

2026 YLNI Farmers Market Vendor Guidelines

Our Mission: To create a vibrant downtown experience by connecting our community to local producers, entertainers, and non profits.

The Young Leaders of Northeast Indiana (YLNI) in partnership with The History Center are pleased to host the YLNI Farmers Market, The Original Barr St Market!

It is of the utmost importance that we continue to be a **producer only market**. Each year more and more questions are raised about what this means. We say a producer only market means that each and every **vendor hand makes / creates / produces each and every item** that is being sold under their tent.

Therefore the following types of vendors will be considered:

Food / Beverage Trailer	Includes any vendor that sells food/beverages and does not have a food truck. They will be selling out of a trailer that is pulled and dropped off in the market (all other food trucks will need to apply for Brunch On Barr).
Livestock Producer	Includes any vendor that raises animals to sell meat or raises animals to sell products like eggs or milk. Farm inspections will take place as needed.
Material Goods / Artisans	Includes any vendor that makes non consumable goods such as soap, jewelry, candles, 3D printed goods, prints, clothing, bags, keychains, woodworking or engraved items, pet accessories, etc.
Produce / Nursery Farmers	Includes any vendor that sells plants or vegetables as a final product such as nursery plants, vegetables, and cut flowers. A crop plan will be required for this application and farm inspections will take place as needed.
Ready to Eat	Includes any vendor that will be preparing and serving food/beverages and selling it to be consumed at the market. These vendors will be setting up tents, do not have a trailer that they work out of, and have a permit.
Specialty Food	Includes any vendor that sells premade/packaged/bottled edible products like honey, jams, jellies, baked goods, bottled drinks etc. Pet foods would also be included here. These are home based vendors.
Service Vendors	Includes any vendor that will be selling a service offered on the spot such as welding permanent jewelry, applying hair tinsel, neck massages, etc

**If you are a butcher and have no part in raising the animals that you process or you sell processed products from animals that you do not have a part of raising, like cheese then sign up as a specialty food producer.*

**Understandably, many vendors sell within multiple vendor types. To select your primary vendor type, please choose a category for which you receive 60% of your sales.*

All vendors are at the sole discretion of the market staff. Contact market@ylni.org with further questions.

Application/Applicant

- It is the responsibility of the applicant to familiarize yourself with these procedures and share with anyone who may be overseeing your space during market hours.
- **PLEASE ALLOW AT LEAST 2 WEEKS FOR A RESPONSE ON YOUR APPLICATION.** Upon review of the application by the YLNI Farmers Market Committee, the vendor will receive an email either confirming desired dates along with payment information OR a request for further information.

****PLEASE NOTE****

1. The review process could be more or less than 2 weeks depending on if the application is completed with ALL required documents and with all questions answered **thoroughly**.
 2. Several factors are considered when reviewing applications such as number of Saturdays the vendor has requested, application being filled out correctly and completely, and years of service to the market.
- Only online applications will be accepted. No paper applications will be reviewed.
 - All vendors must be 18 years of age OR have a parent/guardian present at all times.

Location & Time

- The YLNI Farmers Market is located at the corners of E Wayne, Barr, and Berry Streets in downtown Fort Wayne, Indiana.
- The market is open every Saturday rain or shine May 2, 2026 to October 31, 2026 from 9:00a to 1:00p.

Fees

- \$25 application fee which is a one time & non-refundable
- \$30 per 10x10 ft space per Saturday
- \$50 late fee for invoices not paid by due date
- \$50 late fee for a date requested within 10 days of the requested Saturday
- \$15 per portable battery when reserved at beginning of season
- \$20 per portable battery day of
- \$25 volunteer deposit fee

- For applications submitted before the season begins on May 2, 2026, initial payment will be due Wed Apr 22, 2026
- For applications submitted after May 2, initial payment will be due 10 days before vendor's first accepted market date as follows:
 - Wed Apr 22, 2026 and will cover all accepted dates for May & June
 - Wed June 24, 2026 and will cover all accepted dates for July - Oct
 - For applications submitted after these due dates, invoices will be due 10 days prior to first accepted date
 - The day after payment is due will serve as a grace period with no late fees.
 - If payment is still not received by 11:59p the day after a grace period, a \$50 late fee will be assessed.
 - If payment is still not received by 11:59p on the 2nd day following a payment due date, the vendor's application will be withdrawn, invoice will be deleted, and accepted dates along with reserved spaces will be forfeited.

