

Application Checklist

If applicable, copy of Indiana sales tax license or copy of application for the 2011 Sales Tax ID Number; Check payable to City of Crown Point; Did you register for your Health Department Permit-if needed?; Do you have your sign and 10x10 tent ready?

**Mail Applications with Payment To:
The City Of Crown Point
Mayor's Office of Special Events
Attn: Farmers Market
11065 Broadway, Suite F
Crown Point, IN 46307**

**For further information, call the
Mayor's Office of Special Events at
219-662-3290
Hours: Mon thru Fri.
8:30 a.m.-4:30 p.m.**

**We are here to serve and are looking
forward to a successful 2011 Season
with you!**

"The City of Crown Point Farmers Market has the credo of maintaining a family atmosphere with its vendors, customers, house band (Art Handley & Friends) and Crown Point residents. If there is anything that we can do to make your stay at our little slice of heaven better, please feel free to contact our office directly. If we all work as a team-we will succeed!" -The Mayor's Office of Special Events.

For a full event calendar, visit, www.crownpoint.in.gov or contact the Mayor's Office of Special Events directly at (219) 662-3290.



Farmers Market

2011 Application

Starts on Saturday

June 4, 2011 to

October 1, 2011

Market Takes Place Rain or Shine; however
not in extreme weather

8 a.m. to 1 p.m.

Vendor Set-Up begins at 7am

Vendor Tear Down is from 1 p.m. to 1:30pm

*Road Opens at 1:30pm

MARKET OPERATING RULES

A grower or producer is any person offering for sale articles for human consumption, such as fruits, vegetables, syrups, edible grains, nuts & berries, maple sugar, apiary products and/or non-edible articles, such as cut or potted flowers which have been grown or prepared by the grower or producer. Sale of any type of meat, dairy or certified eggs is allowed in accordance with the Lake County Health Dept. rules and regulations. A farmer may co-venture with other farmers on the products they bring to the market.

Varieties of other homemade goods or products related to the home, kitchen, outdoors are allowed at the market.

However in doing our due diligence to our established vendors; priority on space reservations will be granted to established vendors from the past year.

Past vendors will be grandfathered in each year for space consideration. Exclusivity on products is not guaranteed. The Market Master, City of Crown Point, has the ultimate authority on vendor placement and reserves the right to refuse any applicant-at any time.

ENFORCEMENT OF RULES

Occupants of spaces at this Market must at all times conform to the Market Rules and all points in the application. The Market Master has full authority to enforce all rules and any occupants failing to comply may have their space declared vacant at the discretion of the Market Master.

TIME & HOURS OF OPERATION

The Market will open the first Saturday in June until the 2nd Saturday in October. **The hours for the Market are 8:00 a.m. to 1:00 p.m. All vehicles must be in place no later than 7:45 a.m.** Only pedestrian traffic will be allowed in the Market area after this time. **A producer failing to arrive by 7:45 a.m. will forfeit his/her space for the day. The market master has power to override this in emergency cases. If a vendor is unable to attend a market, they must contact the Mayor's Office of Special Events by 4p.m. the Friday before that market, so that space can be allocated to another weekly vendor. No profane language will be tolerated.**

DISPLAYING & SELLING GOODS

Producers must furnish their own tables, chairs, or other display arrangements. In case of rain, producers must furnish their own protection, a 10x10 pop-up tent works

best. All refuse must be removed at the close of the Market each week; uses of city waste receptacles are solely for the attendees. **If refuse is not cleaned, that vendor will not be able to attend the following week.**

SPACE RENTAL FEES (fee includes new 7% sales tax)

SEASONAL SPACE - \$150.00 PER SEASON Assigned & Reserved. **One (1) Market stall (a 10x10 space)** may rented by any one producer. The space runs about a parking space and ¼ for visual purposes. Additional spaces are \$150.00 each per season.

WEEKLY SPACE - \$30.00 EACH SATURDAY Assigned & Reserved. One (1) Market stall may be rented by any one producer. Additional spaces are \$30 each per week.

All fees collected will be used to advertise, run and promote the Farmers' Market. Any additional proceeds will be used towards future special events.

METHOD OF PAYMENT - Checks should be made payable to the City of Crown Point. **Total payment, in check form, must accompany application. Weekly payment must be made no later than the Friday before the attended market! NO EXCEPTIONS WILL BE MADE; AS PAYMENT WILL NOT BE TAKEN AT THE EVENT.**

Seasonal Permits are non-transferable and **NO REFUNDS WILL BE GIVEN.** **Space will only be reserved after full payment is received. If more applications are received than space allows, priority will be given to earliest registrants.**

ALL SPACE RENTERS MUST HAVE THE FOLLOWING ON DISPLAY AT ALL TIMES:

IF APPLICABLE, COPY OF INDIANA SALES TAX NUMBER & CERTIFICATE. A SIGN NO LESS THAN 15" X 20" IN DIMENSION WITH BUSINESS NAME, ADDRESS, & PHONE NUMBER WRITTEN IN PROMINENT LETTERS. 2011 HEALTH DEPARTMENT PERMIT

PLEASE DIRECT ANY QUESTIONS OR COMMENTS TO:
The Mayor's Office of Special Events
Office: (219) 662-3290

**2011 Official Application
Farmer's Market**

Name _____

Business Name: _____

Address _____

City _____ St _____ Zip _____

Phone _____

Alt. Phone for Market Day: _____

EMAIL: _____

List of Products

Seasonal \$150.00 _____

By the week \$30.00 _____

I/We agree to hold harmless the City of Crown Point, Crown Point, IN, or any person or board connected with the Farmer's Market from any/all liability due to damage and/or theft of my/our merchandise, goods, and wares kept upon premises designated by persons mentioned above. This agreement refers to any/all damage including, but not limited to; damage by heat, water, sun, rain, wind, cold, and vandalism and the like. All claims, suits, actions, debts, and costs, charges and expenses, or damages of any nature arising from any activities under this contract, including loss predicated on active or passive negligence of the indemnities. Again, I understand that exclusivity on products is not guaranteed.

SIGNATURE: _____

DATE: _____