

Roanoke Farmers Market Vendor Handbook 2025

Mission

We strive to:

- Support local producers and artisans
 - Offer fresh, healthy food options
 - Celebrate community musicians and non-profits
 - Create a safe, family-friendly gathering space
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Market Details & Schedule

Location: Main Street between 1st and 2nd Street

Dates & Hours: Every Friday, 5 – 8 PM, from June 6 – August 29, 2025

No Market on July 4th

Month	Fridays	Special Notes
June	6, 13, 20, 27	
July	11, 18, 25	(No July 4th Market)
August	1, 8, 15, 22, 29	(Labor Day Weekend)

Special Events

- **1st Friday:** Street Fair (Cake Walk, church-sponsored kids' activities)
- **2nd Friday:** Junior Makers Market
- **3rd Friday:** Kids Night
- **4th Friday:** Community Spotlight
- **5th Friday (Aug 29):** TBD

These events may vary. *A weekly vendor map and any special instructions will be emailed each Thursday.* Occasional vendors may be assigned flexible booth locations as space allows.

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Parking & Access

- **Vendor parking:** Roanoke Park lot or Municipal Lot (3rd St., across from Town Hall)
 - **Customer parking:** Coil Factory lot, Fire Station community lot, Main & Vine St. corner lot, and Game On lot
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Contact & Online Presence

- **Organized by:** Roanoke Chamber of Commerce
- **Market Chair:** Bree Reimer, 260-519-3096
- **Email:** roanokefarmersmarket@gmail.com (primary communications)

Web & Social Media:

- [Roanoke Chamber Events](#)
 - [Roanoke Farmers Market on Facebook](#) — Please tag @roanokefarmersmarket so we can share your posts!
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Weather Policy

The market will operate rain or shine unless severe weather poses a safety risk:

- **Closed** if a severe weather warning or visible lightning occurs during market hours
- **Canopy take-down** may be requested if wind speeds become unsafe

Cancellations before setup will be communicated by email.

Registration & Fees

Application period: Dec 21, 2024 – June 2, 2025 (early submissions encouraged)

1. **Submit application** via Google Forms.
2. **Pay \$25 application fee** (non-refundable).
3. **Allow up to two weeks** for application review. Detailed, complete information speeds approval.

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Booth Rates (10'×10' or 10'×20')

Type	Weekly Rate	Payment Options
Single	\$20/week	Monthly (due 2 weeks before each month)
Single	\$15/week	Full season up-front (due May 23)
Double	\$40/week	Monthly
Double	\$30/week	Full season up-front

- **Late fee:** \$50 if not paid by due date (forfeiture after 2 days)
- **Payment:** Electronic only (no cash or checks)
- **Non-refundable:** All fees, including weather-related cancellations
- **Additional space:** Request in application; subject to availability and approval

Non-profits & sponsors: Application and space fees are waived (proof required).

Electricity & Generators

- **Limited electric hookups** for hot-food vendors (max 2/week). Specify need on application.
 - **Portable generators** may be allowed with Market Manager approval.
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Cancellations & Date Changes

- **No refunds**, but date changes may be arranged if requested by the Wednesday before your market date.
 - **No-call/no-show** twice: space forfeited for the season
 - **Date change requests:** Email roanokefarmersmarket@gmail.com with "Date Change Request" in the subject and both dates listed
 - **Waitlist:** Be prepared to confirm and pay within deadlines if a spot opens
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Vendor Guidelines

- **Age:** Vendors must be 18+ (or accompanied by guardian).
 - **Setup:** Begins at 4 PM; complete by 5 PM (no vehicles on street after 4:45 PM).
 - **Tear-down:** After 8 PM (unless weather requires earlier).
 - **Canopies:** Weighted (min. 40 lbs) and within your booth footprint.
 - **Displays:** Tables, signage, pricing clearly visible; stay within your allocated space.
 - **Noise & sanitation:** No amplified sound; vendors must manage their own trash and leave the area clean.
 - **Permits & compliance:** Adhere to Indiana, Huntington County, USDA, and any health-department requirements. Display required permits.
 - **Local products only:** All goods must be grown/produced by the vendor in IN, MI, or OH.
 - **Pets & safety:** No pets; maintain a safe environment for customers.
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Acceptable Products

Agricultural (requires health permits)

- Fruits, vegetables, herbs
- Meat, poultry, fish
- Eggs, dairy, artisan cheese
- Apiary products, grains, seeds, nuts, maple syrup

Non-agricultural & Prepared Foods (requires HBV or health-dept permit)

- Baked goods, jams, pickles, beverages, roasted coffee
- Ready-to-eat items produced on-site

Artisans & Crafters

- Body care, candles, textiles, jewelry, art, photography, ceramics

Non-profits & Sponsors

- Local non-profit organizations and official market sponsors
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Health & Safety

- Provide proof of required permits and food-handler certificates.
 - Follow all relevant state and local guidelines.
 - Vendors are responsible for the safety and legality of their products.
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Code of Conduct

All participants agree to:

1. Treat everyone with respect, courtesy, and honesty.
2. Maintain professionalism and a cooperative spirit.
3. Address any grievances to the Market Manager, not directly with other vendors.
4. Report hazardous conditions or conflicts immediately.
5. Refrain from aggressive, threatening, or offensive behavior.

Violations may result in probation or removal from the market.

Liability & Insurance

- Vendors are responsible for their own liability insurance.
 - Roanoke Farmers Market and the Town of Roanoke are not liable for accidents, injuries, or loss.
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Thank you for being part of the Roanoke Farmers Market! We look forward to a successful season together.