

2025 - 2026 YLNI Winter 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) is pleased to host the 2025 - 2026 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:

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.
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.
Alcohol	Includes any vendor that sells alcohol ie wine, beer, liquor

**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.*

**Youth vendors will always be considered, but should apply according to their product as mentioned above.*

**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 other vendor types including service vendors will be considered on a case by case basis. Contact market@ylni.org with further questions.

Market Definitions

As you read through these guidelines, please keep the following market definitions in mind.

Veteran Vendor: A vendor who has held a recurring space for a minimum of 5 years.

Permanent Vendor: A vendor who has signed up & been approved to vend every Saturday of the current market season.

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

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

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 Winter Farmers Market will be located at 3811 Illinois Rd in Fort Wayne, Indiana.
- This market is open every Saturday Nov 1, 2025 through April 25, 2026 from 9:00a to 1:00p
- Doors open at 7:00a for vendors to set-up
- Vendors must set-up between 7:00a to 8:45a.
- Vendors must be set up and ready by 8:45a.
- Vendors are **NOT** allowed to tear-down until 1:00p.

Fees

- \$15.00 application fee which is a one time & non-refundable
- \$50.00 per date per 10x10 space
- \$50.00 late fee for invoices not paid by due date
- \$50.00 late fee for a date requested within 10 days of the requested Saturday
- Each vendor must submit an application fee (\$15) in addition to an initial 10x10 booth fee (\$50) = \$65.
- Only electronic fees and payments will be accepted. No checks or cash will be accepted.

- Upon review and acceptance into the market, your **initial** invoice will show all dates listed, but a quantity of 1 less.
- Additional 10x10 space(s) can be reserved for an extra fee and must be marked in the application. **ADDITIONAL SPACE IS CONSIDERED ANYTHING OUTSIDE OF THE ALLOTTED 10X10 ft SPACE AND INCLUDES BUT IS NOT LIMITED TO:** product displays etc
- For applications submitted before the season begins on Nov 1, 2025, initial payment will be due Wed Oct 22, 2025. **
- For applications submitted after the season begins, initial payment will always be due ten days before vendor's first accepted market date and then as follows:

Payment will be due every 2 months for a total of 3 payments.

Payment 1 covers ALL accepted Nov & Dec dates & will be due by Wed Oct 22, 2025

Payment 2 covers ALL accepted Jan & Feb dates & will be due by Wed Dec 17, 2025

Payment 3 covers ALL accepted Mar & Apr dates & will be due by Wed Feb 25, 2025

- Full and complete payment for the 2 month period is due upfront on each due date.
- Full and complete payment is defined as all the dates accepted within the 2 month payment period.
- Payments are always due on Wednesdays, 10 days before the initial accepted date unless otherwise noted in the invoice.
- 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 committee. This means the committee has to go into Farm Spread and accept the date; NOTHING in Farm Spread is automatic. Please do not assume that any date you have requested is automatically accepted. Check your Farm 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.

Cancellations / Reschedules / Waitlist

There are NO refunds for any date cancellation.

- 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 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 committee can withdraw your application, and your space will be forfeited.
- We will always do our best to accommodate rescheduling a date you've canceled. If there is a wait list, you will be added to the wait list of your newly requested date. If the newly requested date is available, it will be rescheduled.
- If you find that you have been waitlisted, it means the market is full at the time of your request, there were no spots available. However, cancellations do happen. As soon as a space becomes available and you are next on the waitlist, you will be notified via email. Please understand you will need to confirm immediately that you still want the space as well as payment will be due right away.

**If you know that you are on a waitlist, please check your email 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 unless otherwise requested.
- Extra space is limited but can be requested for an additional fee.
- Extra space is considered anything needed or wanted outside of the 10x10 ft space such as additional product displays etc.
- All products and signs must stay within each vendor's assigned booth area.
- Products outside booth space will be considered extra space and be charged accordingly.
- Booth space is limited; therefore, early registration is recommended. We value the importance of a vendor staying in a specified location but cannot guarantee the same space each week of the market. However, vendors who commit 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.**
- Permanent vendors (vendors who have committed to the entire season) will be permitted to leave their tables and displays set up in their assigned space at their own risk. Neither YLNI nor the landlord will have any liability for lost or stolen tables or displays.
- **Should a permanent vendor cancel, it is likely their space will be assigned to another vendor. The replacement vendor might use tables but any other displays will be removed by market staff and put in the storage area.**
- **Only one business per booth is allowed.**

Storage of Items

- As mentioned, vendors who have committed to the entire season (permanent vendors), will be permitted to keep their tables and displays set up in their booth space.
- Vendors attending the market at least twice a month, may store their tables & displays in a designated area of the building.

