



## 2024 Vendor Application

Thank you for your interest in the Kentland Farmers' Market (KFM). Before completing this application, please read the Kentland Farmers' Market Guidelines.

Registration form and vendor fee (if applicable), payable to Kentland, IN, may be mailed to 300 N 3rd St Kentland, IN 47951 or given to a Kentland Park Board member. Please contact Bailey Geswein 765-401-4174 or [parks@kentland.in.gov](mailto:parks@kentland.in.gov) with questions.

### Vendor Information

Name		(Business Name, if applicable)	
Address	City	State	Zip Code
Phone	Alternate Phone		
Email	Website		

**Full name of each person who will be participating under this space reservation:**

\_\_\_\_\_

**Name(s) of grower, producer, or artist, if different than vendor:** \_\_\_\_\_

**Products Offered** (please specify all items. Attach a page if you need more room.)

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

**Seasonal or one-time vendor?** \_\_\_ Seasonal \_\_\_ One-Time **Expected start date:** \_\_\_\_\_

**If a seasonal member, are there any dates you do not plan to attend?**

\_\_\_\_\_

**Will you need electricity? Limited number of spots available.** \_\_\_ No \_\_\_ Yes

I give Kentland Park Board permission to release my name and contact information to customers interested in contacting me for info or special orders. \_\_\_\_ Yes \_\_\_\_ No

***The above information is true. I have read and I agree to the KFM Vendor Guidelines. Failure to comply with these Guidelines may result in expulsions. I agree that I will obtain all necessary licenses and permits, and collect any sales tax as required by law.***

\_\_\_\_\_  
Market Registrant

\_\_\_\_\_  
Date

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_



## 2024 Vendor Guidelines

Consideration for the right to participate in the 2024 Kentland Farmers' Market (hereinafter "KFM"), the undersigned vendor agrees to the following regulations.

**KENTLAND FARMERS' MARKET  
EVERY SECOND SATURDAY FROM APRIL-OCTOBER, 2024  
8-10AM**

Administration, Marketing Fees, Dates, and Times for Operations: The KFM is administered by the Kentland Park Board, an entity of the Town of Kentland. The Kentland Park Board sets fees and determines KFM policies. The Kentland Park Board oversees the KFM and has authority to assign vending space, settle disputes, and disqualify vendors.

Fee will be as follows: Free for the 2024 season- per 10'x10' space.

Fees are non-refundable, if your application is accepted. Priority is given to seasonal members. Fees are to be made by check or money order payable to the Town of Kentland at the time of application. Any vendor not admitted to the KFM upon application will have their check or money order returned to them. KFM may permit vendors considering seasonal membership, a one-time free trial day; please inquire at least one week beforehand for consideration.

On-Site Coordinator: Kentland Park Board will provide an on-site coordinator who will oversee the KFM and has the authority to assign vending space, answer questions about permitted goods and other regulations, collect fees (when applicable) and revoke vending privileges for violations of this agreement. Vendors must permit on-site inspections of his/her farm/business location by the Kentland Park Board personnel if ever there is a dispute of actuality of personal homegrown.

Eligibility of Vendors: Preference will be given to vendors selling homegrown, homemade, or handcrafted goods. If a vendor is selling consumable homemade goods, the state has termed the individual as a Home-Based Vendor (HBV) and through passing IN-HEA 1309; HBV's can sell certain homemade goods at farmers markets. See HEA 1309 guidelines for further details.

Space Reservations: Vendor space is considered 10'x10' space. Each producer is limited to one vending space unless payment is made for additional space. There is limited electricity available. Vendors who wish to run a generator must have approval from the Kentland Park Board prior to KFM day. Vendors must have their KFM Registration form completed no later than one week prior to the KFM in which they first intend to sell products.

Vendors may begin setting up at 7:00amCST and must be ready for customers by 8:00a.m.CST. In fairness, PLEASE DO NOT BEGIN SELLING PRIOR TO 8:00AM. Vendors not in attendance by 8:00a.m.CST will lose their space for the day. Vendor space must be cleared by 11:15a.m.CST.

During the KFM, each Vendor may supply a stand, counter, or tables not to exceed the width of his/her stall space(s) and these, including products, tents, displays, are allowed only up to the sidewalk. The sidewalk must be kept clear for pedestrian use.

- The Health Department requires that produce being sold must not come in contact with the ground. Displays of produce should not interfere or impede pedestrian movement at the KFM.
- Vendors are required to sell from their assigned space.
- Space must be clean and clear of all personal items, equipment, and debris before leaving.
- All Vendors must dress appropriately: shoes and shirts required.
- No smoking is permitted in the KFM vending area.
- No animals are allowed in the KFM vending area.

Pricing Guidelines: It is expected that every vendor will offer their goods at fair market price. Underselling is bad for the KFM and vendor/consumer relations. Vendors must display legibly marked prices for all goods offered for sale. All goods offered for sale that are not produced by the Vendor must be legibly labeled as such with their place of origin clearly marked with the price. Every Vendor who shall offer for sale at the KFM any article by weight, or measure shall have appropriate scales, weights, and measures properly examined, tested, stamped, and sealed. The Kentland Park Board reserves the right to remove any vendor who fails to meet these guidelines.

Indemnification: We strongly recommend that all vendors carry their own general liability insurance. The Vendor is solely responsible for the sale of unsafe or unsound goods sold at the KFM. The Vendor agrees to release, indemnify, and hold harmless the Town of Kentland, Kentland Park Board, and any of its officers, agents, and members from any and all claims or causes of action (known or unknown) arising out of any Vendor or attendee's negligence or other fault. This release of liability includes, without limitation, personal injury, illness, or property damage which are alleged to have resulted from negligence or other fault which may occur as a result of, in connection with, or arising from the producer's participation in KFM on the town square in Kentland, IN.

**The Kentland Park Board reserves the right to terminate the KFM, change the time and/or location, and make changes in the KFM Agreement at any time.**

***By registering for the Kentland Farmers' Market, you are stating that you have read and agree to these Kentland Farmers' Market Guidelines. Failure to comply with the Guidelines may result in expulsion. You agree that you will obtain all necessary licenses and permits, and collect any sales tax as required by law.***