

2024 YLNI Wednesday FM Guidelines

Our Mission: To create a vibrant downtown experience by connecting our community to local producers, entertainers, and non-profits.

The Young Leaders of Northeast Indiana (YLNI) in partnership with The History Center are pleased to host the 2024 YLNI Wednesday FM season! We strive to offer fresh and unique produce, meats, baked goods, and homemade crafts in a cultural setting

Application

PLEASE ALLOW AT LEAST 2 WEEKS FOR A RESPONSE. Upon review of the application by the YLNI Farmers Market Committee, 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 approval process. Therefore, it is recommended that vendors be as detailed and specific as possible within the application.

Only online applications through Farm Spread / Market Spread will be accepted. If you don't receive an email receipt of your application, then we have NOT received your application. Please be sure all required fields have been completed, appropriate pictures/files have been uploaded, and the application fee has been completed. If your application still isn't processing after following the above steps, please contact Support while in Farm Spread or email them support@farmspread.com

All vendors must be 18 years of age or have a parent/guardian present at all times.

Location & Time

The YLNI Wednesday FM will be located under the awnings of the History Center at 302 E Barr Street in downtown Fort Wayne, Indiana.

We are open every Wednesday, rain or shine from June 5, 2024 through July 31, 2024 from 4:00p to 7:00p

Fees

\$15 application fee

\$10 for 10x10 ft space per Wednesday

\$50 late fee when not paid by due date

Each vendor must submit an application fee (\$15)

Only ONE 10x10 ft space per vendor

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

For all applications, ***FULL AND COMPLETE** payment will be due on Sunday before the vendor's first market date. A due date will be notated in your invoice.

+Payments are always due on Sundays unless otherwise noted in the invoice.

+Each Monday 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 Tuesdays.

+If payment including late fee is still not received by Wednesday 12a. your space will be forfeited for the remainder of the season.

Please keep in mind: each date requested, must be approved (accepted) MANUALLY by the market committee. NOTHING in Farm

Spread is automatic. Check your Farm Spread often to see if your dates have been accepted or waitlisted.

Upon review of application and acceptance into the market, each vendor will receive a confirmation email from the Market Manager,

Ashley via Farm Spread.

All fees paid in connection with this application will be non-refundable.

*Full and complete payment is defined as payment for ALL dates that are accepted.

Please Note: Any charge(s) from the market on your credit card will come from The Young Leaders of Northeast Indiana. Should you dispute any market fees with your banking institution, you will be responsible for any charges incurred by the market from your banking institution. You will not be permitted to attend the market until the dispute has been resolved and all fees owed to the market have been paid.

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.

The Market is not responsible for reimbursing any vendor fees in the event that the Market is canceled due to bad weather, accident, riot, strikes, epidemic, acts of God, or other legitimate conditions beyond the Market's control. If the market must be canceled due to weather, you will receive a text so please be sure you have added your cell number to Farm Spread.

If you have a confirmed booth assignment for a specific date and you are unable to attend, you must notify the Market Manager Ashley by emailing market@ylni.org as soon as possible.

After two no call/no shows, your space will be forfeited for the remainder of the season, and your application will be withdrawn.

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

We will always do our best to accommodate rescheduling of your cancellations. You will be notified by Thursday if there is availability to accommodate your date change. To cancel or reschedule your date, log into Farm Spread, click applications on the left side, and choose dates. If your space has already been assigned, you will be unable to click the +/- button. Therefore scroll down and send a message to the market.

Rentals

No rentals will be available.

Booths

Each accepted vendor will receive one 10x10 ft booth space per paid date.

Booths are assigned by the YLNI Farmers Market Committee.

Canopy spaces have 8 feet of frontage (pole to middle of sidewalk) and 10 feet in depth (tree to overhang). Tents may **NOT** be any bigger than 10x10 ft. Anything bigger will be considered as extra space and so will be charged extra.

Tents will not be permitted under the awnings.

Each vendor is required to provide weights for that tent. Forty pounds total is the minimum. IF YOU FAIL TO PROPERLY WEIGH DOWN THE TENT, YOU WILL NOT BE PERMITTED TO USE A TENT. Should your tent blow away from improper weight requirements, that vendor will be responsible for any damage.

SPACE IS LIMITED; therefore, early registration is recommended. We value the importance of a vendor staying in a specified location but cannot guarantee the same space each week of the market. However, vendors who participate for the entire season will remain in the same space.

Vendors must set-up between 2:30p and 3:45p but **NOT before 2:30p**. (Should any vendor choose to disregard this and set up before 2:30p he/she should understand that he/she will be liable for any incidents as our permit does not allow us to set up until 2:30p).

Vendors are **NOT** allowed to tear-down until 7:00p

Only one business per booth is permitted.

Booths must be staffed at all times by the vendor.

Parking and Unloading/Loading

Parking is available in the History Center parking lot, parallel on Berry, and along Wayne. Please do NOT park in front of the market. This will be for food trucks and customers.

Health and Safety

For health and safety reasons, vendors MAY NOT bring pets to the market.

