



2017 ARTISAN Vendor Application and Guidelines

May 6 through October 28, 2017, from the hours of 8 a.m. to 12 noon | Fall (October) Hours 9 a.m. to 12 noon

Print Your Name: _____

Name of Company: _____

Address: _____

City/Zip: _____

Preferred Phone: _____ Mobile phone _____

Email: _____

Website/Facebook/Instagram: _____

On Site Manager: _____

On Site Manager phone: _____

New Vendor

Returning vendor

Please describe the products you intend to sell and indicate if crafts produced are predominately from materials grown or harvested by craft person and/or obtained locally. **Please provide a picture** of your products.

Subject to the market manager's approval, additional products may be added at any time during the season.

Vendors understand that the success of any farmers market is highly dependent on full occupancy of the market by vendors and that attendance at every market dates is essential to the success of the Market at Hague. Vendors wishing to participate in a full season may pay the discounted full season rate, and must attend each of the Farmers Market dates, except as otherwise provided herein. Occasional Day Vendors must commit to dates and pay as indicated within the contract.

FEE SCHEDULE

All Vendors must complete the application, provide dates the vendor will attend the market, and pay the \$50 refundable application fee. The application fee:

- Holds your place on the vendor roster
- Will be used to deduct any market violations for the 2017 season

The application fee will be refunded at the end of the season if the Vendors does not incur any fines as listed in the contract. Fees will be returned no later than the last week of November.

Full Season Vendors

May 13, June 10, July 8, August 12, Sept. 9, Oct. 7

(6 Saturdays \$150/\$50 application fee/ \$200 total)

Occasional Day Vendors \$40 pre Saturday plus \$50 application fee

Artisan Vendors who do not intend to attend all Saturdays, indicate below the dates for the individual Saturdays that the vendor will attend. Cost for a **single Saturday is \$40** and is payable **before** 8 a.m. on market day and the vendor must pay the \$50 application fee when submitting the application. The full season fee does not apply under any circumstances. Participation on this basis is not guaranteed, but is on a first come, first served basis.



OCCASIONAL DAY VENDOR INDIVIDUAL SATURDAYS (\$40 PER SATURDAY plus \$50 APPLICATION FEE)

Notes: _____

Please make your check out to **Binford Redevelopment & Growth, Inc.** and send it with this signed agreement (pages 1-4) to:

Market at Hague
5868 E. 71st Street E-104
Indianapolis, IN 46220

Market at Hague Contract and Rules and Regulations 2017
Keep a copy of the contract for reference

The Market at Hague (MaH) is an initiative of Binford Redevelopment and Growth, Inc. (BRAG) and managed by BRAG’s Board of Directors and the market manager. The 2017 MARKET AT HAGUE will be held weekly on Saturday mornings on the dates indicated on the page 1 (or such other dates as BRAG may later designate) at Lawrence North High School, 7800 N. Hague Rd, Indianapolis, IN (North parking lot at Lawrence North High School.) The following are guidelines for Artisan vendors who wish to participate in the MARKET AT HAGUE and serves as your application to participate as a vendor during the 2017 season. BRAG reserves the right to make exceptions to these guidelines at its discretion on a case-by-case basis

ARTISAN REQUIREMENTS

The Market at Hague is traditional farmers’ market with an emphasis on agricultural and food items. Every second Saturday, the Market at Hague will allow the sale of hand crafted artisan products or handmade craft items. Artisans are persons **who craft with their own hands the products they offer for sale**. Artisans must abide by these guidelines:

- Create their craft products in Indiana.
- Artisans should incorporate materials produced in Indiana as much as possible.
- All works must be original to the artisan.
 - Manufactured items may be incorporated in the craft work, such as jewelry findings, furniture hardware, and basic notions, provided the majority of the product is handmade and reflects the skill of the artisan. Twenty five percent or less may be made by another family member, but must be declared when selling.
- No buying and reselling of products is allowed.

The market strives to maintain a good variety of high quality artisan products. To accomplish this, the number of vendors selling like products in each of the following categories may be restricted:

Jewelry	Fiber arts/clothing	Woodworking	Photography/paper products
Bath/body products	Pottery		

ASSIGNMENT AND LIMITS OF SPACE

Each regular full space is 10 ft by 10 ft (approx. 2 parking spaces). Fees on page 1 apply to one 10 ft by 10 ft space. Additional space will require additional fees. Vending spaces may be marked each week as needed for verification. Vendors are limited to one vehicle per site if the layout allows room for a vehicle and are to be parked behind booth, parallel to Lawrence North High School.