- ALL items being stored MUST be labeled with the vendor's name.
- Neither YLNI nor the landlord will have any liability for lost or stolen tables or displays.
- Vendors are responsible for collecting all items by the end of the season April 25th. The market will not store or hold items that are left at the building. Any items that are left in the building after the market on April 25th are forfeited.

Parking

- In order to keep parking close to the building available to customers, vendors MUST park in the designated parking area.
- After quickly unloading each Saturday, vendors MUST go park in this designated parking lot.
- Vendors who continually park in the customer parking areas could be withdrawn from the market.

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.
- **All vendors are responsible for removing their own garbage.** If choosing to dispose of trash at the market, please break down all boxes and big items.

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.**
- If this occurs, the vendor may be asked not to sell those products or could be withdrawn from the market.
- 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) at the sole discretion of the market committee. 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.

- If a complaint comes from another produce vendor, then that produce vendor will also be required to have an inspection. Because each situation is unique, and so disciplinary actions will be at the sole discretion of the market manager, committee, and farm 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, the market committee will be informed. Because each situation is unique, and so disciplinary actions will be at the sole discretion of the market manager and committee.

Onsite Food Vendors & Preparation

- According to the Fire Inspector, we are unable to allow vendors to cook inside the building without proper ventilation. However, food may be cooked outside.
- Ready to eat food being sold onsite must be cooked offsite. Food can be heated/warmed without grease or anything that produces grease.
- Cookware will be limited to electric. No open flames will be permitted.
- Generators will be permitted for use outside.

Food Trucks

- Food trucks can and will be accepted into the market.
- Food trucks will also be encouraged to use local produce.
- Food trucks must arrive at the market by 8:30a so that all trucks have ample time to park, prepare food, and be ready to sell by 8:45a.
- Food trucks will be charged for each 10x10 ft space the truck occupies.

Food truck generators are required to be a quiet generator ie Honda Inverter generator or an RV style generator.

Electricity

FEE : \$10 per cord or per power box per Saturday

- Electricity is available for an additional fee, but is limited.
- A 12 gauge power cord is required for vendors powering heating or cooling equipment.
- No more than 15 amps per cord per single outlet.
- When requesting electricity in the application, vendors must notate how many amps they will be needing as vendors will be assigned a power box or an outlet.

Amplified Music and Noise

- Amplified music or paging systems cannot be used by vendors.
- Generators are allowed, but must be notated within the 'Anything else we need to know' portion of 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.

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
 - *with the YLNI Farmers Market named as additional insured
- YOU MUST UPLOAD A CERTIFICATE OF INSURANCE TO THE APPLICATION. See example at the end of this document.

Please use: YLNI Farmers Market
PO Box 10774
Fort Wayne, IN 46853

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 Farm Spread. Please watch for these emails as they all have important information.
- Please be sure to include your cell number when creating your Farm Spread profile. 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 Farm Spread or by sending an email to market@ylni.org. **DO NOT send a message via social media.**

Administration and Questions

The Young Leaders of Northeast Indiana's Community Impact Committee shall administer the YLNI Farmers Market. The Chair(s) of the YLNI Farmers Market Sub-Committee has the authority to admit vendors, assign space, settle disputes and disqualify vendors for violating the guidelines. We want to ensure a vibrant market and will handle disputes accordingly.

COMPLAINTS MUST BE EMAILED to market@ylni.org

For urgent matters please contact the Market Manager Ashley (260)414-7719.

Forms can be located on the market website www.ylnifarmersmarket.com



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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	☒	[REDACTED]	01/05/2025	01/05/2026
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC				
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS	☐			
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	☐			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N			
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	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: [Signature]
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