

munster **PARKS** AND RECREATION

Munster

Community

Market

2021 Vendor Packet



Phone:
(219) 836-7275



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Market Facebook:

@munstercommunitymarket

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Address

Munster Town Hall

1005 Ridge Road
Munster, IN 46321



Munster Community Market

8601 Calumet Avenue
Munster, IN 46321



January 6, 2021

Future Vendor,

We would like to invite you to participate in Munster Parks and Recreation's *Community Market*. We are excited to continue our market, to help better serve the vendors and the community, your future customers. We have several options available for our vendors: Season Vendor or Weekly Vendor.

The *Community Market* will be located at Community Park. This centrally located park is home to baseball and softball fields, Munster Library, Munster Community Pool, and across the street from a premiere hospital in Northwest Indiana, Community Hospital, with hundreds of staff and visitors daily. Additionally, we have various sponsorship opportunities for businesses so local community organizations can participate at a reduced rate or no cost (i.e. Girl Scouts, Munster Lacrosse, Boy Scouts, etc.).

The *Community Market* is a seasonal market offering fresh, local produce, flowers, prepared foods, hand crafted items and local business vendors. We are also host to a wide range of family and nutritional programs, including live entertainment, demonstrations and other special event days.

Enclosed you will find the Vendor packet including information for Munster Parks and Recreation's 2021 Market to be held at Community Park, 8601 Calumet Avenue, beginning Sunday, June 6 and running through Sunday, September 19 from 9:00 AM – 2:00 PM.

A Market Manager will be on-site each week from set-up to tear-down. The Manager will direct you to your vendor space, operate a booth with park information and maintain vendor attendance. The Market Manager will be your "go-to" person on market days.

For Season vendors, all paperwork (including application, health permit, insurance, etc.) must be submitted at the time of application. For Weekly Vendors, all paperwork (including application, health permits, insurance, etc.) and payments must be submitted to the Munster Parks office **no later than 4:30 p.m. the Thursday** prior to the market to secure your "spot." If you do not have a spot preference, applications will be able to be taken on-site. Emails with specific week information will be sent to each participating vendor Friday by 4:30pm.

Thank you for your interest in our *Community Market*. Please don't hesitate to contact us if you have any additional questions, comments, or concerns.

We're looking forward to having you be a part of the 2021 Season!

Sincerely,



Jill Higgins, Superintendent of Recreation



**Necessary
Vendor
Information**

DATES: Sundays, June 6 – September 19 (7/4 market moved to 7/11)

LOCATION: Community Park, 8601 Calumet Avenue, Munster, IN 46321

EVENT HOURS: 9:00 AM – 2:00 PM

SET UP: Vendor check in and set up begins as early as 7:00 AM and runs through 8:45 AM on market days. Vendors who are not checked in by 8:45 AM will only be allowed to set-up near the exit and where space allows.

TEAR DOWN: Vendors should begin tear down promptly at 2:00 PM. Vendors should be loaded up and off town property no later than 3:00 PM. Please

remember that cardboard boxes and any other trash must be carried out with the vendor.

VENDOR SPACE: Vendors are provided with a 9' x 13' parking space and are required to bring their own tent to help protect them from the elements. Vendors will be located within the parking lot and will be allowed to have their vehicle behind them. As a vendor, if you need more space than 9' x 13', please contact Jill at (219) [836-6926](tel:836-6926) or

jhiggins@munster.org to discuss alternative options/fees.

WEATHER: Should there be inclement weather, a decision will be made for the market by 6:00 AM on that market day. Information will be posted on our Weather Hotline at (219) 836-6927, sent via email and posted on Social Media. Phone calls will NOT be made. Our intention is to have all market days run as scheduled, so come prepared. Please note that the Weather Hotline will only be updated in the event of a delay of start or cancellation (no news is good news).

SELECTION: Applications will be reviewed by Munster Parks and Recreation staff on an individual basis. Vendors will be accepted on a first come first served basis and based on the number of similar vendors previously accepted. Please provide all required materials with the application at the time of submission (see back page). We allow one home-based seller per business (Mary Kay, Thirty-One, Avon, etc.)

PAYMENT: All forms of payment are accepted in the Munster Parks and Recreation office. Card payments can also be taken by phone; however, MPR must receive the application and all other required information prior to payment being collected and vendor participating in the market. All weekly vendors must complete an application and pay by 4:30pm the Thursday prior to the market day in which they intend to participate. All non-sufficient fund checks will be assessed a \$27.50 service charge.

