Salomon Farm Park

2014 Vendor Handbook Salomon Farmers' Market

FORT WAYNE PARKS AND RECREATION

Please read these regulations carefully before signing your application. Keep this copy for your records. Failure to observe these policies may result in extra fees and/or termination of market agreement.

I. Introduction

A. Salomon Farm Park

The Fort Wayne Parks Department entered the "farming business" in 1995 when Chris Salomon and his daughter, Lynn, presented the Department with a very generous gift – the family farm. Located on the north side of Fort Wayne, the 170-acre park provides not only much needed green space, but a glimpse of life on a farm. In keeping with the Salomon's wishes, the park remains a working farm which features demonstration plots that utilize farming methods of the 1930's and a working blacksmith shop. Period equipment is used for authenticity. Small animals such as rabbits, goats, sheep and chickens live on the farm during the spring, summer and fall and heirloom vegetables, herbs and flowers are grown in the garden. Special events and programs such as the Fiber Arts Celebration, the Fall Harvest Festival, Farmin' Fun summer day camp and numerous workshops and classes provide opportunities for education as well as recreation and entertainment throughout the year.

B. Salomon Farmers' Market

Salomon Farmers' Market is operated through the Leisure Services division of Fort Wayne Parks & Recreation Department. The market began in 2004 with 8 vendors with the intention of offering an outlet for local farmers and gardeners to sell their fresh products directly to the community.

We are committed to remain a 'grower's market'; the majority of products that our vendors offer are grown and raised by the person selling them. Vendor selection, along with booth assignments, are made based on the market's need to balance available produce with a well-rounded 'market basket' for customers, and for the success of market vendors. The market intends to meet the needs of participating farmers and consumers, without overloading the market with particular products (see Salomon Farmers' Market Product Guidelines). The market is operated for the benefit of the community, local producers and the health/environmentally-conscious consumer.

II. Salomon Farmers' Market Contacts

For any questions/concerns or cancellations, call one of the following people (in order of priority):

Market Manager / Outdoor Recreation Coordinator, Renee Sinacola	260.427.6005
Manager of Outdoor Recreation, Karla Yauchler	260.427.6008
Salomon Farm Day Camp Supervisor	260.427.6790
Fort Wayne Parks & Recreation, Main Office	260.427.6000

III. Location, Dates & Hours of Operation – Salomon Farmers' Market

Location: Salomon Farm Park Old Barn, 817 W. Dupont Rd., Fort Wayne, IN 46825
Dates of Operation: Wednesdays, mid-June through September (see Vendor Application for exact dates)
Hours of Operation: 4:00 – 7:00 pm

IV. Salomon Farmers' Market Product Guidelines

A. Original Product Only

All produce/product must be grown/raised/produced by the market applicant. The Vendor Application shall state everything that the applicant grows and what he/she intends to sell at the market. We do not allow the re-selling of products at our market and will be diligent in enforcing this policy. On the first offense of any producer selling product that is not of his or her own production while claiming that it is, the offending

product will be removed from the vendor's table and a notice of violation will be mailed. The second offense will result in the vendor's expulsion from the market for the duration of the season. We reserve the right to request documentation and allow farm visits for verification.

B. Locally Produced / Raised Product

Salomon Farmers' Market strives to support the local community and economy; therefore, all Salomon Farmers' Market vendors must reside within 75 miles of the park. We reserve the right to visit the address you submit on your vendor application; if this address is not the address where the product(s) are being raised/produced, you will be expelled from the market immediately and will not be permitted to sell at Salomon Farmers' Market until it can be proven your business/farm falls meets our requirements. A percentage of all products/ingredients of products sold by the vendor will need to meet this locality standard; see details in Product-Specific Guidelines, below.

C. Salomon Farmers' Market Organic Requirements

Salomon Farmers' Market is dedicated to selling a majority of organically-grown foods and products. Specific guidelines for ratio of organic product: non-organic product sold is detailed in the Product-Specific Guidelines, section E, below. Vendors do not need to be USDA Certified Organic in order to sell at Salomon Farmers' Market.

