

# Plainfield Chamber Farmers' Market

## 2024 Vendor Agreement & Application

**Deadline to apply May 8<sup>th</sup>, 2024**

- Hours of operation will be Wednesdays from 4-7pm each week. We will begin on June 5, 2024 and run through September 11, 2024. 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 the Chamber office 317-839-3800 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 will set up on the North lawn unless otherwise stated by the Market Master. There may be occasions when it will be necessary to set up in the rear parking lot due to the condition of the lawn (i.e., 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 or handbags; handmade blankets or quilts; 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 \$90 prior to their first Market appearance or they may pay each week at a rate of \$15 per week/per space. Vendors may purchase two spaces for the season for \$150. 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. However, we may limit the number of vendors selling the same product. If space is limited, preference may be given to those vendors whose items are from Hendricks County 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 are expected to stay open/at Market until 7pm and 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 Market Master or 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: Lisa Chandler 317-745-9217 lchandler@co.hendricks.in.us
- All vendors are solely responsible for 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 a minimum \$1,000,000 liability insurance policy 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. Your application will not be considered without the submission of your insurance application and payment.**
- 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 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 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, with the Market Master and/or the Chamber of Commerce Monday – Friday between 9:00am – 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.

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

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Best way to contact you:  Home  Cell  Email

Website: \_\_\_\_\_ Facebook Page: \_\_\_\_\_

Electric needed:  Yes  No

At the Market will you accept?  Cash  Debit/Credit  Both

Items to be sold with descriptions (all items must be listed in order to be sold at the Market):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Amount:  Entire season \$90  Entire season double space \$150  Weekly \$15

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 with application (vendors will NOT receive an assigned spot or be allowed to attend the Market without proper insurance & payment.):  Yes  No

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

\_\_\_\_\_  
Business Owner Name (printed)

I have read and agree to abide by the rules and procedures as outlined in the Vendor Agreement.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please remit information and payment to:  
Plainfield Chamber of Commerce  
206 W. Main St.  
Plainfield, IN 46168  
317-839-3800  
Monday-Friday 9:00AM-4:00PM  
Contact: market@plainfield-in.com

A copy of this agreement can be found on our website: [www.plainfield-in.com](http://www.plainfield-in.com)