

2026 - 2027 YLNI Winter Market Vendor Guidelines

Our Purpose:

To cultivate a vibrant and welcoming community space that connects local producers with residents, supports the growth of emerging entrepreneurs, and empowers the next generation to make healthy food choices; To be the region's premier destination for community gathering and economic innovation, where local food, culture, and business thrive hand-in-hand.

The Young Leaders of Northeast Indiana (YLNI) is pleased to host the 2026 - 2027 YLNI Winter Farmers Market season! We strive to offer fresh and unique produce, meats, baked goods, and homemade crafts in a cultural setting.

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 within their space. Therefore the following types of vendors will be considered:

Alcohol	Includes any vendor that sells alcohol ie wine, beer, liquor
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.
Food Truck	Includes any vendor that sells food/beverages from a food truck.
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, tinctures, personal care items, 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, <u>do not have a trailer</u> that they work out of, and have a permit.

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
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.

- **The 60% Revenue Rule:** Vendors operating across multiple product lines must register under the category that generates at least 60% of their gross market sales.
- **Butchers & Processors:** Sourcing meat or processing milk/cheese from livestock you did not personally raise requires you to register strictly as a **Specialty Food Vendor**.

Admissions Discretion

The YLNI Farmers Market retains absolute and final discretion in interpreting eligibility criteria, booth placement, product mix balancing, and approving or denying any vendor application. Admissions are based on market balance, product quality, display aesthetics, and history of compliance; satisfaction of basic criteria does not guarantee acceptance.

1. Market Schedule, Location, & Definitions

- **Season Dates:** Every Saturday, November 7, 2026 through April 24, 2027.
- **Operating Hours:** Open to the public from 9:00 AM to 1:00 PM.
- **Vendor Setup:** Setup runs from 7:00 AM to 8:45 AM. All vendors must be completely set up and ready by 8:45 AM.
- **Tear-Down:** Vendors are strictly prohibited from tearing down before 1:00 PM.
- **Location:** 3811 Illinois Rd, Fort Wayne, Indiana.

Market Definitions

- **Drop In Vendor:** A vendor who has applied, been approved, and committed to vend at least 6 Saturdays of the current winter market season.
- **Part Time Vendor:** A vendor who has applied, been approved, and committed to vend 21 Saturdays or less of the current winter market season.
- **Full Time Vendor:** A vendor who has applied, been approved, and committed to vend *at least 22 of the 25 Saturdays* of the current winter market season.
- **Seasoned Vendor:** A vendor who has held a recurring space for a minimum of 5 consecutive years.
- **Waitlist:** A pool of approved applicants held by the market to fill spots as space becomes available.

2. Standard Fees & Baseline Financial Rules

Upfront Application Requirements

- **Application Fee:** \$35.00 (One-time, non-refundable, due upon submission).
- **Booth Fee:** \$50.00 per Saturday per 10x10 ft space.
- **Electricity:** \$10 per cord per Saturday
- **Age Eligibility:** All vendors must be at least 18 years of age, or have a parent/legal guardian present at their booth footprint at all times.
- **Payment Method:** Electronic payments only via Market Spread. Cash and paper checks are strictly rejected.

Two-Month Payment Cycle

Booth fees are billed in two-month increments and must be paid in advance.

- **Payment 1 (Nov & Dec dates):** Due Wednesday, October 28, 2026
- **Payment 2 (Jan & Feb dates):** Due Wednesday, December 9, 2026
- **Payment 3 (Mar & Apr dates):** Due Wednesday, February 24, 2027

Late Fees Timeline

- **Wednesday (Due Date):** Invoices must be paid by 11:59 PM.
- **Thursday (Grace Period):** Administrative grace period. No late fees are assessed.
- **Friday (Late Fee Applied):** If unpaid by Friday morning, a mandatory **\$50.00 late fee** is automatically added to the account invoice.
- **Saturday (Application Withdrawal):** If the invoice remains unpaid by 11:59 PM on the second day following the due date, the system immediately withdraws your application, deletes the invoice, and **forfeits all accepted dates and reserved spaces**.
- **Last-Minute Date Requests:** Any Saturday market date requested within the 10 days leading up to that specific Saturday will incur an automatic **\$50.00 late scheduling fee**.

No Refunds / Reimbursements

- **Date Cancellation:** There are no refunds for dates cancelled by the vendor.
- **Unforeseen Circumstances:** There are no refunds should the market be cancelled for bad weather, accident, riot, strikes, epidemic, acts of God or other legitimate conditions beyond the Market's control.
- **Non-Refundable:** Every payment submitted alongside this application remains strictly non-refundable and cannot be transferred across operating seasons.

Bank Disputes & Reinstatement

- **Chargeback Liability:** Should a vendor dispute any official market fees with their banking institution, the vendor is held financially responsible for any administrative charges incurred by the market. Attendance is barred until the dispute is formally resolved and all fees are settled.
- **Application Reinstatement Fee:** Once an application is withdrawn for non-payment, seasonal placement is permanently forfeited. Reinstatement requests are subject

entirely to space availability and market balance. If approved by management, a non-refundable **\$50.00 Application Reinstatement Fee** will be billed to cover the administrative labor of re-jurying the profile and re-mapping the grid. All outstanding seasonal fees must be paid before dates are re-scheduled.

3. Producer-Only Rules & Mandatory Inspections

Core Eligibility

YLNI enforces a strict **Producer-Only** standard. Vendors must be the direct originator, grower, maker, or creator of 100% of the inventory under their tent. All goods must be produced within **Indiana, Michigan, or Ohio** by the vendor. Reselling wholesale goods or items made by other artisans is strictly prohibited.

