

2017 Avon Farmers Market

Food Truck/Tent Vendor Application, Guidelines and General Information

Mission Statement

The mission of the Avon Farmers Market is to provide a venue where local Indiana farmers, producers, crafters and artisans come together to provide a variety of fresh produce and related products directly to the consumer. The Avon Market encourages direct communication between consumers and growers and fosters social gathering and community building.

Market Hours and Location

- Hours of operation will be *Tuesdays, 4pm – 7pm*, from June - September. The Avon Farmers Market is located at the south parking lot of the Hendricks Regional Health Building in Avon (8244 East US 36).

Attendance, Set Up and Take Down Times/Policy

- **Attendance:** In an effort to make the market more attractive to customers, The Avon Market will allow one Food Truck/Tent per week to set up alongside our vendors. Food Trucks will be rotated on a weekly basis and may be scheduled up to once or twice per month, throughout the season. These dates must be approved and scheduled in advance with the Avon Market. Because there is only one food truck/tent at each Market, we ask that you notify the Avon Market of an absence at least one week in advance. The Avon Market will try to fill your space during your absence. For unplanned absences, please notify the market within 24 hours.
- **Set- Up:** The Avon Market is an open market and cannot be “closed” to customers. Customers will begin to arrive between 3:30 - 4:00. For the safety of customers *and* vendors **we ask that you arrive for set up between 3:00 and 3:30** and be ready to sell by 4:00pm. If you will be unloading and parking your car off the lot, you **MUST** have your car off the lot by 3:30! **We ask that you refrain from selling prior to 3:45.**
 - **Late Arrival:** If you will be late to the Market you must notify the Avon Market as soon as possible. Vendors who arrive after 3:30 may have to park off the lot and transport items to their booth.
- **Take Down:** Vendors are required to stay until closing of the Market at 7:00pm. Vendors who sell out early must keep their stall set up and should post a sign letting customers know they have sold out. Vendors are responsible for removing all equipment, vehicles, trash, and other items from the Market area by 7:30pm on each Market day.

Approved Food Items

- Food Trucks/Tents are specifically at the market to offer customers and/or market vendors ready-to-eat food, such as sandwiches (hamburgers, hot dogs, pulled pork, etc), fries, chips, soups, salads, side items, specialty drinks (smoothies) etc. The Avon Market reserves the right to limit food items not listed from being sold if they feel it directly competes with another vendor.
- Since the main attraction for customers at the Avon Market is our Market Vendors, we ask that Food Trucks/Tents refrain from selling any food item that will directly compete with the Market Vendors. For example no baked goods (pies, breads, muffins, brownies, cookie, cupcakes, etc), kettle corn, coffee or specialty candies.
- Items to be sold will be discussed in advance to being accepted to the Avon Market.

Booth Space, Fees and Details

- **Booth Space Fees** - Once accepted to the Market, there is a weekly rate of \$10 per stay.
- **PLEASE NOTE THAT THE AVON FARMERS MARKET NO LONGER ACCEPTS CASH! PAYMENT MUST BE MADE BY CHECK, DEBIT, OR CREDIT ONLY!**
 - Booth space fees are non-refundable once accepted to the Market.

- **Booth Space Details** - The available space is approximately 24 feet long by 18 feet wide. All equipment must fit within the booth spaces (unless otherwise approved by the Avon Market). All Food Trucks will be in the same space each week at the market.
- Food Trucks must be NO LONGER than 24 feet.
- **If you will be setting up a tent:**
 - Vendors are allowed to park in their assigned space, although this is not required (if you choose to unload your car and park off the lot, you MUST have your car out of the lot by 3:30). Vendors may sell out of the back of their car or set up a tent next to their car.
 - Each Vendor is solely responsible for their own equipment (tables, tents, displays, etc.). Vendors will not be able to stake their tents to the pavement – it is advised that you come with other ways to secure your tents (cement blocks, milk jugs filled with water, tying to your car, etc.). **The Avon Market can become very windy and is not responsible for damaged tents or other equipment!**
- **Electricity** – Currently the Avon Farmers Market has limited access to 120 volt outlets. The seasonal market vendors get first dibs on electricity. Typically, we have one or two open outlets to spare. However, it is recommended that you provide your own electricity via a generator. **Generators MUST be quiet!** No more than 65 dBA.