SAFETY: Each vendor will be provided with our weather alert information and how to respond in the event of sudden inclement weather. Canopies, tents, tarps, umbrellas, etc. must be securely weighted down.

SALES TAX: The Indiana Retail Tax Rate is 7%, for vendors charging sales tax on their products please have your Retail Merchant Certificate with you during market operation. If your business does not have a Retail Merchant certificate, please register for one online at www.in.gov, and completing a BT-1 form. You may also register in person at the Merrillville District Office, 219.769.4267 or by visiting them at 8368 Louisiana Ave., Merrillville, IN.

MARKETING PRACTICES: Vendors are not allowed to use the following techniques to solicit customers: hawking; calling attention to products in a loud, repetitive, public manner, and selling products in an aggressive way. Vendors are not allowed to go outside of their booth space to solicit customers. We encourage vendors to avoid giving products away for free in efforts to avoid undercutting potential sales of other vendors.

REFUNDS: There will be no refunds without sufficient cause following receipt of vendor application and payment, unless COVID-19 related.

**Necessary
Information
for FOOD**

FOOD SAFETY PRODUCTS: All vendors selling or providing tastings/sampling of food items will need to secure a health permit from the Lake County Health Department or from the Indiana State Chemist, if selling food or treats for animals. **Farmers must sell whole, uncut produce.** If any produce is cut on-site for sampling or consumption a health permit is required.

FOOD PERMIT, People Consumption: All food vendors must submit a copy of their health permit from the Lake County Health Department. Receipts from purchasing a health permit will not be accepted. The permit should state, *Town of Munster – Community Market*, and remain current throughout the entirety of the vendor’s participation with the market. Please note that “season festival” permits (lasts through the duration of the market) are also an option for weekly and encouraged for season vendors, as they are more cost-effective option. The Lake County Health Department can be contacted at (219) 755-3655 or by visiting 2900 W 93rd Avenue, Crown Point, IN 46307. The health department will make routine visits to the market. Should a food vendor be in violation of health code, that vendor will be removed from the market until code has been met.

Food Safety Permit, Animal Consumption: All vendors selling animal food or treats must submit a copy of their permit from the Indiana State Chemist. This permit should list, *Town of Munster – Community Market*, and remain current throughout the entirety of the vendor’s participation with the market. The Indiana State Chemist can be contacted at (765) 494-1551 or by visiting 175 South University, West Lafayette, IN 46906.

ADDITIONAL REQUIREMENTS: All Food Vendors must submit a Certificate of Insurance to the Town of Munster. This certificate must have a current date issued within 30 days of the market. Vendors are required to carry the following coverage:

- ✓ General Liability w/ the following Limits:

Each Occurrence	\$1,000,000
Damages to Rented Premises	\$ 100,000
Medical Expense (Each Person)	\$ 10,000
Personal Injury	\$1,000,000
General Aggregate	\$2,000,000
Products – Completed Operations	\$1,000,000
- ✓ Workers Compensation and Employer’s Liability
- ✓ Limits Statutory Requirements
- ✓ **NOTE:** *Town of Munster – Community Market* must be listed as additionally insured.

The coverage and additional coverage (listed above), is to be listed in the box marked Certificate Holder and the title of the box should be changed to read: Certificate Holder and Additionally Insured. A copy of the Certificate of Insurance must be submitted to Munster Parks and Recreation prior to participation in the market.



Business Name: _____

* Contact Name: _____

* Business Address: _____

* City: _____ State: _____ Zip: _____

* Phone Number: (____) _____ - _____

* Email Address: _____

By sharing your Social Media information, this will allow us to "tag" you on posts.

Facebook*: _____

*So many Facebook pages have the same name, please email link to jhiggins@munster.org.

Instagram Handle: _____

Farmer

Processor

Nursery / Greenhouse

Artisan / Crafter

Prepared Food

Other: _____

*** Detailed description of business / products:**

(please be as detailed as possible, include approx. dates for seasonal items, this information will be used in our newsletters); vendors may only sell what is listed):

** indicates a required field*

Will you be working out of a trailer (circle one) YES NO Size of Trailer: _____

Selling Side of Vehicle: FRONT REAR DRIVER PASSENGER

AVAILABILITY: Please mark the days that you are available to attend.

