

2021 Parlor City Market Vendor Information

Audry Estill

Cell #260-227-1662 day of market-as needed

Office #260-824-0510 extension 5 from 8 a.m.-4p.m. Mon-Fri



Set up

Between 7:45 a.m.-8:45 a.m.

Please park on market street until the bollards are moved for you to move your vehicle onto the courthouse for unloading (**this applies to elderly, disabled, or those with heavy product only**).

Pull up close to your designated booth.

If this does not apply to you, please park on Market street or Walnut Street behind the plaza to unload with your flashers on. Once you have unloaded onto the Plaza, before you set up your booth, please move to designated parking in the Washington Commons (1 block south next to Wells County Public Library). Walnut Street & Market Street are not for vendors, you may not leave your vehicle in these parking areas after unloading. *Produce vendors are an exception to this rule per market manager direction*

Vendor Identification

Each vendor will receive a lanyard badge to be worn during market hours. A 2021 market vendor permit will be given to those who have paid, and registration has been approved. Permits must be displayed and visible at your booth. You are responsible for bringing this every week. Lost lanyards require a \$5 replacement fee.

Parking

Parking for vendors will be at the Washington commons parking lot next to the Library or the corner of South Scott St. & East Washington St. (behind the post office). We want to provide our customers with the best parking available.

Vendor Bathrooms

The Wells County Public Library is available for public restroom use.

Customer Interaction

We encourage building a relationship and making customers feel welcomed. Happy customers come back! We do not condone pressuring or badgering for sales.

Permits

Home-based vendors do not require permits. See attached resources from the health department for Home-Based Vendor Requirements. Those selling eggs must be registered and licensed by the Indiana Egg Board.

*All questions regarding food labeling & permits can be directed to Brandi Schorey at the Wells County Health Department. #260-824-6489 or email brandi.schorey@wellscounty.org

Helpful Resources:

<https://www.indianagrown.org/farmers-market/>

<https://wellscounty.org/food-division/>

Reservations

Vendor booths that are reserved (paid for) will not be reimbursed for last minute absence/cancellations. A credit will be held for a future market reservation in the same season for those that provide 24 hr. notice of their absence.

Weather Policy

To remain consistent with our market vendors & patrons on the days we have scheduled we will remain a **‘rain or shine’ market**.

In the instances that severe thunderstorms or tornado warning/watch occur prior to the market, there may be a delay in the market opening. A cancellation altogether may occur if the forecast remains negative for safety/success throughout the duration of market hours.

In the instances that weather conditions worsen after the market has opened then vendors & patrons should move to a safe place (their vehicles or nearby building) until the weather has passed. The decision to cancel will be made depending on the duration of the severe weather.

The decision to delay or cancel the market will be communicated through Facebook for patrons and an email to vendors.

***Reservations that are made and paid for will be credited for a later date if cancellations are made due to ‘Acts of God’**

***Reservations made and paid for that vendors choose not to attend due to rain will not be reimbursed.**

THANK YOU for being a vendor at the PARLOR CITY MARKET 😊-BlufftonNOW