D. "Certified Organic" vs. "organic"

If your farm is USDA Certified Organic, you may have signs on any or all product that qualifies. If you use organic practices, but are not USDA certified, you may designate your product as "organic", only if you meet the below "Who does NOT need to be USDA Certified Organic" specifications. (Information below obtained from USDA website, www.ams.usda.gov/nop → Accreditation and Certification → Information for Producers and Handlers applying for Organic Certification → Fact Sheet: Certification PDF)

i. Who needs to be USDA Certified Organic?

"Operations or portions of operations that produce or handle agricultural products that are intended to be sold, labeled, or represented as '100 percent organic,' 'organic' or 'made with organic ingredients' or food groups(s)."

ii. Who does NOT need to be USDA Certified Organic?

a. "Producers and handling (processing) operations that sell less than $5,000 a year in organic agricultural products. Although exempt from certification, these producers and handlers must abide by the national standards for organic products and may label their products as organic."

b. "Handlers, including final retailers, that:

- Do not process or repackage products;
- Only handle products with less than 70% organic ingredients;
- Process or prepare, on the premises of the establishment, raw and ready-to-eat food labeled organic;
- Choose to use the word organic only on the information panel; and
- Handle products that are packaged or otherwise enclosed in a container prior to being received by the operation and remain in the same package."

iii. National Standards for Organic Products

The Organic Foods Production Act (OFPA) of 1990 can be viewed www.ams.usda.gov/nop, or ask the Market Manager for a hardcopy of the act.

E. Product-Specific Guidelines

Detailed below are the types of products and the details regarding each product that are allowed to be sold at Salomon Farmers' Market; see information in Home Based Vendors, below, for county regulations. All necessary permits and licenses must be obtained from Fort Wayne-Allen County Department of Health and must be displayed, where applicable, at your vending booth each market day. An asterisk (*) below,

identifies certain products that may require a special permit from the Fort Wayne-Allen County Department of Health; see "Home Based Vendors" section, below, for more information.

i. **Farm Fresh Products**: includes fresh fruits and vegetables, herbs, nuts, honey, maple syrup, dairy products*, eggs*, poultry*, mushrooms and meats*. Also included in this category are nursery stock and plants.

- **a.** 100% of Farm Fresh Products must be grown or raised within 75 miles of Salomon Farm Park by the original vendor applicant.
- **b.** Seller must be an active owner or operator of the farming operation from which the products originated and may not be operating the business under franchise agreement.
- **c.** 90% (9/10) of Farm Fresh Products must be organically grown/raised.
- **d.** Any (1/10 of total items on table) non-organically grown/raised product must be labeled as such either on the price sign or on a separate sign in front of or on the product itself. Non-organic labeling must be in letters at least 1" tall.

ii. **Value-Added Farm Foods***: includes preserves, jams and jellies, cider, juices, salsas, smoked meats, dried fruit, flours and salad dressings.

- **a.** 80% of (8/10) ingredients in Value-Added Farm Foods must be grown or raised within 75 miles of Salomon Farm Park by the original vendor applicant.
- **b.** 80% (8/10) of Farm Fresh Products' ingredients must be organically grown / raised.
- **c.** Upon request, vendor must supply Market Manager with a full list of ingredients and their origin.
- **d.** A label with product ingredients must be placed on each item, in order of weight dominance.
- **e.** Vendors must have personally cooked, canned, baked, preserved, or otherwise processed the product they sell.
- **f.** Products must be produced from raw ingredients.
- **g.** Ingredients cannot include cut tomatoes or melons.

iii. **Processed Foods***: includes pastries, granola, cookies, muffins, breads, pies, and other related desserts.