Reserved vending space can be revoked at any time by BRAG or the Market Manager if any of the regulations are not followed, paperwork has not been submitted, or if payment in full has not been received.

ASSIGNED SPACE CONSIDERATIONS

Artisan spaces may be assigned for the entire season. Booth location requests may be made per vendor request, however changes may be made by the Market Manager, or to accommodate appropriate product distribution. Full Season vendors may request a specific booth location. MARKET AT HAGUE management will do everything possible to accommodate those requests and keep all Full Season vendors in their preferred booth locations for the duration of the market season. Occasional Day Vendors will be assigned an open space on the day of attendance which may or may not be in the designated artisan area. Final location assignments will be designated by the Market Manager, and may be changed in any given week if necessary.

SIGNAGE

All Artisans shall display an attractive and visible sign with the Artisan business name and location of business at their market space. **Prices must be posted in a visible location for all items sold.** We encourage the use of chalkboard signs for pricing and for to accept debit and credit cards.

HEALTH AND SAFETY REQUIREMENTS

The vendor is solely responsible for assuring that all goods offered are safe, and in compliance with all applicable regulations. It is the responsibility of the vendor to keep abreast of all county and state rules and ordinances as they apply to the products that the vendor sells. Flowers are not to be displayed or sold in glass containers. They should be displayed in plastic or metal containers, which eliminate the danger of breakage.

No smoking is allowed on the grounds of the MARKET AT HAGUE. If you are seen smoking you may be asked to leave the market. If you see a patron smoking, please inform market management immediately.

LOSS OR DAMAGE

The Market at Hague, BRAG or any representative or member of those organizations will not be responsible for any losses or damage to any work exhibited or property brought to the these Markets.

EXPECTATIONS OF VENDOR ATTENDANCE:

The market operates Saturdays from 8 a.m. to 12 noon weekly from May 6, 2017 to Oct. 29, 2017. Artisan dates are noted on page 1. Set-up begins at 6:30 a.m. All vendors are expected to be prepared to sell and greet customers promptly at 8 a.m. The vendor must be parked at his/her assigned space by 7:15 a.m. on the day of market. If a vendor arrives after 7:15 it is a safety hazard for the vendor to take the vehicle to the assigned space and the vehicle will be unloaded from the vendor parking area. If a vendor is not in their space by 7:45 a.m. and has not informed the Market Manager that he/she will be late by 7:45 a.m., the vendor will forfeit his/her spot for that day and be fined \$25. Market ends at 12 noon. All tents and selling table will remain up until 12 noon. Vendors are required to stay until the market closes even if all goods are sold. Any vendor found violating this requirement will be fined \$25 per occurrence. All vendors are expected to be out of the market site by 1:30 p.m.

SEVERE WEATHER CONDITIONS

In the event of severe weather conditions such as thunder, lightning, hail, high winds, and heavy rain, vendors are advised to take shelter in an enclosed vehicle or inside Lawrence North High School until severe weather has passed. Vendors are responsible for their own safety and for management of their own product and tent. The market is not



liable for damage to vendor product, tent or equipment due to inclement weather conditions.

Though the market intends to operate rain or shine, if weather becomes too severe it is the decision of the market manager to close the market for the day. No refunds are given due to severe weather cancellations.

In the event of inclement weather and the artisan has set up at the market, the vendor is allowed to make up a rain date at a future market. You cannot request a rain date if you chose not to set up with or without notice. The artisan vendor must contact the market manager as soon as possible to schedule a new date. No additional fees will apply for a rain date.

ABSENCES, FINES and WITHDRAWAL

Vendor agrees that vendor attendance is essential to the market, and essential to the reasonable value received by the vendors, and essential to the revenue of the Market at Hague, and agrees conclusively that these fees for non-attendance are necessary, and are related to the impact on Market at Hague.

Late Notice: As soon as the vendor knows he or she will be a late arrival to the market, the vendor must notify the market manager, by phone or email. As stated above, if a vendor is not in their space by 7:45 a.m. and has not informed the Market Manager that he/she will be late, the vendor will forfeit his/her spot for that day and be fined \$25. Consistently late vendors will be considered for dismissal from the market roster which shall be determined at the sole discretion of the Market Manager and BRAG.

Absence Notice: In the event of family or medical emergency, the vendor must notify the market manager as soon as possible well before the market opens on Saturday, and no later than 7:45 a.m.

