

COFFEE CREEK FARMERS MARKET

2024 Market Rules

- The two strikes rule: If you neglect to follow any bulleted rule twice the Market reserves the right to ask you to leave and end your participation as a Market Vendor. Vendor fee is nonrefundable.
- Vendors should be set up and ready for business by 3 PM, with your car out of the market area by 2:45 PM. Chronic failure to do so may result in Market removal. If you arrive after 2:40 PM, you will not be able to pull your car into the Market area. You will have to unload in the customer parking lot and walk your Market supplies to your booth space.
- No vendor vehicle may be parked in The Residences at Coffee Creek's Parking Lot (includes employee vehicles). Vendor parking will be on a side street south of the parking lot.
- The Market runs from 3 pm to 7 pm. Vendors are expected to keep their tent up the entire Market. **No early tear downs.** Chronic early tear down can result in Market Suspension. Starting at the autumnal equinox, the Market ends at sunset.
- The Market is a rain or shine event. Seasonal Vendors are expected to attend every Market. Barring severe weather, the decision to cancel the Market will be made by the Market Manager at Coffee Creek by 2:30 PM.
- If a Vendor needs to cancel, they must do so by 3 PM the Tuesday before the Market (24 hours before the market). Otherwise, you will be charged your Vendor booth fee. More than 3 cancellations (for any reason) may result in termination from the market.
- Vendor booth fees are nonrefundable.
- Vendors are responsible for obtaining and having on-hand required state or county health permits and certificates.
- Vendors must ALWAYS bring a proper tent to set up their products under (exclusion: food trucks) and appropriate tent weights (4). At least 25 lbs per corner. **We do have wind regularly which requires a quality tent and weights. Secure your weights to the top of the tent using straps or ropes.**
- All Vendors are expected to produce the products they sell. This is the definition of a Producer-Only Farmers Market. We do allow a small exception for resale items that carry the following requirements.
 - All resold items must be approved by the market manager.
 - Resold items must be from within a 150 mile radius of Chesterton, Indiana.
 - Resold items must come directly from a singular source farm (produce auctions are not allowed) with clearly identified information on your stand about its origin farm. (The Market has product labels for purchase if necessary.).
 - Resale items must make up no more than one third ($\frac{1}{3}$) of items at the vendor booth. For example, out of 12 products, no more than 4 may be resale.
 - The Market will be coming around each week to ask vendors what resale items they are selling and check for correct labeling.
- No product may be labeled as organic unless certified organic.
- Vendors are expected to clean up their booth area at the end of Market. (You are responsible for disposing of your customers' trash!)

- Vendors are allowed to make sales at their own discretion before market hours. The Market no longer will adhere to a strict 3 PM “Open for Business” policy. Customers will be discouraged from shopping within the Market until all vendor vehicles are removed to maintain safety.
- If a Vendor requires special accommodations, it must first be discussed, then approved by the market manager.
- Vendors who have historically missed a number of markets, excused or otherwise, may be unable to apply at the seasonal vendor rate for the current season and will therefore be charged the “5 Markets” vendor rate.
- All **seasonal** Vendors must pay vendor fees in full at least 48 hours in advance of the week they wish to start attendance or will have their attendance postponed until the following week..
- Single Market and 5 Market vendors can make payment day of, at the market, if paying by check or cash.
- Vendors that fall under multiple categories/types will most likely be charged the vendor fee that is associated as their primary revenue, exceptions may be made on a case by case basis by the market manager.
- Appropriate language must be used when conducting business within the Market area.
- Smoking is prohibited within the Coffee Creek Farmers Market.
- No hawking at customers.
- All scales must be in accordance with the standards for weights and measures in the State of Indiana.
- Additional Market Rules may be created in 2024 around the unforeseen challenges of our new Market location to make sure vendors, customers, and all persons associated with The Residences at Coffee Creek are treated fairly, respectful, and with kindness.
- Let’s be nice, have fun, and build our Market Community!