- **a.** Baked goods, unless made with organic ingredients, will be labeled "NOT ORGANIC". To be considered organic, 100% of the ingredients must be organically grown.
- **b.** Vendors must have cooked, baked, or otherwise processed the products themselves.
- **c.** Processed Foods must be prepared from raw ingredients.
- **d.** Commercially prepared crusts, shells or fillings are not permitted.
- **e.** Ingredients cannot include non-baked dairy products.

iv. **Flowers and Other Value-Added Farm Products**: includes fresh or dried flower arrangements/bouquets, cut fresh flowers, wreaths, roping, vines and gourds, baskets from wild-crafted / locally grown wood product.

- **a.** 100% of product in Flowers and Other Value-Added Farm Products must be grown or raised and produced within 75 miles of Salomon Farm Park.
- **b.** Flowers and Other Value-Added Farm Products must be grown and produced by the vendor.
- **c.** 100% of Flowers and Other Value-Added Farm Products must be organically grown / raised.

v. **Personal Care Products**: includes soaps, lotions, lip balm, detergent, etc. made from locally grown materials or certified organic product. Ingredients and sources must be made available to customers and/or the Market Manager, upon request.

- **a.** Product must be made by the vendor, within 75 miles of Salomon Farm Park.
- **b.** 60% of product ingredients (the body of the soap, etc.) must be USDA Certified Organic; we reserve the right to ask for documentation of ingredient certification.

vi. Information Only Booths:

- **a.** Vendors may rent an "information only" booth for a reduced price (see application) in order to inform consumers of their product with out actually selling that product at the market.
- **b.** This is most common with meat/poultry/egg/cheese vendors that require a special permit to sell their product away from their main place of business/farm.
- **c.** Vendors providing Information Only cannot sell any items. If you wish to sell other items, you must meet the requirements for that item and apply as that Product-type vendor. (For example, if you wish to sell vegetables and have information about your meat/dairy products, you must apply as a Farm Fresh Product vendor and meet all of the appropriate requirements.)
- **d.** Note: other above booth-types may provide information about their farm/business; this classification is for vendors who cannot, by Health Dept. regulation, sell their product at the market without special permits.

F. Product-type Limits per Booth & Booth-type Limits per Market

Salomon Farmers' Market reserves the right to limit the number of similar-product booths during each season and the type of products sold at each booth. Vendors may sell just one type of product or a mixture of products at Salomon Farmers' Market. Allowed product ratios and number of allowed booths are as follows:

i. Farm Fresh Produce

- **a.** 100% Farm Fresh Product or
- **b.** 50% or more Farm Fresh Product and 50% or less of Value-Added Farm Foods or
- **c.** 50% or more Farm Fresh Product and 50% or less of Processed Foods.
- **d.** There is no limit to the number of above booths per market.

ii. Value-Added Farm Foods

- **a.** 100% Value-Added Farm Foods or
- **b.** 50% or more Farm Fresh Product and 50% or less of Value-Added Farm Foods (no limit to number of booths per market)
- **c.** Limit of 100% Value-Added Farm Foods booths per market
- **d.** There is no limit to the number to 50% or more Farm Fresh Product and 50% or less of Value-Added Farm booths per market

iii. Processed Foods

- **a.** 100% Processed Foods or
- **b.** 50% or more Farm Fresh Product and 50% or less of Processed Foods
- **c.** Limit of 2 100% Processed Foods booths per market
- **d.** There is no limit to the number of 50% or more Farm Fresh Product and 50% or less of Processed Foods booths per market

iv. Flowers and Other Value-Added Farm Products

- **a.** 100% Flowers and Other Value-Added Farm Products or
- **b.** 50% or more Farm Fresh Product and 50% or less of Flowers and Other Value-Added Farm Products.
- **c.** Limit of 1 100% Flowers and Other Value-Added Farm Product booths per market.
- **d.** There is no limit to the number to 50% or more Farm Fresh Product and 50% or less of Flowers and Other Value-Added Farm Product booths per market.

v. Personal Care Products

- **a.** 100% Personal Care Products
- **b.** Limit of 2 100% Personal Care Product booths per market

vi. Information Only Booths

- **a.** 100% Information Only*
- **b.** Limit of 2 100% Information Only booths per market
- **c.** * Note: other above booth-types may provide information about their farm/business; this classification is for vendors who cannot, by Health Dept. regulation, sell their product at the market without special permits.

vii. One Day Vending Booths

- **a.** One-day vendors can be of any type, detailed above.
- **b.** One-day vendors will be located outside, see Booth Specifications section
- **c.** The number of one-day vendors/market day will be at the discretion of the Market Manager.

