



## **Agrarian Urban Homestead Supply**

**1055 E. 54<sup>th</sup> Street, Suite B**

**Indianapolis, IN 46220**

**317-493-1166**

**agrarianindy@gmail.com**

**www.agrarianindy.com**

## **Permaculture Pop-Up Market Vendor Application**

The Permaculture Pop-Up Market is a farmers market hosted by Agrarian Urban Homestead & Supply and managed in partnership with Indy Permaculture. It complies with all federal, state, county and city regulations. Agrarian offers resources for urban and small-scale livestock keepers. Indy Permaculture is an informal association of growers, artisans, home-based vendors, and others who incorporate the principles of permaculture into their life and work and seek to share these principles through social gatherings, events, and educational programming. The main goals of the market include:

- To embody the three core ethics of permaculture - Earth Care, People Care and Fair Share - and to highlight the twelve foundational principles of permaculture.
- To promote the sustainable production, marketing, and consumption of local agriculture produce.
- To educate the community about local growing conditions and food crops and about the nutritional and culinary benefits of eating local produce in season.
- To contribute to the local economy by redirecting consumers' food dollars from non-local to local growers and producers.
- Providing a community gathering place.

Admittance to the market depends on approval by the Permaculture Pop-Up Market Committee created by Agrarian and Indy Permaculture to manage the market. To be in compliance with Marion County Farmers Market regulations and market requirements, vendors must:

- Sell products grown or produced by the vendor.
- Hold ALL required permits and licenses necessary for their business operation, provide documentation of such at registration, and make them available on market days as applicable by city, county, and state requirements. (It is the responsibility of the vendor to know which licenses and permits are required of their business and to secure them within the appropriate timeframe prior to selling at the market.)
- Carry event insurance and any other applicable business insurance policies.
- Have products properly labeled in accordance with federal, state, county and city regulations.
- Sign the indemnity agreement included in this vendor application holding Agrarian, Indy Permaculture and Monon Station harmless.
- Pay the daily or seasonal vendor fee.

All vendors at the Permaculture Pop-Up Markets are bound by the market rules provided with this application. This application and associated vendor fees must be submitted to Agrarian no later than April 7<sup>th</sup>, 2024 to be considered as a vendor at the initial Permaculture Pop-Up Market on April 21<sup>st</sup>. Questions? Contact Megan Sharp at 317-493-1166 or at agrarianindy@gmail.com.



## Market Schedule and Booth Rental:

The Permaculture Pop-Up Market is currently scheduled to take place on the third Sunday of each month between April and October, from 12:30 - 3:30 PM. Set up will begin at 11:30 AM on each market day and tear-down should be completed by 4:30 PM. The event will take place in the Monon Station parking lot, in front of and adjacent to the Agrarian business suite. Parking at Monon Station is limited and will be further limited by the presence of vendor booths. Vendors may park on-site temporarily during set up and tear down, but should secure off-site parking during the market hours of 12:30 - 3:30 PM.

Please indicate below which market dates you plan to attend:

- \_\_\_\_\_ Sunday, April 21
- \_\_\_\_\_ Sunday, May 19
- \_\_\_\_\_ Sunday, June 16
- \_\_\_\_\_ Sunday, July 21
- \_\_\_\_\_ Sunday, August 18
- \_\_\_\_\_ Sunday, September 15 (Possible Tour de Coops Date)
- \_\_\_\_\_ Sunday, October 20

The vendor fee is \$20 per event or \$120 for the season. Payment can be made to Agrarian in person or by phone and should be submitted no later than 2 weeks prior to the event date. Seasonal fees must be paid by Sunday, April 7<sup>th</sup>. To sign up on a per-event basis, vendors must submit a complete application no later than two weeks prior to the first event they wish to attend. Vendors must contact the market manager no later than two weeks prior to each subsequent event to confirm that there is still space available, pay the single-day vendor fee, and submit any updates to their product list.

Booth space is available on a first-come, first-served basis and vendor approval is subject to the discretion of the market committee. Space is limited to 10 booths of no more than 10' x 10' in size. Vendors are responsible for their own tables, chairs, tents, and other furnishings.

The event schedule and location are subject to change. Date and location changes or cancellations will be communicated to vendors with as much advanced notice as possible, but no less than 24 hours in advance of market set-up. The market committee will monitor weather forecasts and make a determination about weather-based cancellation, should the forecast indicate inclement weather. Determinations are at the discretion of the market committee. Markets may still be held in the case of mildly unfavorable weather.

In the case of market cancellations, vendors will be given no less than 24 hours notice and will receive credit toward a future market date. Any outstanding credits will be refunded at the end of the market season. With the exception of markets cancelled by the market committee, credits and refunds will not be provided to vendors who do not set up on scheduled market days for which they have registered.