- Any Saturday requested within the 10 days leading up to that Saturday, will receive a late fee.

Please Note: each date requested, must be accepted MANUALLY by the market staff. This means a staff member has to go into Market Spread and accept the date; NOTHING in Market Spread is automatic. Please do not assume that any date you have requested is automatically accepted. Check your Market Spread often to see if your dates have been accepted or waitlisted. Clicking the +/- next to a date multiple times only changes the status of date to pending. It will never change back to accepted without manually being accepted by a market committee.

Please Note: Any charge(s) from the market on your credit card will come from The Young Leaders of Northeast Indiana. Should you dispute any market fees with your banking institution, you will be responsible for any charges incurred by the market from your banking institution. You will not be permitted to attend the market until the dispute has been resolved and all fees owed to the market have been paid.

All fees paid in connection with this application will be non-refundable and non-transferable between market seasons.

Cancellations

- The Market is not responsible for reimbursing any vendor fees in the event that the Market is canceled due to bad weather, accident, riot, strikes, epidemic, acts of God or other legitimate conditions beyond the Market's control.
- If the market must be canceled due to weather, the Market Manager will do her best to alert you via text by 8am. However, a delayed set up is more likely than a cancellation.
- If you have a confirmed booth assignment for a specific date and you are unable to attend, you **MUST** notify the Market Manager **WITHIN 24 HOURS** by texting Ashley at (260) 414-7719 or emailing us at market@ylni.org as soon as possible. Don't forget to include your name and business name!
- **After two no calls/no shows**, the market staff can withdraw your application, and rescind your remaining reserved booth spaces.

Waitlisted Vendors

- If you happen to find yourself on a waitlist, you must be prepared to act quickly.
- If a space becomes available, you will be contacted via email or text. You will be asked to confirm within a certain time frame along with payment being due immediately.
- **If you know that you are on a waitlist, please check your email and messages regularly.*
- **If you have been contacted for a space that has become available, and you choose not to respond, you may be dropped to the bottom of the waitlist for following dates.*
- **If you do not wish to be on the waitlist, please let the market know.*

Booths

- Each accepted vendor will receive one 10x10 ft booth space per paid date.
- Extra space can be requested for an additional fee.

- Extra space is considered anything needed or wanted outside of the 10x10 ft space such as product displays, a grill, a trailer, the tongue of a trailer, buckets, extra product etc.
- Tents may **NOT** be any bigger than 10x10 ft. Anything bigger will be considered as extra space and so will be charged extra.
- **Whether you rent a tent or bring your own, each vendor is required to provide weights for that tent.**
- **100 lbs total is the minimum.**
- IF YOU FAIL TO PROPERLY WEIGH DOWN THE TENT, YOU WILL NOT BE PERMITTED TO USE A TENT.
- Should your tent blow away from improper weight requirements, that vendor will be responsible for any damage.
- SPACE IS LIMITED; therefore, early registration is recommended.
- Vendors who participate for the entire season will remain in the same space.
- **If you are NOT a permanent vendor, your space is subject to change each week.**
- Vendors are **NOT** allowed to tear-down until 1:00p.
- **Only one business per booth is permitted.**
- Booths must be staffed at all times by the vendor.

Rentals

- Tents are \$10, weekly.
- Tables are \$5, weekly.
- Chairs are \$2 weekly.
- Batteries are \$20 weekly if rented day of
- All rentals are limited and, therefore, are on a first come, first serve basis. Please plan accordingly if in need of any of these items as they are NOT guaranteed to anyone.
- Rentals are only available on Saturday mornings. You may NOT reserve them ahead of time.
- Rentals are available at the YLNI tent each Saturday; fees are collected at this time.
- Vendors MUST return their rented items to the YLNI volunteer tent.