V. Home Based Vendors – selling at Salomon Farmers' Market

All products sold at Salomon Farmers' Market must have proper licenses and permits from the Fort Wayne-Allen County Department of Health. It is the vendor's responsibility to obtain any necessary permits/licenses. If it is discovered that you are selling a product that requires a special permit at your booth, you will first be asked to remove the item from your table and you will receive a written warning; upon the second offense the Department of Health will be notified and a fine may be issued.

Salomon Farmers' Market may not allow items that are otherwise allowed by the Department of Health. See Product-Specific Guidelines, above for Salomon Farmers' Market product guidelines.

Most vendors at our market are "Home Based Vendors" (see below for definition) because the selling of "potentially hazardous foods" requires special inspection and permit approval, along with additional fees. In order to sell your product without the obtaining of Department of Health permits, you need to follow the Home Based Vendors guidelines, detailed below. If you wish to obtain a permit to be able to sell a potentially hazardous food item, contact the Fort Wayne-Allen County Department of Health for details.

A. HBV Product Guidelines

Food items are exempt from permitting/licensure requirements *if* they meet the requirements as follows: Food items,

- **i.** are only allowed to be sold at a farmers' market or roadside stand
- **ii.** must be made by an individual in the individual's primary residence
- **iii.** or final food product cannot be or contain potentially hazardous food (PHF) products, including: cut melons, raw seed sprouts that have been harvested, non-modified garlic-in-oil mixtures, cut tomatoes, meat, poultry, aquatic animal products, dairy (including cheese, butter, yogurt, but excluding some baked items like cakes and cookies), or egg products (excluding some baked items like cakes, cookies and dried noodles), including fresh shell eggs
- **iv.** cannot be a canned or hermitically sealed container of acidified food (packaged salsas, chutney, chow-chow)
- **v.** cannot be a canned or hermitically sealed container of low-acid food (packaged cooked vegetables, meats, poultry and raw fish)
- **vi.** are prepared by an individual who practices proper sanitary procedures including proper hand washing, sanitation of the food product container or other packaging, and safe food storage
- **vii.** are not sold for resale
- **viii.** are properly labeled (see labeling section, below)

B. HBV Product Examples

Some examples of traditional HBV food products that could be produced, but are not limited to:

- **i.** Baked items, such as cookies, cakes, fruit pies, cupcakes, bars, yeast breads, fruit breads, baguettes

- **ii.** Candy and confections, such as caramels, chocolates, fudge, peanut brittle, chocolate covered fruits and nuts, bon bons, buckeyes
- **iii.** Whole, uncut and unprocessed/cooked fruits and vegetables
- **iv.** Fruit-bases jams and jellies
- **v.** Tree nuts, legumes
- **vi.** Pickles processed in a traditional method
- **vii.** Honey, molasses, sorghum, maple syrup
- **viii.** Mushrooms grown as a product of agriculture are not restricted from sale. It is recommended that uncultivated (wild) mushrooms be certified in writing as to their species by a person competent to make such a certification

C. Potentially Hazardous Food (PHF)

HBVs cannot sell any items that are considered a PHF; if a vendor wishes to sell a PHF, that vendor is considered a "food establishment" who is required to obtain a temporary food service permit and be inspected by the regulatory authority. Contact Fort Wayne-Allen County Department of Health for more information.

