



Guidelines for Biz Kidz Vendors

Fishers Farmers' Market | July 14, 2018

Biz Kidz Market Day at the Fishers Farmers' Market gives young entrepreneurs ages 5 through 17 the opportunity to run their own business for a day! Kids may sell products that are handmade, hand-grown, hand-crafted, or hand-produced. Homemade food products must adhere to the Indiana State Department of Health requirements for Home Based Vendors (HBVs). Products purchased from or made by a third-party source will NOT be permitted. Cost is \$10 per vendor space.

As market vendors for a day, kids practice basic skills of product development, marketing, sales, and customer service. Biz Kidz vendors are responsible for providing all necessary booth equipment (tent, tables, chairs, etc.); booth spaces are 10' x 10'. With help from an adult, Biz Kidz should develop a business storefront and signage for their booth space, label and price their products legibly, and create simple but attractive product displays. Booths must be staffed at all times and adult supervision is required. Biz Kidz are responsible for setting up and cleaning up their own booth space. The Fishers Farmers' Market takes place from 8 a.m. to noon.

The mission of the Fishers Farmers' Market is to provide a venue where local farmers, producers, and food-inspired businesses come together to offer a variety of fresh local produce, plants, and locally-crafted food and food-inspired products directly to the Fishers community.

The Fishers Farmers' Market is organized and managed by the Fishers Parks & Recreation Department. **These regulations are important to the safe and successful operation of the Fishers Farmers' Market. Failure to abide by the rules may be cause for expulsion from the market.**

SELLING AT THE BIZ KIDZ MARKET

1. **Products:** Products must be: hand-made, hand-grown, hand-produced, or hand-crafted. Vendors must list all products they wish to sell on the Biz Kidz vendor application. Products purchased from or made by a third-party source will NOT be permitted. Any additional products must be approved by the Market Manager at least two (2) weeks in advance of the Biz Kidz Market Day.
2. **Pricing/labeling:** Vendors must accurately represent their products to the public with prices and proper labeling. All items must be clearly priced. If selling by weight, vendors must have a legal produce scale.
3. **Staffing and adult supervision:** Booths should not be left unattended at any time. Biz Kidz vendors must be supervised by an adult (18 years or older) at all times.
4. **Hawking:** Vendors are not permitted to "hawk" their products or harass customers in any way.
5. **Music:** The Fishers Farmers' Market supplies all music and entertainment during the market. No playing of instruments, CDs, digital music, etc. is allowed at vendor booths without permission from the Market Manager.
6. **Selling out:** Should a vendor sell out of their product at any time prior to the close of the Market, they must maintain their booth in full set up. Please feel free to hang a sign that indicates you are out of product. However, you are not permitted to tear-down your both or vacate your booth space until the Market officially closes at noon.
7. **Close of market:** Vendors are required to stop selling at the close of the Market.

SELLING FOOD PRODUCTS

1. Homemade food products must adhere to the Indiana State Department of Health requirements for Home Based Vendors (HBVs). Foods that may be sold by HBVs include, but are not limited to: cookies, cakes (not needing refrigeration), fruit pies, cupcakes, yeast breads, fruit breads, chocolate, fudge, peanut brittle, fruit-based jams and jellies, and unprocessed, whole uncut vegetables and fruits. Parents are responsible for all food items sold by their child vendor. Please see the *Hamilton County Health Department Home Based Vendor Rule* brochure for details.
2. Biz Kidz Vendors who sell or sample any food for consumption on site must obtain a vendor permit from the Hamilton County Health Department and set up an approved handwashing station at their booth.
3. For complete Health Department regulations, please visit the Hamilton County Health Department website or call the office at 317-776-8500 and ask to speak to an inspector.

PERMITS AND LICENSES

Vendors accepted to the Fishers Farmers' Market must provide copies of all applicable permits and licenses for their product(s), including but not limited to:

1. Vendors who sell **eggs** must provide a copy of a retail permit from the Indiana State Egg Board.
2. Vendors who sell or sample any **food for consumption on site** must provide a copy of a seasonal vendor permit from the Hamilton County Health Department and must have a hand-washing station at their booth.
3. Vendors requiring any **weighing or measuring instrument or device** used for commercial purposes in the State of Indiana to be licensed annually. This includes scales to measure produce at the market. A copy of the Weights and Measures license must be submitted to the Market Manager. <http://www.in.gov/isdh/23288.htm>.
4. Vendors who sell pet food of any kind, including dog treats, must have a Commercial Feed License and adhere to all labeling requirements. <http://www.oisc.purdue.edu/petfood/index.html>

BIZ KIDZ BOOTH SPACES AND EQUIPMENT

1. **Vendor space assignment:** Vending spaces will be assigned by the Market Manager using his/her best judgment and considering as necessary factors including, but not limited to: vendor needs such as electricity or handicap accessibility; physical distribution of products throughout the Market; and the visual aesthetic of the Market.
2. **Subletting:** Booth spaces may not be transferred to or shared by other vendors unless prior permission is obtained from Market Manager. Biz Kidz who wish to share a booth with another Biz Kidz vendor should list the second vendor's name on their application. **Biz Kidz** product is the **ONLY** product allowed to be displayed and sold at your booth. Vendors are **NOT** allowed to give their booth to another vendor not registered to the Fishers Farmers' Market in the event they are absent. Any vendor who sublets their space without prior approval is subject to forfeiture of space and fee.
3. **Booth size:** Booth space is 10' wide and 10' deep. In consideration of other vendors, vendor setup must be within the boundaries of their space. No boxes, displays, signs, or other vendor equipment or products may extend into the common customer traffic areas. Vendors are responsible for maintaining their spaces in a clean and sanitary condition at all times.

