

## **Salomon Farmers' Market** **2023 Vendor Rules and Procedures**

**Salomon Farm Park:** Chris Salomon and daughter, Lynn, presented the Fort Wayne Parks Department with their family farm in 1995. 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 demonstrations, plots, and a blacksmith shop all centered around 1930s time period. Small animals such as rabbits, goats, sheep, chickens, donkeys, and a mini horse 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 Fall Harvest Festival, Concert on the Farm, Handmade Homemade Sale, Christmas on the Farm, Farmin' Fun summer day camp and numerous workshops and classes provide opportunities for education as well as recreation and entertainment throughout the year.

**Market History:** 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 a "grower's market", where the majority of products that our vendors offer are grown, raised, and/or developed by the person selling them.

**Our Mission:** Salomon Farmers' Market is a mid-week market focused on connecting the local community to farmers, producers, bakers, and artisan that are within a 75 mile radius of Salomon Farm Park. We operate for the benefit of the community and Salomon market vendors.

**Location and Time:** The Old Event Barn at Salomon Farm 817 W. Dupont Road, Ft. Wayne, IN 46815  
Every Wednesday from 4:00 – 7:00 PM starting June 7<sup>th</sup> and ending September 6<sup>th</sup>.

### **Contacts:**

Market Liaison: Lead Rental Coordinator DeAnna Harris (ML) (260)427-6790 ext. 1, [Deanna.Harris@cityoffortwayne.org](mailto:Deanna.Harris@cityoffortwayne.org)

Contact with questions regarding: acceptance, attendance, Board of Health, she will be your on-site liaison the day of the market. DeAnna enforces market rules and procedures, opens and closes the barn, and aids with the Salomon Booth rentals.

Off-Site Market Manager: Operations Supervisor Larry Hicks (OSMM)

260-427-6790 ext. 3, [Larry.Hicks@cityoffortwayne.org](mailto:Larry.Hicks@cityoffortwayne.org)

Larry will be your off-site market manager. Contact with questions or market complaints.

### **Fees and Cancellations:**

**Full Season (14 Markets) = \$130**

**Half Season (7 Markets) June 7<sup>th</sup> -July 19<sup>th</sup> OR (7 Markets) July 26<sup>th</sup> -Sept. 6<sup>th</sup> =\$65**

**One-Day Booth Rental = \$25.00/day** Due 1 week prior to confirmed market date\*

*\*If payment is not received a week before market date, the vendor forfeits their booth and will not be permitted to set up on his/her/their intended market date.*

Fees are based on one space. Additional space must be reserved for an extra fee and should be noted on the application. Please note: Additional space is not guaranteed. We will do the best we can with the barn space. **There are no refunds for any date cancellations.**

Opening vendor **fees are due by Monday, May 24<sup>th</sup>** in order to retain a space at the Salomon Farmers' Market. Fees should be paid with a check made out to: Fort Wayne Parks and Recreation. **If payment is not received in full by the due date the vendor will forfeit their market space.**

Vendors approved after the opening date of June 7<sup>th</sup> are required to pay vendor fees in full at least 1 week in advance before selected market dates.

**Types of Vendors:** Salomon Farmers' Market strives to support the local community and economy through locally grown produce, agricultural products, baked goods, and natural and artisan goods. We are committed to remaining a grower's market and *give preference to vendors offering locally grown produce* and farm products, especially those who practice sustainable agriculture and are Certified Organic. In regard to processed goods, such as baked goods or personal care products, preference is given to vendors who produce some or all of their ingredients and use locally sourced natural ingredients. We are looking for products that grown, raised, developed by the person or business. Please see the "Products & Produce" section for more information.

Vendor selection, along with booth assignments, is made based on the market's need to balance available produce with a well-rounded "market basket" for consumers, and for the success of market vendors. The market intends to meet the needs of participating farmers and consumers, without

overloading the market with like vendors and products. Salomon Farmers' Market reserves the right to limit the number of vendors.

- Farm Fresh Products
- Value-Added Farm Foods
- Processed Foods
- Personal Care Products
- Artisan Goods
- CO-OP Farms

#### CO-OP Farms or Booth Sharing

- Market spaces for co-op farms are limited and subject to approval by the ML.
- All farms within a Co-op operation will be required comply with Salomon market rules and regulations;
- Salomon Farmers' Market rules and regulations apply to each farm within the Co-op;
- Produce and products that are brought to market must be grown, raised, and/or developed only by the farms listed within the market application;
- Each farm or organization within the Co-op or shared booth will be charged a separate fee of \$25 for a full season, \$10 for half, and \$5 for a single day.

