

**2014 Statehouse Market Food Truck/Vendor Application**

The Statehouse Market takes place on Thursdays from 10:30 a.m. to 1:30 p.m. on Robert D. Orr Plaza and Senate Ave. Only completed applications are considered.



Contact Information	
Name	
Farm/Food Truck Name	
Mailing Address	
City, State ZIP Code	
Home/Business Phone	
Cell Phone	
E-Mail	
Website/Twitter/Facebook	

Are you or any of your employees employed by the state of Indiana?

Yes  No

**If you are a vendor, complete the boxes below. If you are a food truck, skip to page 2. Participation will be based on information provided so please complete all the information in the appropriate sections.**

## Vendor

Farmer's Market Vendor:
<p><b>Vendor Category:</b>  <input type="checkbox"/> Grower <input type="checkbox"/> Producer (value added) * <input type="checkbox"/> Returning Vendor <input type="checkbox"/> New vendor  <i>*Non-food products must be directly derived from goods permitted for sale. See market requirements for details.</i></p> <p><b>How many spaces will you require? (16' x 16')</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 (one space includes only <b>one (1)</b> vehicle)</p> <p><b>What products do you plan to sell?</b> (please list for entire season)  <input type="checkbox"/> Fruit: <input type="checkbox"/> Vegetable:  <input type="checkbox"/> Dairy: <input type="checkbox"/> Meat: <input type="checkbox"/> Other:</p> <p><b>Which products would appeal to those with dietary constraints?</b> (Gluten free, vegan, sugar free, etc.)</p> <p><b>Do you have any special parking needs?</b></p>



### 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 22    May 29    June 5    June 12    June 19    June 26    July 3    July 10  
 July 17    July 24    July 31    Aug. 7    Aug. 14    Aug. 21    Aug. 28    Sept. 4    Sept. 11  
 Sept. 18    Sept. 25    Oct. 2    Oct. 9

Please list any date you know you are not available:

### Payment

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

- **Seasonal Vending Space:** \$125.00 (per space). *If you start after the first market date, a new total amount will be calculated.*
- **Single Day Vending Space:** \$8.00 (per space).
- This can be paid by cash or check on the day of your 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, do you serve are Indiana grown?**

**What menu items 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/Italian    Coffee/Juice    Other

**Do you offer any dietary consideration options?** (Gluten free, vegan, sugar free, etc.)

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

- 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?** Please describe below.



## 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.

- May 22    May 29    June 5    June 12    June 19    June 26    July 3    July 10    July 17  
 July 24    July 31    Aug. 7    Aug. 14    Aug. 21    Aug. 28    Sept. 4    Sept. 11  
 Sept. 18    Sept. 25    Oct. 2    Oct. 9

Please list any date you know you are not available:

## 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 22 to October 9 (21 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 along Robert D. Orr Plaza and Senate Avenue, next to the Indiana Government centers 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.

### 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.
- 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.

- 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.
- Vendors must notify the Market Manager of their absence 48 hours in advance of the market. If you are absence twice without notification, the Market Manager will dismiss you from the market.
- The size of market vending spaces may vary slightly. However, most vending spaces will average approximately sixteen (16) feet wide by sixteen (16) feet deep in size, as determined 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. The Market Manger 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:

- Seasonal Vending Space: **\$125.00.**
- Single Day Vending Space: **\$8.00.**
  - ▶ A single day vending space is the only option for Food Trucks.
- This can be paid in cash or check on the first day of the market attended, as the Market Manager allows.
- Please make checks out to: 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 will be 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 ***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, address, 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 2014 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](mailto: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