market season. This equates to 4 missed days for the season. Please notify the market within 24 hours for unplanned absences. Assigned spots may be released at the discretion of the market master in the event of poor attendance. Returning vendors with positive vendor performance will be given first choice of booth assignments. We do not offer exclusive rights to vendors to sell any one product.If space is limited, preference may be given to those vendors whose items are from Hendricks or surrounding counties.

* Vendors may begin set up at 3pm and must be ready to sell by 4pm (exceptions can be made on a case by case basis). We ask that you not begin selling prior to 3:45pm. A bell will ring at 3:45pm. No sales will be allowed before 3:45pm. Vendors must ***vacate the premises of the Market by 7:30pm*. Any vendor desiring to vacate their space prior to the official end of a day’s selling hours must obtain verbal agreement from the Plainfield Chamber of Commerce.**
* Vendors are solely responsible for their own tables, change, bags, weather and sun protection devices, produce scales and/or other equipment. Vendors are also responsible for removing all personal items, equipment, vehicles and trash from the Market area by 7:30pm on each Market day. Limited electricity is available. You must communicate with the Plainfield Chamber market master in advance. It does not guarantee that you will receive electricity.
* All vendors are responsible for and shall comply with all applicable laws, regulations and ordinances pertaining to their products and **must have obtained all necessary licenses, permits and inspections prior to selling at the Plainfield Farmers’ Market.** Questions pertaining to the **Hendricks County Health Department** regulations can be directed to: **Sarah Dallas (317) 718-6011 / email:** [**sdallas@co.hendricks.in.us**](mailto:sdallas@co.hendricks.in.us)
* All vendors are solely responsible for any and all claims, injuries and damages resulting from their sale of unsound or unsafe goods and/or from their participation in the Market. **Vendors shall maintain liability insurance for protection against such claims, injuries and damages. The Plainfield Chamber of Commerce requests a copy of the certificate of liability insurance.** Plainfield Chamber of Commerce MUST be listed on the policy. Insurance must be turned in with your application. Spots will not be assigned until insurance and payment are received.
* Vendors must agree to hold harmless Plainfield Chamber of Commerce, Plainfield Friends Meeting, the Town of Plainfield, as well as their agents, officers, members and employees, from any and all liability, loss or damage, including but not limited to, bodily and personal injuries, injuries resulting in death, property damage and all other claims, actions and expenses, including reasonable attorney fees and costs, which may occur as a result of vendor’s participation in the Market.
* Failure to comply with written Vendor Agreement will result in the Plainfield Chamber of Commerce asking the vendor to make a change in order to comply with the Agreement or in asking the vendor to leave the Market.
* Vendor agrees that ***Plainfield Chamber of Commerce is the final authority in any dispute***, and vendor agrees to rely upon the presumption of an attitude of fairness in any disputes. The Plainfield Chamber of Commerce may alter or add rules for vendors as needed. **Vendor complaints/concerns of a non-emergency nature should be made by appointment , Tuesdays 8:00am – 4:00pm**
* Vendor agrees to permit gratis use of any photographs taken of the operation of his/her Market space, and vendor agrees to the release of his/her telephone number and email address to respond to a request for information pertaining to possible special orders.
* The Plainfield Friends Meeting is a **smoke free campus**.
* Soliciting is not permitted at the Plainfield Chamber Farmers’ Market. Members of the Plainfield Chamber of Commerce are considered sponsors of the market and will be allowed to hold spaces for special events. All organizations are required to follow the market rules. We ask that organizations offer participatory games, crafts or other entertainment for our patrons.

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Please fill this section out completely and return to the Plainfield Chamber of Commerce. We will provide a receipt to you after payment received. Thank you.

**This agreement is entered into by and between Plainfield Chamber of Commerce and**

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**Business Owner Name (printed)**

**I have read and agree to abide by the rules and procedures as outlined above.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone/Mobile (best way to contact you in transit)**

**Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best way to contact you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook Page\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Electric needed? Yes\_\_\_\_ No\_\_\_\_ Will you accept… Cash\_\_\_\_\_ Debit\_\_\_\_ Both\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Item Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(All items must be listed in order to be sold at the market)**

**Payment Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you WIC Certified? Yes \_\_\_\_\_\_No \_\_\_\_\_**

**WIC Vendor #\_\_\_\_\_\_\_**

**We can help you with WIC certification if you are interested – we do have regular customers at our market who use WIC vouchers to pay.**

**Proof of Liability Insurance included\_\_\_\_ (Vendors will NOT receive an assigned spot or be allowed to attend the market without proper insurance & payment.)**

Please remit information and payment to:

Plainfield Chamber of Commerce

Jamie Bryant

101 W. Main St.

Plainfield, IN 46168

317-754-5373

317-839-3800

Fax: 317-839-9670

Monday 8:00 am – 12:00pm

Tuesday 8:00 am – 4:00pm

Wednesdays 8:00am – 4:00pm (11:00am, -7:00pm (during market)

[chamber@town.plainfield.in.us](mailto:chamber@town.plainfield.in.us)

Contact: Jbryant@plainfield-in.com

A copy of this agreement can be found on our website: [www.plainfieldchamberfarmersmarket.org](http://www.plainfieldchamberfarmersmarket.org)