- **i.** A PHF is a food that is natural or synthetic and requires temperature control because it is in a form capable of supporting any of the following:
  - **a.** The rapid and progressive growth of infectious or toxigenic microorganisms
  - **b.** The growth and toxin production of Clostridium botulinum;
  - **c.** In raw shell eggs, the growth of Salmonella enteritidis.
- **ii.** Examples of PHFs are:
  - **a.** Meat products such as beef, pork, lamb
  - **b.** Poultry products
  - **c.** Raw, unprocessed/cooked dairy products such as milk, milk products and eggs (cream pies, cheesecake, pumpkin pie)
  - **d.** Shellfish and crustaceans
  - **e.** Fish
  - **f.** Cut melons
  - **g.** Cut tomatoes
  - **h.** Canned or pickled vegetables (canned green beans, pickles, pickled beets)
  - **i.** Raw sprouts and sprout seeds
  - **j.** Fruit butters
  - **k.** Tofu and other soy-protein foods
  - **l.** Heat treated plant foods, such as cooked rice, beans and vegetables
  - **m.** Garlic-in-oil mixtures or herb and oil mixtures that are not modified in a way that results in mixtures that do not support growth described above
  - **n.** Synthetic ingredients such as textured soy protein in meat alternatives

D. HBV Food Product Labeling Guidelines

- **i.** HBV are required to label their products with the following information (whole produce is exempt from labeling requirements):
  - **a.** Name and address of HBV
  - **b.** The common or usual name of the product
  - **c.** The date it was prepared
  - **d.** The ingredients listed in predominance by weight
  - **e.** The weight or volume of the package or the numerical count of product it contains
  - **f.** This statement, in at least 10-point font: "This product is home produced and processed and the production area has not been inspected by the State Department of Health."
- **ii.** This labeling must be present with and/or on the food at the point of sale regardless of whether or not the product is packaged. Unpackaged food, such as some baked items, should be considered "labeled" when there is easily readable signage accompanying the food product stating all of the above listed items. Labeling (or signage) is not required for whole, uncut

produce. A HBV food product which is not labeled may not be sold until the label is provided or corrected.

iii. Food products being provided to consumers as open samples can be considered labeled when there is a nearby container of the same product labeled according to above guidelines.

E. Food Sampling for Consumers

Sampling of a HBV food product being provided to consumers is not prohibited. The individual must practice "proper sanitary procedures". These proper sanitary procedures should include at least the following:

i. Proper Hand Washing: hands are required to be washed at any time when contamination may occur, such as after sneezing, coughing, blowing your nose, eating, drinking, smoking or touching a part of the body. Hands are also required to be washed after handling soiled items such as money or trash, or at any time the hand could become contaminated. A hand washing station needs to be provided when sampling product to ensure that proper hand washing occurs. A hand washing station consists of:

- **a.** Running water: utilize a container such as a thermos or an urn with a free flowing spigot; fill the container with warm, potable water; provide a catch bucket/basin underneath to catch the wash water
- **b.** Hand soap
- **c.** Single-use paper towels
- **d.** A waste container for paper towel disposal

ii. Sanitation of the container of the food product: the container in which the food product is contained must be clean and sanitary. Single-use articles are highly recommended to maintain food safety. All samples must be already cut and portioned at the place where the food product is made. No cutting or slicing will be allowed on site at a farmers' market. Only dispensing of these products is allowed, such as from a bulk bin or basket where one reaches in and dispenses a sample.

iii. Safety storage during display and service: food must be kept safe during display and service of sampling. The food must be protected from contamination by either environmental factors or by the consumer. Examples include:

- **a.** Overhead awnings or tents for booths located outdoors
- **b.** Sneeze-guards, lids or other protective containers for items on display
- **c.** Use of tongs, deli tissue or other utensils for sanitary dispensing of items being sampled
- **d.** Pre-portioned individual samples made-up prior to sampling at farmers' market to minimize food handling on site

iv. Sampling is not allowed when the end result is a potentially hazardous product. For example, whole, uncut tomatoes are non-potentially hazardous whereas cut tomatoes are potentially hazardous.

v. Sampling at a roadside stand and/or a farmers market does not include the assembling of two or more HBV food products to produce an additional food product (for example, strawberries and pound cake cannot be combined at a roadside stand or farmers market to make strawberry shortcake).

vi. If HBV is sampling food and it is not in compliance with proper sanitary procedures listed above, then the sampling must be discontinued until such time as the HBV comes into compliance.