Do NOT leave your rented items in your space as you will be responsible for broken or stolen rental items.

Health and Safety

- For health and safety reasons, vendors MAY NOT bring pets to the market.
- Vendors must wear appropriate attire and shoes at all times; the definition of appropriate attire shall remain at the sole discretion of the market.
- The vendor is responsible for damages resulting from the sale of unsafe or unsound goods.
- No potentially hazardous foods are allowed to be sold without proper permitting.

- Vehicles are NOT allowed on the sidewalk at any time, including setup and tear down.
- All vendors are responsible for removing their own garbage. There are 30 trash bins throughout the market so if one is full, please find another.
- You must break down any boxes. DO NOT leave them on top of the trash bins.
- DO NOT overflow a trash bin.
- Each vendor is responsible to obtain all necessary permits and documents according to local, state and federal guidelines ie The Allen County Board of Health, The State Board of Health, The Egg Board, Indiana Department of Revenue, etc.

Produce/Product

- Vendors must be the originator of each and every product being sold on their table and under their tent.
- Each vendor is vetted based on the products listed and described in this application. If you're wanting to make adjustments to your products, you just email market@ylni.org
- **ALL PRODUCE/PRODUCT MUST BE GROWN/PRODUCED/CREATED IN INDIANA, MICHIGAN, OR OHIO BY THE VENDOR. THE SALES OF GOODS NOT GROWN OR PRODUCED BY THE VENDOR ARE ABSOLUTELY NOT PERMITTED.**
- Inspections may take place if deemed necessary.
- Please have certified organic certificates displayed if you are advertising that you are organic.

Farm Inspections

- To help stay true to our mission of being a producer only Market, farm inspections can be completed for various reasons (complaints, discrepancies, etc) for every produce vendor at the beginning of the season. This will pertain to any vendor growing any type of produce, plants, flowers or any other such item deemed necessary by the market committee. Therefore we have secured a veteran Master Gardener who will do farm inspections for us.
- A crop plan is required. We have developed a spreadsheet of information that will need to be uploaded with your application. This spreadsheet is available in the application. Please download, complete, and upload to the application. **Any application without this document will NOT be considered.** The farm inspector will use the crop plan to compare against what and how much produce is brought to the market.
- Upon approval of your application, the inspector will contact you to set up a date and time for the inspection.
- The inspector may ask for additional items during the inspection.
- The inspection will be pass or fail.
- A failed inspection can result in a temporary, seasonal, or permanent suspension from the market.
- Every decision will be at the sole discretion of the market manager, market staff, and inspector.

Any complaint from a vendor must be in writing and emailed to market@ylni.org.

Other Inspections

- In order to promote the producer only guidelines among the non produce vendors, staff may inspect any booth to ensure items are of your creation.
- These inspections can be random, performed at the market due to complaints or completed by secret shoppers.
- If another vendor makes a complaint about a vendor, both vendors will be inspected.
- Should staff members or secret shoppers find or suspect that your products are not handmade, market staff will be informed. Because each situation is unique, disciplinary actions will be at the sole discretion of the market manager.

Food Trucks

ALL FOOD TRUCKS MUST APPLY TO BRUNCH ON BARR.

Any food trucks at the market are at the discretion of market staff.

Electricity

- Electricity is limited.
- Electricity is available via portable batteries that can provide up to 10 amps of power.
- All electricity requests will be at the discretion of the market staff.
- A 12 gauge power cord is required for vendors powering heating or cooling equipment.

Amplified Music and Noise

- Amplified music or paging systems cannot be used by vendors.
- Generators are allowed, but must be notated within the application.
Generators brought to the market without being notated within this application to be tested, will not be permitted.

