

Availability

What days are you available to sell at the Statehouse Market? Please select either all or the specific dates as you wish to attend.

- All May 28 June 4 June 11 June 18 June 25 July 2 July 9 July 16
 July 23 July 30 Aug. 6 Aug. 13 Aug. 20 Aug. 27 Sept. 3 Sept. 10
 Sept. 17 Sept. 24 Oct. 1

Please list any date you know you are not available:

Payment – Vendors only options

The rental fee for vending spaces are non-refundable and are as follows:

- **Seasonal Vending Space:** \$125 (per space). *If you start after the first market date, a new total amount will be calculated.*
- **Single Day Vending Space:** \$8 (per space).
This can be paid by cash or check on the day of the first market.

I wish to pay: Seasonal Rate Per Day

Food Truck

Truck and Menu Description

Will you be serving a full menu or a partial menu? Full Menu Partial Menu

Please email your entire menu with your completed application. Provide the menu as downloadable file, link to website or type in the email.

What products, if any that you serve are Indiana grown?

What menu item(s) would you consider a healthy option and could be promoted as such?

What category best fits your truck from our list of cuisines? If you don't fit into one of the categories below, please list your cuisine in the "Other" field.

- American/Sandwiches/Subs Bakery/Dessert/Ice Cream Barbeque/Cajun/Creole/Southern/Soul
 International Pizza Beverage only Other

Do you offer any dietary consideration options? If yes, please list. (Gluten free, vegan, sugar free, etc.)

Do you have a permit to operate your food truck in Marion County?

- Yes No

What type of truck do you operate: Self-contained truck In trailer – pulled behind vehicle

**Please note: if you are not a self-contained truck, you will be charged double the single day rate.*

Do you use a propane tank? Yes No

What side of your truck is your customer window on?

- Passenger Driver Rear Other (please specify):

Do you have any special parking needs?



Availability

What days are you available? Please select only the dates you are available. Do not select a date you could not attend. **Your truck will not receive all dates selected.** You will be notified at least seven days in advance if you have been selected for the weekly food truck lineup. The goal is to have a variety of cuisines each week.

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Please list any date you know you are not available:

- The Single Day Vending Space cost per space is **\$15**. Please note: if you require two spaces, you will be charged **\$30**.

Additional Information

To view the complete Statehouse Market requirements, download them from the market website.

Administration and Times of Operation

- The market is open every Thursday from May 28 to October 1 (19 weeks) from 10:30 a.m. to 1:30 p.m. Vendors should be onsite finalizing setup by 10:10 a.m. Teardown and clearing must be **complete by 2:15 p.m.**
 - ▶ The market is open unless weather or other emergency requires cancellation. Notice will be given to vendors via email, Twitter or emergency contact numbers.
 - ▶ Accommodations for State ceremonies and celebrations will also be considered.
- The market is located on the campus of Indiana Government Center and the Indiana Statehouse in downtown Indianapolis.
- Market Manager may terminate the Market or make a change to its times, days and location as Statehouse Market in its sole discretion, deems necessary.
- Restroom facilities for vendors are available in Government center buildings and Statehouse. Entrance is only allowed through public entrances and must comply with the respective security policy.
- Smoking is **not** permitted by vendors, food truck operators or employees during the hours of operation on the market premises.
- If on a market day a vendor is a no call/no show, the Market Manager then has the authority to remove them from future market dates.
- Vendors are expected to be punctual, efficient and swift in processing orders. Not adhering to this may result in less market dates or removal from the schedule.
- **Vendors must notify the Market Manager of their absence 48 hours in advance of the market**, not including vehicle malfunctions. If you are absent twice without notification, the Market Manager will dismiss you from the market for the remainder of the season.

Goods Permitted For Sale

- Produce, meat, honey, eggs, dairy, plants, flowers and other farm products must be grown or produced in the State of Indiana, unless pre-approved by the Market Manager.
 - Exceptions to this rule may be permitted by Market Manager.
- A limited number of non-grower produced items for resale will be allowed at the discretion of the Market Manager and depending on the availability of local product.
- The market will allow non-food products of an artisanal nature, only if 70 percent of vendor's sellable items are non-processed food. Non-food products must be directly derived from goods permitted to sell as listed above.