VI. Booth Specifications

Booth location is subject to change based on need and capacity of vendors. Booths are assigned on a first-come-first-served (by receipt of application and check) basis. You may not relocate your own booth; you will remain at the booth you've been assigned unless told otherwise by the Market Manager.

A. Indoor Booths

i. You will be assigned a booth space. Requests for specific locations will be considered. Booth location re-assignments will only be made on the agreement of both parties involved.

ii. You will have a space to set-up your products. Booth spaces vary due to the nature of the barn.

iii. You will be provided with one 8'-long table and two chairs. You may bring more tables, chairs, displays, etc. as long as they remain inside of your allotted vending space (see above). You will be shown your booth perimeters on the first day you are in attendance.

iv. You are able to hang a poster or a sign that shows your farm/business name. Signs/posters cannot be nailed/pinned or glued to the barn walls or floor. You may use scotch tape, an easel or other non-destructive measures to hang your sign/poster.

v. You will be able to use electricity to run a scale or a fan. You must provide an extension cord, if necessary; one will not be provided for you.

B. Outdoor Booths

i. Outdoor booths will only be assigned in the event that the number of vendors applying to the market exceeds our space available.

ii. You do not have a set "booth space" as far as dimensions; if necessary a regulated space-size will be decided upon and enforced.

iii. You are NOT allowed to sell out of your vehicle.

iv. You must provide your own table(s) and chair(s).

v. You are able to hang a poster or a sign that shows your farm/business name. It is up to you to provide a means of hanging the sign.

vi. You will not have access to electricity; if you need the use of a scale, it must be battery-powered.

vii. You may provide a shade canopy or umbrella. These structures must be self-standing; tents/canopies are not to be staked into the ground.

C. One-day Booths

i. One-day vending booths will be located at vacant indoor area, when applicable; when indoor space is not available, vendors will be placed outdoors in a designated area.

ii. See Outdoor Booth specifications, above.

VII. Application & Reservations

Applications are completed and returned to the Market Manager. Upon receipt, the Market Manager will determine eligibility of vendors to sell at Salomon Farmers' Market. Prior to the market's opening day, all vendors will receive a confirmation of their attendance, their vending booth location and a booth rental fee balance owed.

Reservations are on a first-come-first-served basis. Veteran and previous-year returning vendors will be given precedence. Vendor acceptance is also based on product offered and the market's need for that product.

VIII. Fees

Vending fees, with the exception of One-day Vendors' fees, are due with Vendor Application. ***Once vendors have been accepted into the market, refunds will not be granted for any reason.***

You may notice that there has been a jump in fees from 2013. This is in direct response to several vendors asking for increased advertising. We have purchased 6 months of advertising in each of the following publications: St. Joe Times (20,500 recipients), East Allen County Times (11,700 recipients), Dupont Valley Times (19,500 recipients) and Aboite & About (20,500 recipients). These publications are distributed once/month directly to residents. The increased vendor fees reflect this additional cost.

A. Full-Season Vending Fees

i. Product Booths $100

ii. Information-Only Booths $50

B. Half-Season Vending Fees (see Vendor Application for half-season market dates)

i. Product Booths $50

ii. Information Only Booths $25

C. One-day Vending Fee $15/day (due upon reservation date)

IX. Vendor Rules

A. Vendor Representatives

Only vendors/representatives listed on the original Vendor Application may sell at the market. Farm/business owner is responsible for informing all representatives of market rules and guidelines. All employees, partners and family members may be asked to sign an agreement that states they understand and will comply with market policies.

