



Munster PARKS AND RECREATION

Market Hub

Featuring...
Artisan / Crafter
Farmer
Family Entertainment
Nursery/Greenhouse
Prepared Food
And More

Day/Date: Sundays, June 12/26, July 10/24
August 14/28, September 11/25
Time: 10:00 AM - 3:00 PM
Location: Community Park, 8601 Calumet Ave., Munster
Phone: (219) 836-7275 OR (219) 836-6926
Email: jhiggins@munster.org
Website: www.munster.org/parks
Facebook: www.facebook.com/munster.parks1
www.facebook.com/munstercommunitymarket
Instagram: @MunsterParks

Contact

Jill Higgins
Superintendent of Recreation

(219) 836-7275
(219) 836-6926


jhiggins@munster.org

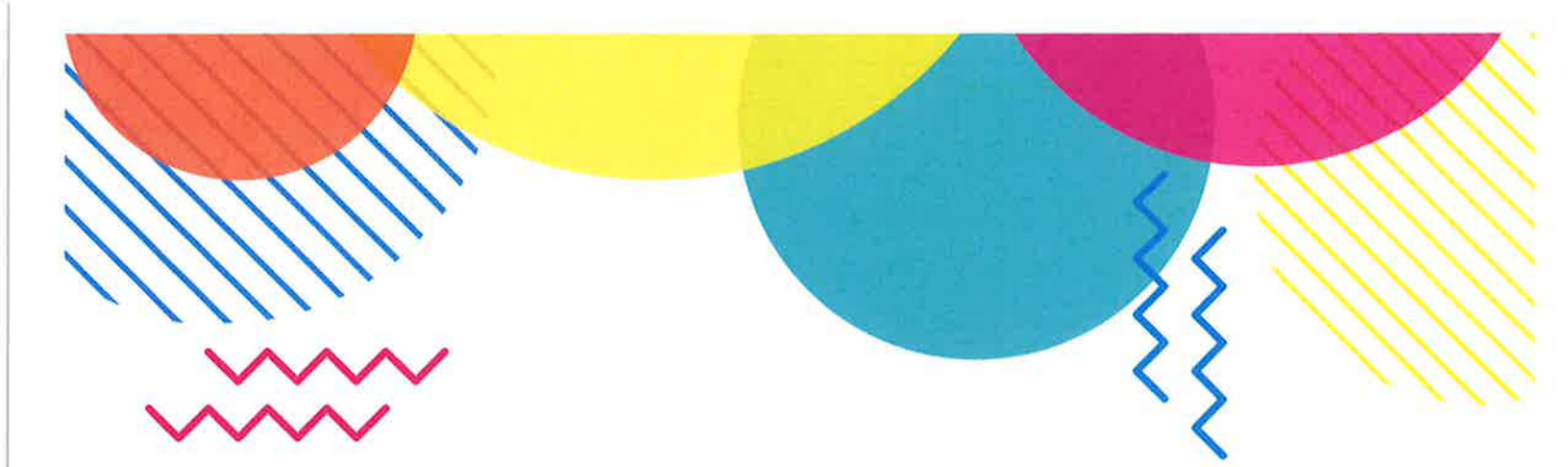
Market Hub

This Market Hub will have something for all ages. We will feature fresh, local produce, flowers, prepared foods, hand-crafted items, local business vendors and family entertainment each week.

Enclosed you will find the vendor packet. Should you have any questions, please reach out to Jill Higgins.

Season and weekly vendor opportunities available.





SET-UP: Vendor check-in and set-up begins as early as 8:00 AM and runs through 9:45 AM. Vendors who are not checked in by 9:45 AM will only be allowed to set-up near the exit and where space allows.

TEAR DOWN: Vendors should begin tear down promptly at 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 16' 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 or beside them (dependent on vendor space). As a vendor, if you need more than 9' x 16', please contact Jill at jhiggins@munster.org to discuss alternative options/fees.