#### Products & Produce:

- All fresh fruits, produce, and agricultural products must be grown, raised, or produced within 75 miles of Salomon Farm Park;
- All other value-added, processed foods, personal care products, and artisan goods must be produced within 75 miles of Salomon Farm Park, and a limited number of such vendors will be accepted each season;
- Products must be grown, raised, and/or developed by the person selling at the market booth;
- Booth sharing must be approved by the ML;
- 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;
- We do not allow the re-selling of products and will actively enforce this policy;
- Vendors are required to disclose all items they intend to sell on their application and may not add new products without consent from the ML;
- We reserve the right to request appropriate documentation and/or to visit the vendor's farm or production area without prior notification in order to enforce these rules;
- All products must be in accordance with the Allen County Board of Health;
- It is recommended for vendors to label and price their products in order to communicate clearly with customers. Research suggests shoppers would rather not buy something than ask about the cost or whether it is organic and non-GMO;
- Certified Organic and Certified Naturally Grown vendors must display certifications at their booth at all times;
- Offending vendors could lose their booth space for the remainder of the season if found in violation of any rules.

**Booths:** Each vendor is assigned a booth location that measures 10' x 10'. Full season vendors are to remain in the same space for the entire season. Each inside vendor is provided with two (2) chairs and one (1) table that is 2.5' in width and 8' in length, they are required to setup and teardown the borrowed table and chairs from the barn kitchenette. Vendors may bring additional shelving and tables; however, they may not exceed the assigned booth space. Various tables and shelving provided by the vendor may be used, but must remain within the **allotted 10' x 10' space**. Please consider that due to the structure of the Old Barn vending spaces could vary.

Additional space is available upon request for an additional fee, but is subject to availability. **No signs of any kind may be attached to the wooden walls of the barn.** It is the responsibility of the vendor to provide their own signs for their business. No nails, wire hooks, tacks, staples, screws or tape will be attached to or driven into any part of the building, equipment, or furnishings to affix signs. We recommend sandwich board signs, easels, table banners, framed signs on tabletops, or propping a sign on the ledges and beams of the wall.

Each indoor booth space has an electrical outlet. Vendors are welcome to bring a small fan for their own space, as the market runs during the summer season and is located in an outdoor building.

Outdoor booths are available to vendors upon request or once the barn is full. Again, vendor booths may not exceed 10' x 10'. **Outdoor vendors must supply their own tents, tables, and chairs. Chairs and tables will not be provided for any outdoor vendor.** Outdoor vendors may store extra items in their vehicles, but cannot sell directly out of their vehicle. . Outdoor vendors will not have access to electricity.

Booth location is subject to change based on the need and capacity of vendors. Booths are assigned at the discretion of onsite and offsite market managers. Vendors may not relocate their own booth, but can request changes by the Market Manager. Environmental conditions such as heat should be considered when preparing for the market and relocation may not be granted if requested due to such conditions.

**Arrival and Set Up:** Vendors must set-up between 2:45-3:45 P.M. **The market is advertised to begin at 4:00pm. The public will be there at 3:45 P.M. so please be ready to sell.**

All vendors will use the main park drive to access the Old Barn and should **NEVER DRIVE AROUND CLOSED GATES OR MOVE BARRICADES** for any reason. Each vendor receives specific instructions for where to drive and park, and they must comply with these instructions. The vendor is responsible for all who are associated with their booth. Vendors should inform any person who is assisting with their booth about these rules.

**ALL VENDOR BOOTHS MUST BE SET UP AND READY TO SELL BY 3:45pm.**

**Due to safety hazards, any vendor arriving after 3:30pm will not be permitted to drive up to the barn and must park in the parking lot to unload from there.**

Salomon Farm is a Fort Wayne City Park with many visitors. Please use caution when driving!