Unexcused Absence: In no case may a vendor not attend the Market at Hague in order to attend another market, festival, fair, or other event. Doing so is grounds for immediate dismissal from the Market at Hague roster. No refunds will be given.

All fines as listed within this contract will be deducted from the \$50 application fee. If fines exceed \$50 at any time during the season the vendor will be required to pay the fee before attending the next market.

If a vendor must withdraw from the market, notice must be made directly to the Market Manager at least one full week prior to the last date of attendance. No refunds will be given.

EXITING THE SITE and TRASH REQUIREMENTS

All vendors must be packed and prepared to depart from the MARKET AT HAGUE site by 1:30 p.m. All personal items and equipment must be removed at that time. Vendors must properly dispose of ALL litter and debris and food on the ground from their selling area before leaving. The market trash containers (including the school trash containers) do not have capacity to accept vendor trash. Please bring your own trash bags and take your trash to your own trash containers at your home or business. Vendors will be fined \$10 every day they are found emptying their trash into market containers.

Tent Canopy Weights

Vendors MUST provide weights to hold down their umbrella, canopy or tents. Vendors will attach a minimum of 25 pound weights to all corners of the tent attached with bungee cord or boat straps to the canopy of the tent or tie legs to a vehicle. 40 pound weights are advised for the highest level of security. Canopy weights are the most effective method to secure a tent or canopy in high winds. The Market at Hague will not supply vendors with weekly weights. However, there may be additional 10 pound weights available for use if you need additional protection. Please see the home tent.



Weight Sample: <https://www.youtube.com/watch?v=ymTazgG46v4>

You can use this type of bag on the link, but they must be attached to the canopy in addition to the base of the leg.
http://www.hayneedle.com/outdoor/canopy-accessories_weight-bags_list_174697_4294022332

Any vendor not using weights on all corners of the tent will be fined \$25 for the second infraction. Any vendor not using weights for the third infraction will be asked to leave the market. Any vendor found violating safety and management rules may be asked to not return to the MARKET AT HAGUE.

INDEMNIFICATION

The Vendor shall defend, indemnify and hold BRAG and The Market at Hague, and the Metropolitan School District of Lawrence Township, their officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Vendor, its officers, agents or employees.

Any vendor found violating safety and management rules may be asked to not return to the MARKET AT HAGUE.

INSURANCE

The MARKET AT HAGUE recognizes that many vendors are home based artisans who do not carry commercial liability coverage for their business. If the vendor does carry commercial liability coverage, the vendor is advised to add BRAG, the Market at Hague, and the Metropolitan School District of Lawrence Township as additional insureds. This can be done without any additional cost to the vendor and provides the vendor with an added layer of protection to meet the indemnification requirements in the paragraph above. The vendor's insurance carrier will send BRAG a certificate of insurance with an additional insured clause as follows: **Binford Redevelopment & Growth, Inc. (BRAG) and the Market at Hague, its directors, officers, employees, contractors and representatives are listed as ADDITIONAL INSURED.** Mail certificate to: Binford Redevelopment and Growth, Inc., 5868 E. 71st Street E-104, Indianapolis, IN 46220 or email to kim@binford71.org Re: MaH Insurance. In addition, vendor's insurance carrier will send a certificate of insurance with an additional insured clause as follow: **Metropolitan School District of Lawrence Township, its directors, officers, employees, contractors and representatives shall be listed as ADDITIONAL INSURED.** Mail certificate to: Tracey Means, Lawrence North High School, 7802 N Hague Rd, Indianapolis, IN 46256, or email: traceymeans@msdl.t.k12.in.us.

MARKET MANAGER

The MARKET AT HAGUE Manager will invite vendors to participate in the MARKET AT HAGUE. The Market Manager is authorized to direct any vendor to leave the market site, remove any poor quality or unacceptable goods from sale at the market, or instruct a vendor to not return if, for any reason, that vendor is not making a significant contribution to the market. Binford Redevelopment And Growth, Inc. and the Market Manager shall have sole authority and discretion as to permission to offer goods for sale at the market. Please address your concerns to the market manager or BRAG president in person or in writing.

The undersigned hereby applies to participate as a Vendor at the 2017 Market. If accepted to participate as a MARKET AT HAGUE vendor, I agree to abide by these guidelines and all applicable laws, regulations, ordinances and any policies, procedures, instructions or other requirements of the BINFORD REDEVELOPMENT AND GROWTH, INC., the Market at Hague, and the Market Manager.



Signature _____

Date _____

Printed Name _____

Name of business _____