B. Set-up, Selling & Tear-down Times

- **i.** Vendors may start set-up at 3:00 pm on market day.
- **ii.** Vendors must be finished with set-up and ready to sell at 3:45 pm (see additional parking regulations, below).
- **iii.** Vendors may start selling before the market opens; vendors also have the right to refuse to sell until 4:00 pm.
- **iv.** Vendors who are chronically late or cancel (see Vendor Cancellations, below), without informing the Market Manager, will be replaced with more reliable vendors.
- **v.** Vendors are not permitted to tear-down until the market is closed, at 7:00 pm. Exceptions are as follows, if any of the following situations arise, tear-down will be allowed on a case-by-case basis:
  - **a.** Vendor runs out of product
  - **b.** There is a family emergency
  - **c.** The market is being closed due to adverse weather conditions
- **vi.** Vendors must be out of the Salomon Farm Park Old Barn and/or lawn vending locations by 7:30 pm.

C. Vendor Cancellations

Vendors must notify the Market Manager of cancellations 24 hours prior to the market time by calling the numbers provided or emailing the market manager. Vendors who are chronically late, are "no-call-no-show" or are otherwise chronically not in attendance, will be replaced with new vendors, when applicable.

D. Drives & Parking

- **i.** Indoor vendors must drive along the park drive, NOT through the grass. Upon reaching the Old Barn parking lot, indoor vendors may drive up the sidewalk and around to the east or west side of the barn (depending on booth location).
- **ii.** Depending on ground conditions, indoor vendors may remain parked next to the barn.
- **iii.** Please be considerate of neighboring vendors and allow space for everyone to park and unload.
- **iv.** Outdoor vendors may pull up to their designated spot to unload but vehicles must be moved to the designated parking area prior to 3:30 pm. *Outdoor vendors who arrive after 3:30 pm will have to park in the designated parking area and carry items over to their booth space. Vehicles will not be allowed to pull directly up to vending spaces after 3:30 pm.*

E. Vendor Booth Presence

Vendors must remain at their booth during the entire market, with the exception of short bathroom breaks. It is not the responsibility of your neighboring vendors to speak to your potential customers or sell products in your absence.

F. Selling Space

The vendor's sales area must not extend beyond the allotted boundaries of the stall space. Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other

vendors' ability to sell, nor create a hazardous situation for customers. Hawking or sampling in front of booths is not allowed.

G. Pets

Vendors are not allowed to have pets in their selling area. Exceptions will be made for seeing-eye dogs, dogs for the hearing impaired, or other disability assistance dogs. Customers are allowed to bring dogs to the market as long as they are kept on a short leash, are under control, are not aggressive in any manner and stay at least 100' from Salomon livestock. Vendors may post signs asking that dogs not be allowed into their booth; damage by dogs is the responsibility of the dog owner. Please inform the Market Manager immediately if any violation has occurred. The Market Manager is prepared to ask a customer to remove the dog from the market for safety or health reasons.

H. Children

Vendors need to keep a watchful eye on their children at all times during the market. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or a guardian with them. Salomon Farmers' Market takes no responsibility for children's safety or whereabouts. Bikes, skateboards, scooters, roller-skates and rollerblades are not allowed within the market boundaries.

I. Courtesy / Conduct

Vendors shall conduct themselves in a manner that is courteous to other vendors, market personnel and the public. Behavior that is threatening, abrasive or harassing shall constitute a violation of market rules. First offense will result in a written warning from the Market Manager. Second offense will be grounds for vendor expulsion. Consumption of alcoholic beverages or any other controlled substance while at the market is prohibited and grounds for immediate and permanent expulsion.

J. Vendor Dress

Vendors must wear shirts and shoes at their booths during market hours. Dress must be appropriate. Violations will be dealt with on a case-by-case basis.

K. No Smoking

Smoking is not allowed in the vendor sales booths or within 20' of any booth, building or parking space. There is a designated smoking area, on the northwest corner of the restroom building.

