



Homemade & Homegrown Market Vendor Application & Rules

Event Date: Sunday, July 28th 11am-4pm

Allen County Fairgrounds, 2726 Carroll Road, Fort Wayne IN 46818

Business Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____ Instagram: @_____

Facebook: _____

Description of products you sell: _____

Product Category: Natural Food Grower/Agricultural Craft / Artisan

Natural: This is an individual that makes natural products; soaps, lotions, dog bones, Etc.

Food Vendor: This is for home-based individuals or certified commercial kitchen individuals that make a food item for human consumption.

Grower / Agricultural: This is a person who produces product from a farm venture; Honey, Wine, Maple syrup, Meats, eggs, produce.

Craft/Artisan: someone who makes his or her items for resale. Not a wholesaler or distributor of products.

Are you able to supply your own tent if we were to have more vendors than would fit under the Free Activities Stage Tent? Yes No

Agreement:

I have read and agree to comply with the rules of the Allen County Fair Homemade & Homegrown Market. I understand its violations include grounds for suspension and disqualification for future events. I understand that this is not a contract for entry into the market and that the Allen County Fair Committee must approve my application before I can participate in the market on Sunday, July 28th. No substitutions or subletting without prior permission.

Contact Signature: _____ Date: _____

*Vendor spaces will be filled on a first come, first serve basis, taking into account a mix of vendors in the above categories. All potential vendors will be notified within two business days of the acceptance of their application. Your spot is not confirmed until payment is received.

Email applications to event contact: Michelle Love 260-710-0101 mlove5909@gmail.com

Rules:

1. **Arrival & Set Up:** Vendor set-up may begin at 9:30am on Sunday, July 28th. All participants are to unload supplies and move vehicles out of the market area to a designated parking location, no later than 10:30am. Participants who have been assigned a vendor space that allows a vehicle must be parked in place no later than one hour before the market begins. Movement of vehicles within the market area during market hours is strictly prohibited. More information on access to the market area and parking will be provided to all approved vendors prior to the market.
2. **Allen County Fair Admission:** The Allen County Fair Homemade & Homegrown Market takes place during the Allen County Fair, of which has a \$5 general admission ticket fee on Sunday. All vendors will be granted two vendor passes, good only for July 28th.
3. **Dismantle & Departure:** Participants are NOT permitted to dismantle their tent or table before the close of the market at 4pm.
4. **Spaces, Tents, & Tables:** The Allen County Fair Committee will assign participant space locations in the Free Activities Stage Tent. Vendors will be supplied one 8 foot table and two chairs for approximately a 10' x 10' space. Some vendors will be allowed to set up outside the tent or sell from their vehicle with approval. According to the Health Department, all EXPOSED food needs to be under the tent, therefore, if the food item is packaged or bottled, a booth could be outside the covering of a tent.
5. **Market Fees:** There is a \$20 entry / booth space fee to participate in the event. Payment will be due after acceptance of your application and prior to the event date. Payment can be submitted to the Allen County Fairgrounds at 2726 Carroll Road, Fort Wayne IN 46818. Checks payable to the Allen County Fairgrounds. A booth is not confirmed until payment is received.
6. **Insurance and Indemnity:** Neither the Allen County Fair Committee nor the Allen County Fairgrounds carries insurance to cover vendors. The Allen County Fairgrounds shall not be liable to vendors on account of any personal injuries or property damage sustained or caused by a vendor. Vendors are required to obtain and maintain in force throughout the term of this Agreement and/or vendor relationship with the Allen County Fairgrounds all necessary and appropriate general liability, public liability, personal injury, product liability, property damage and other insurance coverage in sufficient amounts to cover any/all potential claims and or damages and shall produce a copy of appropriate insurance upon request. Participants shall reimburse Allen County Fairgrounds and/or the property owner for any damage, including, but not limited to damage to the grounds, vehicles, fencing, sidewalks and tents, caused by any individual or agent representing or employed by a vendor. Vendor agrees to defend, indemnify and hold the Allen County Fairgrounds and its employees, directors, officers, agents and board members, harmless from and against any and all liability claims, damages, expenses and costs (including attorney's fees) resulting from any claim or litigation against vendor or the Allen County Fairgrounds, arising out of or relating to this Agreement.
7. Vendor pets within the confines of the market are prohibited, unless service dogs.
8. Vendor smoking within the confines of the contracted market space is prohibited.
9. **Produce/Product:** All produce/product must be grown/produced/created in Indiana, Michigan and/or Ohio. The sales of goods not grown or produced by the vendor are not permitted. Inspections may take place if deemed necessary. Please have certified organic certificate displayed if you are advertising that you are organic. Vendors may not sell items by section (i.e. Half a watermelon). The vendor is responsible for damages resulting from the sale of unsafe or unsound goods.
10. **Measuring and Permitting:** Scales and measuring devices must be legal and accurate. Vendors are responsible for any and all permitting and inspections relating to Allen County Board of Health Rules and Regulations. 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.

Fort Wayne - Allen County Department of Health
1 E. Main Street, 5th Floor
Fort Wayne, IN 46802
260.449.7561

Note: 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.