**Permaculture Principles:**

Derived from the words ‘permanent’ and ‘culture’ or ‘agriculture,’ permaculture is a whole-system design approach to developing sustainable food systems, human settlements, and institutions. While it is primarily applied to agricultural design, the principles of permaculture can also be applied to many other aspects of human life and human interaction with natural systems. One goal of the Permaculture Pop-Up Market is to raise awareness among market attendees about the ethics, principles, and practices associated with permaculture. While it is not required that market vendors be certified in permaculture or use permaculture design as the sole foundation of their production, priority will be given to those who incorporate the principles of permaculture.

Do you currently employ permaculture practices/principles in your production process?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

What makes your products and practices appropriate for the Permaculture Pop-Up Market?

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Are there permaculture-related skills or techniques that you would be interested in sharing with attendees through a market-day workshop? If so, please describe: \_\_\_\_\_

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## PLEASE PROVIDE COPIES OF ALL LICENSES AND PERMITS!

It is the vendor's responsibility to know which licenses, permits, and certifications are applicable to their business and to secure them within the required timeframe ahead of their first market date. These may include, but are not limited to:

- Marion County Farmers Market Vendors License
- Safe Handling Certification
- Home Based Vendor Registration
- Indiana State Board of Animal Health Permits
- Indiana Egg Board Permit
- Nursery Grower or Dealer Permit
- Organic Certification (if products are labeled as such)
- Mobile Food Retail License
- Sales Tax Permit
- Scale Certification

Vendors should have a copy of any applicable licenses and permits on site during each market day. Any permits that are required to be displayed should be easily visible to market customers.

Please include proof of event insurance and a copy of the limits page of any insurance policies you hold for the operation of your business with this application. Vendors should have proof of insurance available on site during each market day.

### Useful Links:

- Farmers Market Vendor Application: <https://marionhealth.org/wp-content/uploads/2023/06/2019-Farmers-Market-Applicaiton.pdf>
- Home-Based Vendor Requirements and Sample Product Label: <https://marionhealth.org/wp-content/uploads/2023/06/2023hbv-2.pdf>
- Home-Based Vendor Fact Sheet: <https://marionhealth.org/wp-content/uploads/2023/06/I-Want-to-Sell-Home-Based-Foods-Final-Draft-003-1.pdf>
- Marion County Public Health Department Food & Consumer Safety: <https://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/>
- Indiana Board of Animal Health Dairy Resources: <https://www.in.gov/boah/dairy-inspection/>
- Indiana Board of Animal Health Meat & Poultry Resources: <https://www.in.gov/boah/meat-and-poultry-inspection/>
- Indiana Board of Animal Health: Sale of Meat & Poultry at Farmers Markets: <https://www.in.gov/boah/files/Farmer-Mkt-Sale-of-Meat-Poultry-Rabbit-2024.pdf>
- Indiana Egg Board: <https://ag.purdue.edu/departement/ansc/iseb/index.html>
- Purdue Extension Farmers Market Guidance: <https://www.extension.purdue.edu/extmedia/EC/EC-740.pdf>

*Please do not hesitate to call the market manager for any questions or concerns. We will be more than willing to help direct you to the appropriate channels to get the proper permits and certificates.*

*Agrarian Urban Homestead Supply & General Store  
1055 E. 54<sup>th</sup> Street, Suite B, Indianapolis, Indiana 46220, 317-493-1166, agrarianindy.com*



## Participation Agreement

Each vendor will be required to pay a day fee or seasonal fee per stall for each market attended. Each week the vendor is at the market, there will be a \$20 fee per 10' x 10' space. Vendors acknowledge that these fees may change per the Market Committee's assessment.

Vendor has read and understands the Market Rules for the Permaculture Pop-Up Market and is bound by the terms and conditions outlined there. Vendors may sell only what is listed on this application, and any additional items that a vendor would like to sell must be submitted to the market manager no less than two weeks ahead of each market day. Vendors are responsible for the quality and safety of what they sell.

We, the undersigned, agree to comply and abide by the rules and regulations of the Permaculture Pop-Up Market program. This agreement admits the producer under the same terms and conditions as other participating producers, and does not constitute permission to participate if the market's rules and conditions are violated.

Do we have permission to use your information and likeness in any print or web-based information distributed to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

**Producer:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Market Manager:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Indemnity Agreement

The vendor shall indemnify, keep and save harmless Agrarian Urban Homestead Supply (AAD, LLC), Monon Station, Indy Permaculture, and all agencies that these have agreements with, from and against any and all claims and demands resulting from vendor's acts and omissions, whether for injuries to persons, or loss of life, or damage to property, on or off market premises, arising out of the use or occupancy of the market premises by vendor, and shall defend at vendor's own expense any actions brought against Agrarian and any organizations or persons with which Agrarian has a contractual agreement.

**Vendor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_