4. **Equipment and Supplies:** Biz Kidz vendors must supply all their own equipment such as tents, tables, table coverings, chairs, display cases/fixtures, signs, etc. Vendors are also responsible for supplying their own weather protection equipment. All vendor equipment used at the market must be in a clean and safe condition. Glass display cases and other glass containers must be secured.
5. **Tents/Canopies/Umbrellas:** Any vendor tent, canopy, or umbrella on the Fishers Farmers' Market site during a normal period of market operations, including the set up and break down period, is required to be sufficiently and safely anchored to the ground from the time it is put up to the time it is taken down. GROUND STAKES ARE NOT PERMITTED. 40# weights on each leg are required. Any vendor who fails to properly anchor his or her tent/canopy/umbrella will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and store the tent/canopy/umbrella and sell without it. The vendor is solely responsible for damages or personal injury resulting from the use thereof. Please see the *Tent Weights and Weather Policy* for complete information.
6. **Booth signage:** Biz Kidz vendor booths should at least one sign identifying their "business" name. All product prices must be appropriately and adequately displayed. Biz Kidz vendors will be provided with a sign for their booth identifying them as participants in Biz Kidz Market Day.
7. **Other signage and printed materials:** No signage or pamphlets are allowed to promote activities outside the market that are not related to vendor business. This includes but is not limited to unrelated commercial businesses, controversial topics, and political and/or religious materials.
8. **Electricity:** Biz Kidz booth spaces will not have electrical connections.
9. **Water:** Hot water will be available for vendor use on site (for hand washing stations). Used water must be disposed of in the designated area. No dumping ice, water, or sewage on the grounds or in storm drains. This action is considered an illegal discharge and a violation of the City of Fishers storm/water ordinance.

TENT WEIGHTS AND WEATHER POLICY

Wind-blown tents, canopies, and umbrellas are the number one cause of injuries and insurance claims at farmers' markets, but almost all this damage can be prevented. We require that every tent, canopy, umbrella, and sign used at the Fishers Farmers' Market be attached to an approved weight. All tents, canopies, umbrellas, signs and other forms of stall covers must be sufficiently and safely secured to the ground from the moment the stall cover is erected at the start of the market day to the moment immediately before it is taken down at the end of the market. Tents and canopies are considered sufficiently secured with at least 40 pounds per leg and at least 50 pounds for umbrellas.

1. Weights should be secured in a manner that does not create their own safety hazard.
2. Weights should be tethered with lines that are clearly visible and will not cause a tripping hazard.
3. Weights should have soft edges to avoid causing cuts and scrapes.
4. Weights should be securely attached.
5. Weights should be on the ground (NOT above people's heads)
6. If tents, canopies, umbrellas or signs are NOT adequately secured, Fishers Farmers' Market management will require the Vendor to take them down and close their booth for the day. If these items need to be taken down in the middle of the market, Vendors are expected to direct customers to a safe place so they will not be injured.

7. Examples of sufficient and safe weights include:

- a. Filling an empty paint can with cement and tying this to each corner of the tent with a rope or bungee. It is NOT sufficient to place the can on the feet of the tent.
- b. Filling containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.
- c. PVC pipe capped and filled with cement must be hung on the inside of canopy poles and secured to the top braces of canopy in a way that it does not collide with customers or create a hazard.

8. Examples of weights that are NOT sufficient or safe:

- a. Gallon water jugs. These are not heavy enough for large gusts of wind.
- b. Tying tents, canopies or umbrellas to tables, coolers, or vehicles. Sandbags that cannot be set upright and securely tied to the tent or canopy should not be used.

SET-UP AND TEAR-DOWN

1. Biz Kidz vendors may arrive any time after 7 a.m. Vendors should be completely set up and **ready for selling by 7:45 a.m.**
2. Unloading instructions will be provided prior to Biz Kidz Market Day. For the safety of pedestrians, the area designated for unloading will be blocked off at 7:30 a.m. and reopened at 12:15 p.m. *(or sooner if pedestrian traffic is clear)*. Vehicles are not permitted on the grass.
3. Vendor booths must remain open and ready to serve customers **until exactly noon**. You may not start packing up your products and tearing down your booth until after noon.
4. Vendor may not bring their vehicle to their booth for loading at the close of the market until their booth is completely taken down including but not limited to TENT DOWN, TABLE AND CHAIRS FOLDED, ALL PRODUCT PACKED, SIGNS REMOVED, ETC. Vendor cars pulled in for loading before the booth is completely broken down and packed will be asked to move until ALL booth space equipment and supplies are ready for a quick loading.
5. Vendors must vacate the premises by 1 p.m. and remove all equipment, supplies, personal items, litter, and trash before leaving.
6. Vendors must leave their booth space clean and free of trash and debris. Vendor may be assessed a fee for clean up if market staff must further clean or professionally clean a selling space. Garbage containers provided by FISHERS FARMERS' MARKET are for customer use or light trash only. Agricultural waste, broken down boxes, and large bags of trash must be hauled away or placed in the designated disposal location.

MARKET MANAGER

All questions, comments, and suggestions related to the Fishers Farmers' Market should be directed to:

Annabeth Stem
Fishers Farmers' Market Manager
Office 317-567-8561 Cell 317-430-7509
Email stema@fishers.in.us