- Vendor agrees that Vendor and all of Vendor's employees, agents and contractors will abide by and fully comply with all applicable federal, state and local laws, regulations and ordinances, and to have obtained all necessary licenses, permits, insurance and inspections prior to selling any products at the market.
- Vendors may sell minimally processed food, only if the main ingredient is something grown and produced by the vendor (apple pies from an orchard, etc.) and only if at least 70 percent of the booth is non-processed food. All minimally processed food items must be prepared in a licensed facility, as defined by Indiana law, sold in pre-packaged form, and contain proper labeling, consisting of the name of product, the location of preparation, the contents, the net weight and the price.
 - Exceptions to this rule must be approved by Market Manager.
- Home based vendor foods are allowed to be sold at the market provided that they meet the criteria for a non-hazardous food and are labeled in accordance with Indiana State law.
- Eggs may be sold at the market only with a current egg vendor license issued by the State Egg Board.
- Any Vendor selling honey is required to inform all its customers of the danger of feeding honey to infants and children less than two (2) years of age.
- The only varieties of wild mushrooms may be sold at the market are chanterelles, morels, oyster, and sulfur shelf (chicken mushrooms).
- No potentially hazardous or poisonous plants, berries, roots, mushrooms or other goods may be sold at the market. All food products must be considered edible before they can be sold at the market, and must meet all state, county, and local health requirements, rules and regulations.
- Vendors of vegetables, produce, meat, fish, eggs and/or poultry must grow themselves the aforementioned product they sell at the market themselves on land that is owned or directly rented by them unless specifically authorized by Market Manager and identified clearly as such.

Registration to Sell

Vendor must submit the following, along with a signed application, before selling at the market:

- Provide copy of retail registration from Indiana State Board of Health (if applicable)
- Provide a copy of current insurance certificate
- Provide a copy of vehicle insurance
- Pay all applicable fees

Food Trucks must submit the following:

- A complete [Registration Application as a Retail Food Establishment](#) from Indiana State Dept. of Health. Send the completed form to ISDH (see instructions on form)
- Copy of the current certificate of insurance, provided to the Market Manager
- Copy of last inspection report conducted by the county in which their commissary is located
- Pay all applicable fees

Assignments and Limits of Space

- Due to limited event space, the Market Manager reserves the right to enforce category limitations for vendors and food trucks. Eligible vendors who inquire after capacity has been reached are placed on a wait list and are contacted in the order that completed paperwork is received by SPD. Food truck spaces are limited as well. Preference is given to trucks who utilize Indiana produce, whose menus feature healthy options and in the order in which completed paperwork is received.
 - Based on the information provided in application, trucks are evaluated on this criteria and may be given more dates for market participation.
- The size of market vending spaces may vary slightly and are determined by the Market Manager.



- Vendor parking is included within the booth space depending on the size of the vehicle and space location. No special considerations can be accommodated at this time (power, additional space, unusual access).
- Vendor may submit a reservation request for two (2) reserved vending spaces; however, the Market Manager must approve if vendor requires more than two (2) spaces.
- No person may sell at the market except from a vending space that has been duly assigned to him/her by the Market Manager.
- A vendor wishing to enter or leave the market area during the hours of market operation shall notify the Market Manager. No Vendor shall be allowed to enter or exit the market area after 10 a.m. and before 1:30 p.m. Only in the event of a public safety or emergency situation shall an exception be made. Vendors may not break down market materials prior to 1:30 p.m.

