

## **2025 Plainfield Chamber of Commerce Farmers Market Vendor Application**

### **Market Details**

- Dates: Wednesdays, June 4 through September 24, 2025
- Hours: 4:00 PM – 7:00 PM
- Location: Plainfield Friends Meeting, 105 S. East Street, Plainfield, IN
- Vendors will set up on the North lawn unless otherwise directed by the Market Master.
- The deadline to apply is **May 7<sup>th</sup>, 2025**

The market will operate rain or shine. In the event of severe weather, the Market Master reserves the right to cancel for the day. Cancellations will be announced on the Plainfield Chamber Farmers Market Facebook Page or at the Market in person.

### **Vendor Guidelines**

#### *Eligibility and Product Requirements*

- Vendors may only sell items they grow, produce, or create themselves. Items must be locally sourced within Hendricks County, adjacent counties, or a 60-mile radius.
- Prohibited: Resale items, direct-sale products, and produce purchased from auctions.
- Certain crafts are permitted but must be approved by the Chamber prior to sale. Examples include handmade items such as soaps, oils, jewelry, quilts, and wooden goods.
- The Chamber reserves the right to limit similar product types but will notify vendors of potential overlaps, allowing them to decide whether to proceed.

#### *Booth Space*

- Each booth space is 12 feet wide. If you take up 2 spaces, you will be charged for both. If you take up 3, you will be charged for 3. Be aware of how wide your tents/tables are.
- Vendors may not park vehicles in or behind their booth during the market unless prior approval has been given. Vendors must offload their vehicles and park in the designated east-side lawn area **to ensure safety and additional space for activities.**

### **Food Truck Guidelines**

- Seasonal Rate: \$200 for food trucks 12-24' (double booth price).
- If you are bringing a trailer, and not disconnecting your truck from it and moving the truck to the parking area, the fee will be for a triple space as that would be what you are taking up (over 24')- \$300.
- All trash generated by the food truck must be taken and removed by the food truck operator, not placed in the cardboard trash bins for patrons.
- Food trucks must park in their designated spaces as assigned by the Market Master. A map will be given out prior to the market with instructions.

### **Payment Options**

- Weekly Rate: \$15 per booth, per week. This must be paid upon entry before setup.
- Seasonal Rate: \$125 for a single booth, \$200 for a double booth, \$300 for triple
- Payment is due before participation. Seasonal vendors are expected to attend at least 80% of the season (no more than 4 absences). Weekly vendors will not receive assigned spots and will be placed as space allows. **Booth fees are non-refundable once accepted by the market.**

### **Vendor Responsibilities**

#### *Set-Up and Tear-Down*

- Vendors may begin setting up at 2:00 PM- if you would like to arrive soon just let us know.
- **Vehicles moved to the designated parking area** and ready to sell by 3:45 PM.
- Vendors must remain open until 7:00 PM and vacate the premises by 8:00 PM.
- Vendors must provide their own equipment, including tables, weather protection, and trash removal.
- Limited electricity is available but must be requested in advance. Availability is not guaranteed.

### **Compliance**

- Vendors must comply with all applicable laws, regulations, and permits. For health department questions, contact Lisa Chandler at 317-745-9217 or [lchandler@co.hendricks.in.us](mailto:lchandler@co.hendricks.in.us).
- Vendors must maintain a \$1,000,000 liability insurance policy naming the Plainfield Chamber of Commerce as an additional insured. A copy of the insurance certificate must accompany the application.

### **Market Policies**

*The Plainfield Chamber of Commerce reserves the right to:* Deny applications in the best interest of the market. Adjust market dates, hours, or rules as needed. Resolve disputes. **The Chamber's decision is final.**

- The market is a smoke-free and alcohol-free campus.
- Solicitation is not permitted, this includes but is not limited to political candidates, or sales by anyone who is not an approved Market Vendor.

Complaints or concerns (non-emergency) should be addressed by scheduling an appointment with the Market Master or Chamber office (Mon-Fri, 9:00 AM - 4:00 PM)

Please fill this Application out completely and return to the Plainfield Chamber of Commerce.

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Food Truck Length (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Best way to contact you: • Home • Cell • Email

Website: \_\_\_\_\_

Facebook Page: \_\_\_\_\_

Electric needed: • Yes • No

At the Market will you accept? • Cash • Debit/Credit • Both

Items to be sold with descriptions (all items must be listed in order to be sold at the Market):

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

Payment Amount: • Entire season \$125 • Entire season double space \$200 • Weekly \$15

Non-Profit : • Entire season \$50 (we reserve the right to ask for verification)

Are you WIC Certified? • Yes • No

WIC Vendor # \_\_\_\_\_

We can help you with WIC certification if you are interested – we do have regular customers at our Market who use WIC vouchers to pay.

Proof of Liability Insurance included with application (vendors will NOT receive an assigned spot or be allowed to attend the Market without proper insurance & payment.): • Yes • No

Consent and Agreement

By signing below, I acknowledge that I have read and agree to the rules and policies outlined in this application. I grant the Plainfield Chamber of Commerce permission to use any photographs taken of my market space for promotional purposes. I also consent to the release of my contact information to respond to inquiries about potential special orders.

I release the Plainfield Chamber of Commerce, Plainfield Friends Meeting, and the Town of Plainfield from any liability related to my participation in the market.

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

Please remit information and payment to:  
Plainfield Chamber of Commerce  
206 W. Main St.  
Plainfield, IN 46168  
317-839-3800  
Monday-Friday 9:00AM-4:00PM  
Contact: [market@plainfield-in.com](mailto:market@plainfield-in.com)

A copy of this agreement can be found on our website: [www.plainfield-in.com](http://www.plainfield-in.com)

### **Checklist for Vendors**

Before submitting your application, ensure the following:

- Application form is complete.
- Booth fees are paid (weekly or seasonal rate).
- Certificate of liability insurance with the Plainfield Chamber listed is attached.
- Board of Health packet is filled out (if applicable).
- WIC application is filled out (if you wish to accept WIC).
- Products meet market eligibility requirements.
- Food truck length (if applicable) is noted.
- Special requests (e.g., electricity) are noted.
- Contact information is accurate.

