

Roanoke Farmers Market Vendor Handbook 2023

Mission

Our mission is to support local producers, provide healthy food options, celebrate local artisans and musicians, promote non-profits, and foster a family-friendly gathering place within our community.

Event location, operation, and contact information

- Roanoke Farmers Market will be located on Main Street between 1st and 2nd streets as well as the intersection of Main St & High St. It will take place every Friday from 5-8 pm, beginning June 7, 2024 and continuing through August 30, 2024.
- A vendor map will be emailed out every Thursday along with any special instructions for that week. We will NOT move weekly vendors to maintain market continuity. If you're an occasional vendor, we will try to keep you in the same location each time but it may move based on availability.
- Vendors are asked to park at Roanoke Park or in the Municipal lot located on 3rd street across from the Roanoke Town Hall.
- Patrons will be encouraged to park in the Coil Factory Parking lot, the community lot by the Fire Station as well as the new lot on the South Corner of Main & Vine St and Game On parking lot.
- Roanoke Farmers Market is organized and sponsored by the Roanoke Chamber of Commerce. The Roanoke Farmers Market Chair and Committee may be contacted by email at roanokefarmersmarket@gmail.com. Hillary Halsema is the 2024 Farmers Market Chair. The majority of the communications will be sent through the Manage My Market online program.
- Social Media/Websites
 - Roanoke Chamber of Commerce website
<https://discoverroanoke.org/events/>
 - Roanoke Farmers Market FB Page
<https://www.facebook.com/RoanokeFarmersMarket/>
- Please tag @roanokefarmersmarket on Facebook and Instagram and we will do our best to share your post to grow customer engagement and audience

Weather Policy

- The Roanoke Farmers Market will remain open, rain or shine, unless inclement weather poses a safety threat to vendors or customers.
 - The event will not operate when severe weather warnings are in effect for the immediate area during the market operating hours.
 - The event will not operate when lightning is visible in the immediate area.
 - The event coordinator reserves the right to require canopy take down in the presence of high winds.
- The event coordinator will alert vendors by email in the event of a cancellation occurring prior to set-up. Vendors may also check the Roanoke First Fridays Facebook page for updates.

Registration

PLEASE ALLOW AT LEAST 2 WEEKS FOR A RESPONSE. Upon review of the application by the Market Manager, the vendor will receive a Welcome email followed by an invoice OR an email requesting additional information. A need for additional information can draw out the application process. Therefore, it is recommended that vendors be detailed and as specific as possible within the application.

- Vendor applications may be submitted through the online portal between Feb 11, 2024 and May 25, 2024. Space is limited. Therefore, early registration is recommended. Incomplete applications will not be considered for approval.
- A maximum of 2 vendors may share a space if the following conditions are met:

Please familiarize yourself with these procedures and share with anyone overseeing your space during market hours

- Both vendors must have approved applications on file.
- Both vendors must pay the non-refundable rental fee.
- Both vendors must agree to the event rules and regulations.
- Rental fees for the shared space must be paid in advance according to the schedule shown below. Split billing cannot be accommodated.

Space Rental Fee

- \$25 application fee
- \$25 per event for a standard stall size of 10' x 10'
- \$20 for additional 10x10 spaces requested
- \$5 per week for usage of electricity
- \$50 late fee when not paid by due date (see below)
- Only electronic fees and payments will be accepted. No checks or cash will be accepted.
- ALL FEES ARE NON-REFUNDABLE INCLUDING BUT NOT LIMITED TO, if the event must be cancelled due to severe weather, public safety concerns, acts of God or other legitimate conditions beyond the event's control.
- Additional 10x10 spaces can be requested in the application. ADDITIONAL SPACE IS CONSIDERED ANYTHING OUTSIDE OF THE ALLOTTED 10X10 ft SPACE AND INCLUDES BUT IS NOT LIMITED TO: trailers, pick up trucks, grills, an additional tent, product displays,
- buckets, extra product etc
- Payments may be invoiced for the FULL SEASON or Monthly
- For all applications, ***FULL AND COMPLETE** payment will be due 6 days (on Saturday) before the vendor's first market date. A due date will be noted in your invoice.
- Payments are always due on Saturday unless otherwise noted in the invoice.
- Each Sunday will serve as a grace period.
- If payment is not received within the grace period, a \$50 late fee will be assessed at 12 am on Mondays.
- If payment including late fee is still not received by Tuesday 11:59p, your space will be forfeited for the remainder of the season.

Fee waivers

- Application and vendor space fees are waived for non-profit organizations and sponsors (including Roanoke Chamber of Commerce members). Vendors in these categories are subject to rules of the event and must apply through the event portal.