WEATHER: Should there be inclement weather, a decision will be made for the market by 7:00 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 serve basis and based on the number of similar vendors previously accepted as we operate on a 10% rule. Please provide all required materials with the application at the time of submission. 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. It is highly encouraged all weekly vendors 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%. If you are a vendor charging sales tax on your products, please have your Retail Merchant Certificate with you during market operation. If your business does not have a Retail Merchant certificate and requires one, 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. *If you have operated in the past without a Retail Merchant Certificate, no need to apply.*

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 or credits following receipt of vendor application and payment.*





VIRTUAL OPPORTUNITY: Open account at local line (<https://site.localline.ca/>). Closer to the Market, we will reactivate our account and will add your business to the Munster Community Market website. Customers will have the opportunity to purchase product from the website. Business is responsible for dropping product to Market Manager between 8 AM – 10 AM on Market Sundays. If product needs to be refrigerated, business is responsible for providing cooler. Business is responsible for collecting payments before drop-off. We simply pass product out.

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 Hub*, 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. Should you have questions pertaining to this permit, it is best to contact the Lake County Health Department 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 Hub*, 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.

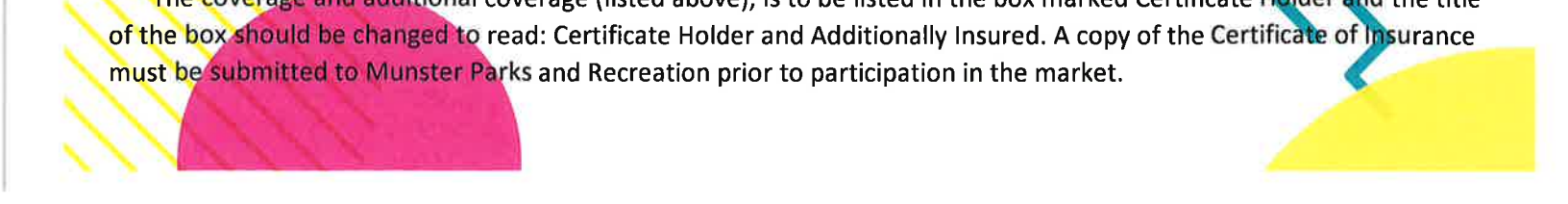
ADDITIONAL REQUIREMENTS: All Food Vendors must submit a Certificate of Insurance to the Town of Munster. This certificate must have a current date issued within 30 days of the market. Vendors are required to carry the following coverage:

- ✓ 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 Hub* 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.



2022 Market Hub Application

Business Name: _____

Contact Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ - _____

Email: _____

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

Facebook: _____ Instagram: _____

Detailed description of business/products: _____

- Farmer Processor Nursery / Greenhouse
 Artisan / Crafter Prepared Food Other: _____

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.

NEW THIS YEAR: If you participated in the 2021 Market as a season or weekly vendor, you have the opportunity to participate in this 2022 Market as a season vendor for a \$20 discount.

JUNE	<input type="checkbox"/> 12	<input type="checkbox"/> 26
JULY	<input type="checkbox"/> 10	<input type="checkbox"/> 24
AUGUST	<input type="checkbox"/> 14	<input type="checkbox"/> 28
SEPTEMBER	<input type="checkbox"/> 11	<input type="checkbox"/> 25

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 previous page calendar:

Vendor Option	Additional Information	COST	Please Select Your Option	Your Total Cost (carry over the fees from the appropriate column)
Returning Season Vendor	You participated in the 2021 Market as a season or weekly vendor. (Receive \$20 off.)	\$200	<input type="checkbox"/>	
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. (You run the risk of being turned away due to possibility of product duplication.)	\$40	<input type="checkbox"/>	
Little Entrepreneurs	Designed for those 15 years or younger.	\$15	<input type="checkbox"/>	
Not-For-Profit	With appropriate paperwork	\$15	<input type="checkbox"/>	
Virtual Opportunity	You open account on Local Line. We merge w/ MPR. Customers purchase online and p/u at Sunday Market.	\$25/wk	<input type="checkbox"/>	
I understand there will be no refunds/credits following receipt of vendor application and payment.			<input type="checkbox"/>	Initial: _____
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.

SIGNATURE: _____ **DATE:** _____ / _____ / 2022