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

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.

No potentially hazardous foods are allowed to be sold without proper permitting.

Vehicles are NOT allowed on the sidewalk at any time, including setup and tear down.

All vendors are responsible for removing their own garbage.

Produce/Product

All products and signs must stay within each vendor's assigned booth area.

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 items by section (ie. Half a watermelon).

Farm Inspections

To help stay true to our mission of being a producer only Market, farm inspections can be completed for various reasons (complaints, discrepancies, etc) at the sole discretion of the market committee. This will pertain to any vendor growing any type of produce, plants, flowers or any other such item deemed necessary by the market committee. Therefore we have secured a veteran Master Gardener who will do farm inspections for us.

A crop plan is required. We have developed a spreadsheet of information that will need to be uploaded with your application. The spreadsheet is on our website and available to be downloaded. A digital copy is available upon request. Any application without this document will not be considered. The farm inspector will use the crop plan to compare against what and how much produce is brought to the market. No initial farm inspections will be completed. We trust that what you put in your application and crop plan to be true.

However should we receive a complaint, then you will be contacted, and an inspection will be scheduled. If the complaint comes from another produce vendor, then that produce vendor will also be required to have an inspection. Should the inspection reveal that the produce being brought to the market is not the vendor's own or any other discrepancies, the vendor will be given a warning and not permitted to bring this produce. Should this issue arise a 2nd time, the vendor may no longer attend the market, forfeiting their space. However all situations are unique, and so disciplinary actions will be at the sole discretion of the market manager, committee, and farm inspector.

Any complaint from a vendor must be in writing and emailed to market@ylni.org.

Food Trucks

Food trucks are encouraged to use local produce.

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

If setting up within the market footprint, trucks must arrive in ample time to park, prepare food, and be ready to sell by 4p.

Food trucks will be charged for each 10x10 ft space the truck occupies.

Only trucks with a quiet generator ie Honda Inverter generator or an RV style generator will be permitted at the market.

Amplified Music and Noise

Amplified music or paging systems cannot be used by vendors.

Generators are allowed, but must be notated within the 'Anything else we need to know' portion of the application.

Generators must be tested to be at or below a 65 decibel reading.

Generators brought to the market without being notated within this application to be tested, will not be permitted.

Electricity

Electricity will not be provided.

Signage

Each booth space must prominently display a sign clearly identifying the farm or business by name. Signs must be in place by the opening of the market.

All product descriptions must be accurate.

Insurance

General business liability insurance will now be required and must be included in your application.

Measuring and Permitting

Scales and measuring devices must be legal and accurate.

VENDORS ARE RESPONSIBLE FOR ANY AND ALL PERMITTING as well as inspections relating to Allen County Board of Health Rules and Regulations. Please be sure that you have contacted Steve or Michelle at the health department to verify if you are in need of any type of licensing or have appropriate label information.

Permits are required by the Allen County Board of Health for all food categories except qualified home based food vendors. Vendors are responsible for obtaining and paying for an appropriate permit as well as setting up an inspection. There are multiple types of permits with the two most common being: Temporary Farmers Market Permit and Temporary Food Establishment Permit.

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

Fort Wayne - Allen County Department of Health
1 E. Main Street, 5th Floor
Fort Wayne, IN 46802
260.449.7561
[Board of Health Online Information](#)

*Minimum processed food items, including maple syrup, jellies, jams, preserves and baked goods must be prepared in a licensed facility or by a qualified home based vendor, as defined by Indiana law, and sold in appropriate packaging.

*All vendors selling processed foods must prominently display their Board of Health certified kitchen licenses or appropriate labeling at their stand at all times.

*Egg sellers must maintain an egg license from the Indiana State Egg Board.

Taxes and licensing

All vendors are responsible for paying any taxes and obtaining appropriate licenses/permits/tax certificates/insurance, etc needed to satisfy all local, state, and federal laws. This includes the Allen County Health Department, the Indiana Department of Revenue, Indiana State Egg Board, etc. Insurance is highly recommended. You should obtain this through your home insurance.

Communication

Most communications will come via email through Farm Spread. Please watch for these emails as they all have important information.

Please be sure to include your cell number when creating your Farm Spread profile. Should there be an immediate need to reach you such as a weather notification, then a mass text message will be sent.

If you need to get in contact with the market / market manager, you must send a message via Farm Spread or by sending an email to market@ylni.org. **DO NOT send a message via social media.**

Administration and Questions

The Young Leaders of Northeast Indiana's Community Impact Committee shall administer the YLNI Farmers Market. The Chair(s) of the YLNI Farmers Market Sub-Committee has the authority to admit vendors, assign space, settle disputes and disqualify vendors for violating the guidelines. We want to ensure a vibrant market and will handle disputes accordingly.

COMPLAINTS MUST BE EMAILED to market@ylni.org. For urgent matters please contact the Market Manager Ashley (260) 414-7719.

[Please familiarize yourself with these procedures and share with anyone overseeing your space during market hours](#)