Electrical Requirements

- Electrical services are extremely limited and cannot be guaranteed. Interested applicants must contact apply on their application and Consideration of such requests will be made based on need and application submission date. You will be notified with the acceptance of your application if electrical is permitted for your booth rental.
- Generators are not permitted.

Cancellations and Reschedules

- All fees paid in connection with this application will be non-refundable and non-transferable between market seasons.
- There are NO refunds for any date cancellation. However, you may switch dates if a cancellation is needed so long as you communicate with the market manager via email. Each year more and more dates fill up quickly so please have alternate dates in mind. If you are scheduled and don't show up, you forfeit the opportunity to switch dates.
- If you have a confirmed booth assignment for a specific date and you are unable to attend, **you must** notify the Market Manager Hillary by emailing roanokefarmersmarket@gmail.com NO LATER than the Wednesday before your scheduled date.

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- **After two no call/no shows**, your space will be forfeited for the remainder of the season, and your application will be withdrawn.
- We will always do our best to accommodate rescheduling of your cancellations. You will be notified by Wednesday if there is availability to accommodate your date change.
- To request changes to your market dates, go to My Markets. Scroll to the market where you want to request date changes. Click the line that says Dates (Add/Remove). Click the Edit Dates pencil. You **MUST** receive an APPROVAL confirmation for this to be a go! Just because a request has been made, does not mean it is APPROVED!

Waitlisted Vendors

- If you happen to find yourself on a waitlist, you must be prepared to act quickly.
- If a space becomes available, you will be contacted via email & text by noon the Wednesday before the waitlisted Friday.
- You must confirm by 5p Wednesday.
- Payment will then be due by noon on Thursday.

Acceptable vendor types

Acceptable vendor types with representative items that may be sold are shown below. Roanoke First Fridays reserves the right to decline applicants or restrict items that are not in keeping with these guidelines. When approving new vendors, the event coordinator will also take into consideration the number of current vendors already selling the same or similar products in relation to the market vendor size as a whole.

Agricultural producers offering for sale locally grown or produced items for human consumption

- vegetables, fruit, herbs
- pre-packaged fish, meat, or poultry
- eggs and dairy products
- artisan cheese
- apiary products
- other products including grains, seeds, nuts, maple syrup

Not for human consumption

- Cut flowers
- Plants (potted and bare-root)
- Dried flowers and plant material
- Decorative gourds and pumpkins
- Pet food

Non-agricultural producers:

- ready-to-eat goods made by the seller
- bread products and baked goods
- roasted coffee beans
- other products such as jams and jellies, pickles/relishes, salsa, cider, vinegar, sorghum, spices, tea, juices

Artisans and Crafters

- body care products
- original art and photography
- other items such as textiles, jewelry, candles, ceramics