Children are present at this facility from June 7-July 28 for Farm Camp and Field Trips. **Vehicular traffic within the market area is strictly prohibited during market hours.**

**Tear Down:**

Vendors are not permitted to tear down their booth until the close of the market at 7:00 P.M. An exception may be made if someone experiences a personal or family emergency or if they run completely out of product. To ensure a safe departure, any reason for leaving early must be approved by the ML. If they are not on site, please speak with the person operating the Salomon Farm booth, who will contact the ML.

**ALL VENDORS ARE EXPECTED TO VACATE THE OLD BARN BY 7:45pm.**

**Vendor Booth Presence & Rules:** Vendors must remain at their booth during the entire market, with the exception of bathroom breaks. Only vendors/representatives listed on the original Vendor Application may sell at the market. Farm/business owner is responsible for informing all booth representatives of market rules and guidelines.

**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 and the Fort Wayne Parks Department take no responsibility for children's safety or whereabouts during the Farmers' Market. Bikes, skateboards, scooters, roller-skate and rollerblades are not allowed within the market boundaries.

**Courtesy / Conduct:** Vendors shall conduct themselves in a manner that is courteous and respectful to other vendors, market personnel and the public. Behavior that is threatening, abrasive or harassing shall constitute a violation of market rules. 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. If an issue arises with another vendor please be respectful and really consider the issue before taking the next step. If the issue cannot be resolved amongst vendors involved you may then fill out a market complaint form.

**Attendance:** Vendors must notify the Market Liaison at least 24 hours prior to the market date if they are unable to attend the market. The earlier the ML is notified the easier it will be to coordinate another vendor to fill that booth. Any emergencies should be directed toward the ORS. Notifying any other Parks staff of an absence for any reason will not count as notice. **If a vendor fails to attend or notify the ML of absences, their booth may be forfeited. If in violation of the attendance policy, the vendor will be issued a written warning. If a vendor receives more than two written warnings, their booth space will be forfeited. No refunds will be given. Please note, excessive absences may affect a vendor's eligibility to participate in future markets and events at Salomon Farm Park.**

**Market Cancellation:** It is very rare for the market to be cancelled. In the event of a cancellation, the OSMM will contact the ML who will then notify all vendors as soon as possible. Weather conditions such as extreme heat or a severe thunderstorm will not result in cancellation of the market.

### **Health and Safety:**

- Vendors may not bring pets to the market unless it is a service dog;
- Vendors bringing children must be sure their children are supervised at all times;
- Vendors must wear appropriate attire and shoes;
- All vendors are responsible for cleaning up their booth area and disposing of garbage;
- Vendors are responsible for any damages or complaints resulting from the sale of their product(s) or good(s);
- Vendors are responsible for all permits and inspections required by the Allen County Board of Health to safely and legally sell their product and must submit copies of applicable licenses with their application.

**Allen County Department of Health:** 260-449-7561 [www.allencountyhealth.com](http://www.allencountyhealth.com)

**Complaints:** Vendor complaints must be filed using the Farmers' Market Complaint Form and submitted to the

Fort Wayne Parks and Recreation Department, Attn: Larry Hicks  
705 E. State Blvd., Ft. Wayne, IN 46805

OR

Email: [Larry.Hicks@cityoffortwayne.org](mailto:Larry.Hicks@cityoffortwayne.org)

Forms may be requested from the OSMM by phone or email. Complaint forms will also be available behind the information table along with a submission box on the day of the Market.

***Complaint forms cannot be submitted to the ML. Complaints submitted without a form will not be addressed.*** Unless they are the result of an emergency or facility issue (such as electricity), complaints will not be accepted verbally during market hours. The OSMM and ML will review complaints and take actions they deem necessary.

### **Special Events & Festivals:**

Salomon Farmers' Market will offer Special Events throughout the market season in order to draw public awareness and entertain market customers. Special Events may include, but are not limited to, crafts, games, scavenger hunts, face painting, live music, cooking demonstrations and wagon rides. If you have an idea for a Special Event know a musician or would like to be involved in cooking demonstrations, please notify the Market Liaison as soon as possible.

**Fall Harvest Festival – Saturday Market:** Salomon Farm Park hosts a two-day festival on September 22<sup>nd</sup> & 23<sup>rd</sup>. During this festival, active vendors of the Salomon Farmers' Market are invited to vend at the festival on Saturday, for NO additional charge. Only Salomon Farmers' Market current season vendors are asked to attend this event.