



MARKET INFORMATION – WINTER 2023 DOWNTOWN WESTFIELD ASSOCIATION

Thank you for your interest in becoming a Westfield Winter Market (WWM) vendor. WWM is pleased to serve Westfield residents and guests and the greater Hamilton, Boone, and Tipton County region. Every Vendor is carefully screened to ensure that WWM represents the highest quality locally produced products available.

The Westfield Winter Market encourages honey, bread, pastry artisans, plant and flower growers, cheesemakers, specialty beverages, meat vendors, produce and pet food. We also welcome one of a kind high-end handcrafted items such as candles, oils, baskets, etc.

VENDOR REQUIREMENTS

Here are the Vendor Requirements for the Westfield Farmers Market:

- A. Only Indiana-grown or produced products may be sold at the Market. A rare exception may be made for agricultural products that cannot be grown in Indiana.
- B. Vendors must reside in Indiana.
- C. Vendors who sell or sample any food for consumption on-site must have a seasonal vendor permit from the Hamilton County Health Department. Please get in touch with the Hamilton County Health Department to apply for your permit when you submit your application.
- D. Foods prepared off-site must be made in a kitchen that meets the Hamilton Health Department standards. Products may be made by the Vendor in a certified kitchen or in a home-based kitchen that meets the risk and labeling requirements of the Hamilton County Health Department.
- E. All vendors must provide proof of insurance. Vendor must provide a General Liability Certificate of Insurance for \$1,000,000 listing West Fork Whiskey Company (10 E 191st St, Westfield, IN 46074) and Downtown Westfield Association (116 East Main Street, Westfield, IN 46074-8924) as additionally insured. Consider contacting your homeowner's insurance company for insurance.
- F. Vendors must grow and/or produce at least 50% of everything sold at the Market. Products may not be purchased from any middleman.
- G. Vendors must provide all their own equipment, including a 6 foot table.
- H. Vendors must agree to be at the Market for their designated sessions.

These are the basic requirements. A more extensive list of requirements is spelled out in our Agreement.

VENDOR SELECTION

All items sold by vendors at the Market must be grown, raised, or produced in Indiana (exceptions may be approved by the Market, which are not available in Indiana, such as salmon).

- All produce/meat/poultry must be raised by the farmer (the Market may approve a few exceptions). We prioritize products grown or raised using environmentally responsible, sustainable, and humane methods.
- For artisanal and ready-to-eat foods, priority is given to vendors who utilize local ingredients. Products may be made by the Vendor in a certified kitchen or in a home-based kitchen that meets the risk and labeling requirements of the Hamilton County Health Department.

The number of vendors of any type will be managed so an adequate supply and choice are available to customers and so that each Vendor can be successful.

When adding new vendors, products that are unique or not adequately represented at the Market are given priority. Additionally:

- A. Vendors from the past seasons, whom we invite back, will be given first right of refusal for the upcoming season.
- B. Once the returning vendors have determined whether they plan to return, DWA staff will review the number of spaces we have open for new vendors to be added. They will analyze what we need at the Market in the way of product ... what we have too much of, what we don't have enough of, etc.
- C. Vendors are not selected on a first-come, first-served basis but only based on what we need or don't need in the Market to keep it fresh, interesting for the visitors, and profitable for our vendors.
- D. At least 50% of the products sold at the Market must be grown and/or produced by the Vendor. No products sold at the Market may be purchased from a middleman such as a commission house, food broker, or auction. Nor can products be purchased from a co-packer without the express, written approval of the Market Manager.
- E. Vendor spaces are a single 6-foot table. Please ensure that your materials and setup fall within the designated space.
- F. If you plan to cut, pierce, cold hold, or hot hold any edible product, you must have a seasonal vendor permit from the Hamilton County Health Department.
- G. The 2009 Change in State Law notwithstanding, if you prepare any food off-site to be sold at the Market, that food must be made in a certified commercial kitchen. This includes baked goods. You will need to provide a health department certified kitchen inspection from the county where your certified kitchen is located. If that kitchen is in Hamilton County, you will need to have an inspection by the HCHD.
- H. Vendors must provide proof of adequate insurance coverage before the beginning of the season, along with all other required permits.

MARKET INFORMATION

Dates of 2023 Winter Market

All Markets occur on Saturday Mornings

Hours of the Market: 9:00 am – 12:00 pm

(13 Markets)

- January 7, 14, 21, 28
- February 4, 11, 18, 25
- March 4, 11, 18, 25
- April 1

Day of Market Schedule:

- 8:00 am – 8:30 am - Vendor Arrival Time
- 8:45 am – Vendor Booth Set up
 - All vendors should be set up and ready to sell by 8:45 am
- 9:00 am – Market Begins
- 12:00 pm – Market Ends
- 12:00 – 12:30 pm - Vendor Tear Down

MARKET VENDOR COSTS

The Westfield Winter Market aims to have a full and vibrant market every week. Please see below for the Cost to attend the Westfield Winter Market:

All Markets | 13 Markets | \$130 total / \$10 per market

January 7, 14, 21, 28; February 4, 11, 18, 25; March 4, 11, 18, 25 & April 1

Your company will receive an invoice (once your application has been approved) for the full cost of the season. The invoice will need to be paid in full before you can participate in the Westfield Winter Market. Check or cash payment is preferred. There will be an additional fee added to those vendors that pay by Credit Card.