Non-profits: Local non-profit organizations

Sponsors: Local businesses invited to participate

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Vendor rules

- In the event of an absence, Vendors must inform the vent coordinator NO LATER THAN THE WEDNESDAY BEFORE
- All vendors must be 18 years of age or have a parent/guardian present always.
- Vendor set up may occur no earlier than 4 pm and must be completed by 5 pm. NO VEHICLES MAY BE ON THE STREET PAST 4:45PM and barricades will be put into place.
- When unloading, please QUICKLY unload in your spot and IMMEDIATELY go park. DO NOT stay parked in front of your spot while you set up. This impedes other vendors from being able to get to their spot.
- Vendor canopy take-down may not begin prior to 8 pm unless necessitated by weather conditions or other extenuating circumstances. PUNATIVE MEASURES, SUCH AS FOREFIT OF THE REST OF THE SEASON, MAY OCCUR FOR REPEAT OFFENSES
- Vendors must provide their own tents, tables, and display arrangements and must stay within the allotted stall space. If a vendor is found to be taking more than their allotted stall space, an additional invoice will be issued.
- Tents and/or canopies must be properly weighted down with a minimum of 40 pounds.
- Vendors are responsible for maintaining safety in and around their stall.
- Each Vendor must prominently display a sign clearly identifying the farm or business by name. Vendors are encouraged to clearly mark or post prices for all items.
- Vendors may not use amplified sound systems.
- Vendors may not use generators.
- For health and safety reasons, vendors MAY NOT bring pets to the market.
- Vendors must wear appropriate attire and shoes at all times; the definition of appropriate attire shall remain at the sole discretion of the market.
- The vendor is responsible for damages resulting from the sale of unsafe or unsound goods.
- Vehicles are NOT allowed on the sidewalk at any time, including setup and tear down.
- All Vendors are responsible for disposal of their own garbage. If trash cans are full or not available, Vendors are responsible for transporting their garbage off site.
- All Vendors are required to grant the Roanoke Chamber of Commerce and the Roanoke Farmer's Market permission to use their likeness in photographs, video, or other digital media in all its publications, including web-based publications, without payment or consideration.
- No potentially hazardous foods are allowed to be sold without proper permitting.
- All Vendors are required to meet Indiana, Huntington County, and USDA codes. State of Indiana Farmer's Event Guide
https://www.in.gov/isdh/files/Final_Farmers_Market_Guide_-_Non_Animal_Jan_2013%281%29.pdf
Indiana State Department of Health (ISDH) Farmer's Market guidelines <https://www.in.gov/isdh/21054.htm>
- The Huntington County Health Department has updated us on the new requirements for Homebased Vendors (HBV) that went into effect in 2022. According to HEA 1149 Section 7, every homebased vendor must obtain a food handler certificate from a certificate issuer that is accredited by the American National Standards Institute (ANSI). <https://www.in.gov/health/food-protection/files/Home-Based-Vendors-FAQ-FINAL.pdf>
- ANY FOOD Vendor shall provide a copy of food handler certificate. Without the certificate on file with your application you will not be able to be setup at the event.
- Any vendor selling as a legal entity must have their Retail Merchant Certificate. Without the certificate on file with your application you will not be able to set up at the event.
- ALL PRODUCE/PRODUCT MUST BE GROWN/PRODUCED/CREATED IN INDIANA, MICHIGAN, OR OHIO BY THE VENDOR.
- THE SALES OF GOODS NOT GROWN OR PRODUCED BY THE VENDOR ARE ABSOLUTELY NOT PERMITTED. If this occurs, the vendor will not be allowed to sell those products at the Market. Inspections may take place if deemed necessary.
- Please have certified organic certificates displayed if you are advertising that you are organic.
- Sale of flea market items is prohibited.
- Vendors may not sell produce items by section (ie. Half a watermelon).

Please familiarize yourself with these procedures and share with anyone overseeing your space during market hours

Liability

If desired by the Vendor, insurance can be obtained at the Vendor's own expense. The Roanoke Farmer's Market/Chamber of Commerce assumes no risk and, by acceptance of this agreement, the Vendor expressly releases Roanoke Farmers Market and the Town of Roanoke and all of its representatives of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said stall space by the Vendor, and agrees to hold and save the Roanoke Farmer's Market/Chamber of Commerce and all of its representatives harmless of any loss or damage by reason thereof.

Concerns or complaints

The Roanoke Farmer's Market is administrated by the Roanoke Chamber of Commerce. Questions or comments may be directed to the Roanoke Farmers Market at roanokefarmersmarket@gmail.com

Code of Conduct

All vendors, volunteers, chamber, committee, and Board members, whether at the Market site, committee meetings, or Market functions, agree to conduct themselves in a professional manner that fosters a sense of Market community and camaraderie, and a spirit of cooperative involvement that promotes the Market as a whole to the communities it represents and serves.

By participating in the Roanoke Farmers Market, all vendors, volunteers, and committee members agree to:

1. Demonstrate respect for people of all genders, races, ages, ethnicities, and abilities
2. Treat customers, market committee/board members, volunteers and other vendors with courtesy, patience, and honesty
3. Assist fellow vendors whenever possible
4. Not act in a manner that is rough, menacing, vulgar, profane or abusive, including making anyone uncomfortable to be within the market space
5. Threatening behavior toward any person—whether verbal or physical will not be tolerated. Destruction of personal property or threats to damage property, abusive language, yelling, or sexual harassment will not be tolerated. Any of the parties involved may be asked to leave the market. A probationary period may be implemented by the Market Manager, or the parties involved may be permanently barred from participating in the market.
6. Notify market manager immediately of any unsafe conditions and conflicts
7. Direct all grievances regarding another vendor's pricing habits, displays, conduct, or products to the Market Manager--not to the vendor in question
8. Not get involved with complaints between other vendors
9. The Market Manager cannot and will not effectively act on hearsay, anonymous, vague or untimely complaints about the conduct of vendors
10. Respect the Market Manager/committee/Board's decisions and evaluations.
11. Practice safe behaviors at all times, including while driving on and off site, loading and unloading
12. Safety and actions of minor children are the responsibility of the parents or guardians at the market. The parents or guardians are held accountable for minor children.
13. Products may not be vulgar or offensive or promote abusive or lude behavior

The market manager and/or Board reserves the right to remove any vendor, temporarily or permanently, who violates this code of conduct.

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