Inspection Framework

To protect market integrity, the committee conducts structured compliance audits:

- **Produce & Nursery Inspections:** A comprehensive **Crop Plan Spreadsheet** must be downloaded, completed, and uploaded with the application. Applications missing this document will be automatically rejected. Our designated Farm Inspector uses this data to conduct farm inspections to cross-reference your growing footprint against your weekly market inventory.
- **Artisan & Consumable Audits:** Market staff utilize random, unannounced booth inspections and secret shoppers to verify production authenticity.
- **Cross-Inspection Policy:** If a vendor submits a formal, written product challenge against another business, **both vendors** will automatically undergo immediate inspection. Disciplinary action for failed audits remains at the sole discretion of the Market Manager and Committee.

4. Space Constraints & Logistics

Booth Parameters

- Each standard space is exactly **10x10 ft.**
- Any display infrastructure, product racking, or extra inventory extending beyond the assigned 10x10 ft boundary is classified as extra space and will be billed accordingly.
- Anchor Vendors are locked into a fixed space location for the entire season to maintain consistency.
- Spaces for partial-season or bi-weekly vendors are subject to change every Saturday based on weekly layout logistics.

Storage Privilege

- **Full Time Vendor Setup:** Approved Full Time Vendors committing to 22 of the 25 Saturday season may leave their tables and displays set up directly inside their

assigned booth space at their own risk. Neither YLNI nor the landlord assumes any liability for lost or stolen stored equipment.

- Full Time Vendors who are not scheduled to participate must clear all tables and display materials from their assigned booth space..
- **Part Time Vendor:** Approved Part Time Vendors that have not committed to the entire season may still store their tables and displays in a designated area. Neither YLNI nor the landlord assumes any liability for lost or stolen stored equipment.
 - Part Time Vendors must first speak with Market Staff prior to leaving any tables or displays within assigned booth areas.
- **Drop In Vendor:** Approved Drop In Vendors that are sporadically in attendance are not permitted to store any items in any designated storage area.

Signage

- **Mandatory Identification:** Every single booth footprint must prominently display a professional, clean sign that clearly identifies the farm or business by its registered name.
- **Setup Deadlines:** Your business signage must be fully displayed and in place prior to the official 8:45 AM market opening.

Electricity

- **Technical Power Allocations:** Electricity is limited. Vendors running designated heating or cooling equipment are required to provide a commercial-grade **12-gauge power cord**. Power is capped at **15 amps per cord per single outlet**. Vendors must specify exact amperage requirements directly on their application to receive a designated power box assignment.

5. Health & Safety

- **Indoor Heating/Cooking Limitations:** Per Fire Marshal mandates, raw open-flame cooking is strictly prohibited inside the building. On-site heating of pre-prepared ready-to-eat foods is strictly limited to electric appliances that do not generate grease or grease-laden vapors.
- **Waste Management:** Using dumpsters in the plaza is strictly prohibited. Vendors must use trash bins within market footprint. All cardboard box structures must be fully broken down. Do Not overfill trash bins.
- **Permits & Licensing:** Vendors bear sole responsibility for maintaining active Registered Retail Merchant Certificates and Allen County Board of Health permits on-site.
- **Product Honesty:** All descriptive labels, pricing, and product signage must be entirely accurate and transparent.

6. Cancellations & Reschedules

- **Strict 48-Hour Cancellation Rule:** If you are unable to attend a confirmed date, you must notify the Market Manager via text or email at least **48 hours in advance**. Notifications must include your name and business name.
- **Attendance Penalties:** Failure to give timely notice (No-Call/No-Show) directly impacts your standing. After **two no-calls/no-shows**, the market committee will withdraw your application, and all remaining reserved dates for the season are immediately forfeited.

7. Compliance

- **Commercial General Liability Insurance:** All approved vendors must maintain and upload a commercial general liability policy of **\$1,000,000 per occurrence**, naming the **YLNI Farmers Market PO Box 10774 Fort Wayne, IN 46853** as an additional insured. Only a Certificate of Insurance (COI) will be accepted. See example below.
- **Mandatory Sales Reporting:** Sales reporting is mandatory. Vendors will receive an email from Market Spread each Saturday with further instructions. Only total sales for the day is required.

8. Noise Control & Audio Boundaries

- **No Amplified Systems:** Vendors are strictly prohibited from using individual amplified music systems, speakers, radios, or paging systems within their booth footprint.
- **The Setup Constraint:** This noise restriction applies during **both setup hours and operating hours**. Personal music may not be played during morning setup, as it interferes with staff logistics and disrupts the market's official scheduled musicians once operations begin.
- **Generator Pre-Approval:** Sound-shielded generators are permitted but must be declared on your application. Any generator brought to the market without prior notation and staff noise-testing will be barred from the footprint.

9. Administration & Official Communications

- **Governing Body:** The Young Leaders of Northeast Indiana administers the winter market.
- **Managerial Authority:** The YLNI Farmers Market Committee and the Market Manager hold total operational authority to admit vendors, assign spaces, settle layout disputes, and disqualify any participant for guideline non-compliance.
- **Official Contact Channels:** Administrative questions or guidelines inquiries must be sent via Market Spread or emailed directly to **market@ylni.org**. Do not contact market staff or the manager through personal or market social media accounts regarding business operations.
- **Communication Accountability:** If a reply is requested in an official email or text, vendors must respond in a timely manner. Continual failure to respond to management communications can result in dismissal from 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 E-MAIL ADDRESS: info@flipprogram.com FAX (A/C, No):
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	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY	☒					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						ANIMAL BAILIEE \$
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	HIRED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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 YUNI 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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