SEASON VENDORS: It is assumed that you will attend every market day, unless otherwise noted on this calendar.

Weekly Vendors: Please note, because you have chosen to become a weekly vendor, we cannot guarantee the date that you select will be available due to duplication of product. Once we accept your application, you will be notified of any conflicts.

JUNE	<input type="checkbox"/> 6	<input type="checkbox"/> 20
JULY	<input type="checkbox"/> 11 (NO MARKET 7/4)	<input type="checkbox"/> 18
AUGUST	<input type="checkbox"/> 1	<input type="checkbox"/> 15
SEPTEMBER	<input type="checkbox"/> 5	<input type="checkbox"/> 19



Please briefly describe your business philosophy, or why you got into this business?
 (We might use this to feature your business on Facebook/Instagram if approved)

Please select your applicable vendor option(s) below. If you choose to be a weekly vendor, please mark the date(s) you would like to participate on the calendar on the previous page:

Vendor Option	Additional Information	COST	Please Select Your Option	Your Total Cost <small>(carry over the fees from the appropriate column)</small>
Season Vendor	Vendor is present all scheduled market days.	\$220	<input type="checkbox"/>	
Season Electric		\$75	<input type="checkbox"/>	
Weekly Vendor	Vendor pays for each week they choose to be present at the market.	\$30	<input type="checkbox"/>	
Weekly Electric		\$10	<input type="checkbox"/>	
Weekly Vendor On-Site	Vendor pays Manager day of.	\$40	<input type="checkbox"/>	
Little Entrepreneurs	Designed for budding entrepreneurs; 15 years or younger.	\$15	<input type="checkbox"/>	
Not-For-Profit	With appropriate paperwork	\$15	<input type="checkbox"/>	
FARMER DISCOUNT (-\$3.00/wk. @ _____ weeks)				
SUBTOTAL COST				
SALES TAX, 7% (please multiply your subtotal by 0.07 and add back to subtotal)				
FINAL COST				

Liability Statement:

MUNSTER PARKS AND RECREATION and the TOWN OF MUNSTER will not be held responsible for any loss, damage, defacement or destruction of any property displayed by the Vendor no matter how it is caused. This also includes Personal Injury. MUNSTER PARKS AND RECREATION and the TOWN OF MUNSTER does not provide insurance on the Vendor or against the acts or omissions of the Vendor, its agents or employees. All insurance for personal property, public liability, and personal injury must be carried by the Vendor. *I agree that I have read and understand the contract, as well as rules and regulations. I agree to exhibit at the above listed event under all listed and specified conditions within this contract.*

NAME (Please Print): _____

SIGNATURE: _____ **DATE:** _____ / _____ 2021

Why is it so great to be a vendor?

- ✓ Promote and boost your business or organization
- ✓ Show your community support
- ✓ Become a brand ambassador, representing your organization, Munster Parks and Recreation and the Town of Munster
- ✓ Convenient location, one mile south of 80/94
- ✓ Promote small business sales
- ✓ Encourage local prosperity

- ✓ Centrally located in Munster, IN
- ✓ Hundreds of visitors weekly, not including your new customers
- ✓ Potential new customers from:
 - Baseball & Softball fields with night games and practices
 - Munster Community Pool visitors
 - Munster High School
 - Community Hospital
 - Munster Library

Why Community Park?

How are vendors supported?

- ✓ Advertising
 - Social Media (Facebook & Instagram) with boosted posts
 - 2021 Recreation Guides (33,500 mailings annually)
 - Town Website
 - Smart911 Text
 - Electronic Message Board
 - Paid event advertising
 - Email Blasts bi-weekly from participate database
 - Posters given to vendors and delivered to local businesses
 - Card My Yard Event Signage each week
- ✓ Open Door Policy
 - Communicate with MPR Staff on-site or visit us in office
- ✓ Weekly links to promote your business at our market

Keep this page for your records after submitting application and documents.



- Complete Vendor Application
- Initial Rules & Regulations
- Choose dates available to participate on calendar
- Enclose Retail Merchants Certificate (if available)
- Enclose Insurance Form (if available)
- Enclose Health Permit (if selling food)
- Enclose Photos of Product
- Mail to:

Munster Parks and Recreation
Attn: Jill Higgins
1005 Ridge Road
Munster, IN 46321

We look forward to seeing you at this year's Market!