Weather/Smoking Policies

- The Avon Farmers Market is open rain or shine. However in the event of *severe weather* prior to the market, the Avon Market reserves the right to cancel the market for the day. Notice of market cancellations will be issued as far in advance as possible, via email directly with all vendors. Cancellation notices will also be posted on the Town's website and Avon FM Facebook page.
- In the event that severe weather occurs during market hours, vendors and shoppers are advised to move to a safe location.
- Smoking at the Avon Farmers Market is prohibited as it is a smoke free campus

Health Department Requirements, Permits, Licensing and Insurance

- Per the Hendricks County Health Department, food trucks/tents are required to obtain either a temporary food permit or a mobile food permit for Hendricks County, meet all sanitation requirements, and obtain all necessary permits, licenses, and inspections prior to selling. The Avon Market also requests a copy of all permits, licenses and inspections. Questions about these requirements should be directed to the Hendricks County Health Department (HCHD) at: (317)745-9217, or www.co.hendricks.in.us.
- If a vendor will have **wastewater** (from a wash-station), Avon Farmers Market does not have wastewater disposal. All wastewater must be disposed of off-site at designated locations. Please refer to HCHD for more information.
- 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 and **proof of liability insurance must be submitted** to the Town of Avon with this signed agreement.

Facebook, Website and Marketing

- In becoming an Avon Market Vendor, you agree to permit gratis use of any photographs taken of the operation of your Market space to be used on the Avon Market Facebook Page, Website or Marketing Materials.
- In addition, the vendor agrees to release contact information (website, e-mail or phone) to be displayed on The Farmers Market Webpage and Facebook Page.
- The Avon Market requests our vendors' help in keeping the Facebook page updated. Vendors are encouraged to visit the Avon Market Facebook Page weekly to like and post information for customers.
 - Facebook Page: <https://www.facebook.com/AvonFarmersMarket>
 - The Avon Market also has information posted on the Town of Avon Website: www.avongov.org

Avon Farmers Market Food Truck/Tent Vendor Agreement

Vendors must agree to hold harmless Hendricks Regional Health and the Town of Avon, as well as its 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. The Market Master reserves the right to make judgment calls based on activity deemed unsafe or unlike that of an upstanding member of the Avon Farmers' Market. Vendors who fail to comply with the rules set forth in the Avon Market Guidelines and General Information document may be asked to change their actions, leave the Market and run the risk of not being accepted to the Market the following year.

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 (home) _____ (cell) _____

Email _____ Best way to contact you? _____

Website _____ Facebook Page _____

Food Truck Description (Items to be sold)

_____ Copy of Liability Insurance Included? (MUST provide prior to first Market)

_____ Copy of Hendricks County Health Department Food Permit

_____ Copy of Certified Food Handler Certificate

Electric Needed? Yes___ No___ Will you accept... Cash___ Debit___ Both___

Weekly Vendor: \$10 Date(s): _____ (up to once per month)

Payment amount included? \$ _____ (Payment is not needed at this time, unless you have already been accepted to the market)

PLEASE NOTE THAT THE AVON FARMERS MARKET NO LONGER ACCEPTS CASH FOR BOOTH FEES! PAYMENT MUST BE MADE BY CHECK, DEBIT, OR CREDIT ONLY!

Please remit information to: Town of Avon * Attn: Farmers' Market * 6570 E. US Hwy 36 * Avon, IN 46123

Questions? Contact: Britt Woodard at (317) 272-0948, ext. 116, or bwoodard@avongov.org