Vending Space Rental Fees

The rental fees for vending spaces are non-refundable and are as follows:

- Vendors: Seasonal Vending fee: **\$125 (per space)**. Single Day Vending fee: \$8
- Food Truck: single-space vending fee: **\$15**. If two spaces are required, the fee is **\$30**.
- This can be paid in cash or check on the first day of the market attended, as the Market Manager allows. Receipts are issued once fee is paid.
 - ▶ Please make checks out to: IDOA Conference Center

Any vendor or food truck must give a minimum of **48 hours notice** of absence to the Market Manager for any given market day. Exceptions will only be made for health/medical and transportation emergencies. No rental fees are refunded for absences during the market season.

Equipment and Supplies

Vendor must supply his/her own tables, change, labels, bags, water, trash cans, weather and sun protection devices (tent or canopy with weights are **strongly recommended**), coolers, containers and/or signage, which must be contained within Vendor's assigned vending space. If selling goods by weight, Vendor must supply a legal produce scale.

Liability and Insurance Requirements

Vendor is solely responsible for any and all damages resulting from the sale of unsound or unsafe goods or otherwise resulting from the participation in the market by Vendor and/or Vendor's employees, agents or contractors. Vendor must have a minimum of \$1,000,000 liability insurance for protection against such damages and for any injury that occurs at the market that is caused by Vendor's products, actions, inactions or property, and/or the products, actions, inactions or property of Vendor's employees, agents or contractors, and that will maintain such insurance as long as Vendor and/or Vendor's employees, agents or contractors participate in the market. Proof of insurance shall be provided before any selling at the market. Note: the Statehouse Market does *not* need to be listed as an insured.

Property Maintenance and Utilization

- Vendor shall not make any modifications or alterations to existing pavement, curbing, signs, striping, fixtures, trees, shrubs, or flowers in the market area.
- Vendors and Food trucks must vacate the market area by **2:30 p.m.** on market days, removing all personal items, equipment, vehicles and trash from the premises.

Other Permissions

- Vendor grants the Statehouse Market and the Market Manager permission to release Vendor's name, email address and telephone number to customers interested in contacting Vendor for information or questions.



- Vendor grants the Statehouse Market permission to use, gratis, Vendor's name, address and/or picture, as well as pictures of Vendor's vending space(s) and market operations, in any medium or materials promoting the market.
- Participation in the market is at the Market Manager's sole discretion, and Vendor agrees that Vendor's sole and exclusive remedy for the non-acceptance of Vendor's Agreement and/or for the termination of Vendor's participation in the market shall be the refund of Vendor's 2015 vending space rental fee(s), prorated based on weeks of participation.

Remedies for Breach

The violation of any provision of this application or requirements by the Vendor could result in immediate dismissal from the market. In such case, Vendor forfeits his/her rental fee, will not be permitted to sell at the market for the remainder of the market season, and may not be allowed to participate in the market during subsequent seasons.

Indemnification

Vendor agrees to indemnify and hold harmless the state of Indiana, and Market Manager their respective agents, from any and all liability, loss or damage, including, but not limited to, bodily and personal injuries, including injuries resulting in death, and all property damage, and all other claims, actions, damages and expenses, including reasonable attorney fees and costs, that may occur as a result of Vendor's participation in the market.

I have read and agree to The Statehouse Market Requirements (initial)

I understand that submission of this application does not guarantee participation in the market for the dates I listed as available (initial)

PLEASE NOTE: This signature page must accompany all necessary paperwork: Certificate of Insurance showing general liability and proof of vehicle insurance, and a Registered Retail Merchant Certificate if sales tax applies to your product.

This arrangement shall become effective only upon authorization by The Statehouse Market. The arrangement may be terminated by the Statehouse Market at any time, upon notice to Vendor, in accordance with the above stated terms and conditions.

In printing my name, I submit to the verification to all of the above.

Printed Name:

Date:

Please send this completed form by one of the following methods:

Email: spdcommunications@spd.in.gov

Fax: 317-232-3089

Mail: Indiana State Personnel Department
 ATTN: SPD Communications
 402 W. Washington Street, Suite W161
 Indianapolis, IN 46204



Indiana State Personnel Department
 402 W. Washington Street, St. W161
 Indianapolis, Indiana 46204