Signage

- Each booth space must prominently display a sign clearly identifying the farm or business by name.
- Signs must be in place by the opening of the market.
- All product descriptions must be accurate.

Volunteer Deposit Program

- All vendors will be required to make a one time volunteer deposit that will be charged on their first invoice.
- These funds will go toward making a donation to local organizations for providing volunteers to help set up in the mornings and tear down the in the afternoons.

- Vendors can, however, earn this deposit back by volunteering to do specific tasks in the mornings or afternoons.
- Tasks will consist of cleaning & taking down high top tables, wheeling in the brown trash bins, etc.
- Perform 3 tasks to earn your deposit back on specific dates.
- Vendors can be paid via Cash App only.

Sales Reporting

- At the end of each market, Market Spread will automatically send out an email asking you to report your sales for the day.
- At this time, reporting your sales isn't required, but highly encouraged.
- These numbers are kept private and only viewable to you and the Market Manager.
- Once enough data is collected, sales numbers will be used collectively to not only apply for grants but to show the city just how valuable our vendors are and how much of an impact you make on our local economy.

Measuring, Permitting, Licensing

- Scales and measuring devices must be legal and accurate.
- Permits are required by the Allen County Board of Health for all food categories except qualified home based food vendors.
- Registered Retail Merchant Certificates may be required of vendors selling tangible items by the Indiana Department of Revenue.
- All vendors are responsible for paying any taxes and obtaining appropriate licenses/permits/inspections needed to satisfy all local, state, and federal laws including but not limited to: The Allen County Board of Health, The State Board of Health, The Egg Board, The USDA, The Indiana Department of Revenue, Excise, The Department of Weights and Measures, etc

Insurance

- Vendor is responsible for damages resulting from the sale of unsafe or unsound goods, therefore; all vendors are responsible for providing the following insurance:
 - ***A commercial general liability policy**
 - ***in the amount of \$1M per occurrence**
 - ***listing YLNI Farmers Market PO Box 10774 Fort Wayne, IN 46853**
- YOU MUST UPLOAD A CERTIFICATE OF INSURANCE TO THE APPLICATION. See example at the end of this document.

Office Hours

- Market staff will be available Tuesday - Saturday up to the end of the market.
- Saturday afternoon through Monday, market staff will be out of office.

Communication

- Most communications will come via email through Market Spread. Please watch for these emails as they all have important information.
- Should there be an immediate need to reach you such as a weather notification, then a mass text message will be sent.
- If a reply is asked of you in an email or text, please reply in a timely manner.
- Continual non response can result in dismissal from the market.
- If you need to get in contact with the market / market manager, you must send a message via Market Spread or by sending an email to market@ylni.org. **DO NOT send a message via social media.**

Market Definitions

Legacy Vendor: (previously veteran vendor) A vendor who has held a recurring space for a minimum of 5 years.

Anchor Vendor: (previously permanent vendor) A vendor who has signed up & been approved to vend every Saturday of the current market season.

Wait List: A list kept by the market of vendors who have applied for a Saturday, but has not been approved due to no available space.

Full & complete payment: An invoice that includes ALL approved dates in which the vendor has applied to be at the market.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Veracity Insurance Solutions, LLC. 260 South 2500 West, Suite 303 Pleasant Grove UT 84062		CONTACT NAME: FLIP Program Support PHONE (A/C, No, Ext): (844)-520-6992 FAX (A/C, No): E-MAIL ADDRESS: info@fliprogram.com	
INSURED [REDACTED] Fort Wayne IN 46845		INSURER(S) AFFORDING COVERAGE INSURER A: Great American Alliance Insurance Co. NAIC # 26832 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	01/05/2025	01/05/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 ANIMAL BAILEE \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)
Certificate holder had been added as additional insured regarding the above mentioned policy per attached Additional Insured - Designated Person or Organization (CG 20 26 Ed. 04 13)

CERTIFICATE HOLDER YLNI FARMERS MARKET PO Box 10774 Fort Wayne, IN 46853	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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