L. Booth Clean-up

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner. Each vendor is responsible for keeping his/her booth space clean during market hours and for basic clean-up after the close of market. Basic clean-up includes wiping down tables and chairs, sweeping debris off floor and disposing of/recycling any unwanted or used containers in provided trashcans, when needed.

X. Enforcement of Rules

Vendors will adhere to the above rules and regulations. Signed Vendor Application is proof of receipt and understanding of all Salomon Farmers' Market rules and regulations. The Market Manager has final say in all disputes and regulation enforcement.

A. Discipline

Unless specifically stated otherwise in the rules above, the discipline of violated rules and regulations will be as follows,

i. **First Offense:** written warning
ii. **Second Offense:** expulsion from Salomon Farmers' Market for remainder of the season

B. Complaints & Appeals

If for any reason, a vendor wishes to submit a complaint regarding Salomon Farmers' Market Rules & Regulations, Special Events, Day Camp Campers and/or Staff, other vendors, customers and/or the general public, or wishes to see a change in the Rules & Regulations, the following procedures will be taken.

- **i. Completion of Vendor Complaint/Appeal Form, see provided forms**
- **ii. Submission of Complaint/Appeal**
  - **a.** Vendor may remain anonymous
  - **b.** Vendor may submit Complaint/Appeal Form in person to the Market Manager or mail it to 705 E. State Blvd., Fort Wayne, IN 46805, Attn: Renee Sinacola
- **iii. Decision:** The Market Manager and Market Master will discuss the submitted complaint/appeal and a course of action will be decided and implemented. If a change has been made to the Rules & Regulations, all vendors will be notified.

XI. Special Events & Festivals

A. Salomon Farmers' Market Special Events

Salomon Farmers' Market will offer Special Events throughout the market season in order to draw public awareness and entertain market customers. Our Special Events are funded by Fort Wayne Parks & Recreation Department. Special Events may include, but are not limited to, crafts, games, scavenger hunts, face painting, live music, wagon rides and cooking demonstrations. Special Events may be competition-based, where customers will compete for a prize, see Vendor Involvement, below.

- **i. Schedule:** Special Events will occur during the market season. Special Events will be scheduled for the entire season by April of that season year. If you have an idea for a Special Event or know a musician/music group/chef that would like to contribute to the market's Special Events for little to no-cost, please notify the Market Manager (see contact information on first page) as soon as possible.
- **ii. Vendor Involvement:** If vendor involvement is required for customer participation, as in a scavenger hunt, vendors are asked to oblige.

B. Fall Harvest Festival – Saturday Market

Fort Wayne Parks & Recreation hosts a two-day festival during the fourth weekend (Friday and Saturday) every September (will be in October of 2014). During this festival, active vendors of the Salomon Farmers' Market are invited to vend at the festival on Saturday, for no additional charge.

C. Spring Bazaar & Handmade Homemade Sale

Fort Wayne Parks & Recreation hosts "craft" sales at Salomon Farm Park. These are opportunities for those vendors to sell homemade crafts, gifts, pottery, and any product not accepted at Salomon Farmers' Market. These items are NOT allowed to be sold during Salomon Farmers' Markets. Other vendors that do not sell at the farmers' market also have the opportunity to sell at this event. The public is notified of the event via typical Parks & Recreation advertising methods. Contact Renee Sinacola for more information and/or if you are interested in being a vendor at this event.

XII. Facebook

Salomon Farm Park has a Facebook page to post events, information regarding the park and to engage the local community into the Farmers' Market. (The page used to be just for Salomon Farmers' Market, now it encompasses the whole park.) If you have internet capabilities and have a Facebook account, please "Like" the page (search for "Salomon Farm Park") and share the weekly Farmers' Market event with your friends. Social media for the market has been very popular and useful tool and it can increase our awareness and attendance. You may post pictures, comments or updates (for example: if you are unable to make the market that day or if you have a specific product you know is popular or has been asked about).