



## The Market at White River State Park | Vendor Information + Guidelines

### *Market Schedule*

Dates: May 1<sup>st</sup>, May 15<sup>th</sup>, June 5<sup>th</sup>, June 19<sup>th</sup>, July 3<sup>rd</sup>, July 17<sup>th</sup>

First and Third Sundays during May, June, and July

Time: 9:30AM - 1:00PM

### *Approved Products*

Vendors may sell only the following, responsibly sourced items:

- Farm Fresh Produce
- Meat and Eggs
- Prepared Food and Drink
- Flowers and Plants
- Handcrafted Artisan Goods
- Home, Beauty, and Pet Care

### *Vendor Requirements*

- All products must be in compliance with Indiana State Board of Health
- Any prepared food must be made in a certified kitchen or a qualified home-based vendor
- All vendors who wish to sell eggs must provide a State Egg Board Certificate
- Vendors must submit a certificate of insurance (COI) naming White River State Park as additionally insured 48 hours before The Market
- All vendors with the exception of home-based vendors, not-for-profits, and non-food vendors must submit a FREE [Registration Application for a Temporary Retail Food Establishment](#) (State Form 55110) 30 days prior to vending according to the Indiana State Department of Health's [market guidelines](#). This is NOT the same form required by Marion County Department of Health.
  - Forms may be mailed, faxed, or emailed to Sharon Pattee [spattee@isdh.in.gov](mailto:spattee@isdh.in.gov)

### *Selection Process*

- Farm produce, egg, and meat vendors will be given priority in the selection process
- Preference will be given to items produced in Indiana or made using local ingredients
- Priority will be given to vendors using organic and/or environmentally friendly farming practices
- Quality of products as well as attractiveness and presentation of products factors in selection

### *Vendor Booth Fees and Amenities*

Full Season Vendors (Due by April 25<sup>th</sup>, 2022)

- \$90 Full market season
  - 10x10 foot booth space
- \$180 Full market season
  - 20x20 foot booth space

Daily Vendors (Due 3 days before market)

- \$20 Per Market
  - 10x10 foot booth space
- \$40 Per Market
  - 20x20 foot booth space



- Amenities (limited supply)
  - \$5 Wi-Fi access for (1) device (per market)
  - \$10 Power access to (1) 120-volt outlet (per market)
- Parking is complementary for vendors. Each vendor will receive two parking validations for each market they attend.
- Vendors must provide their own tent, table, and chairs
  - All tents must be weighed down and stable in windy conditions
- There is a limited space available for vendors who work out of their vehicles
  - Vendors who work out of vehicles will be charged for a 20x20 foot booth

#### *Market Guidelines*

- Market will be open rain or shine. In the case of severe weather, the market will be suspended, and all will be advised to take cover until the inclement weather has passed
  - In the case that the market is cancelled no refunds will be given
- Small, quiet generators are permitted, but noise levels must be kept to a minimum
- No grills or open flames are permitted without permission of the Executive Director
- Vendors are responsible for leaving their booth space clean and dispose of recyclables and waste in the appropriate receptacles
- Vendors are liable for any damages caused by equipment or vehicles to Park grounds
- Vendors are required to have booth ready for sales by 9:30AM (opening of market) and remain open until 1:00PM (end of market)
- All vehicles not essential to operations must be removed from event space 15 minutes prior to opening and, vehicles cannot enter the space until the conclusion of The Market